

**PROPOSAL TO THE SCHOOL BOARD OF CLAY COUNTY FROM  
EXCEPTIONAL CONSULTING SERVICES, INC., FOR PROFESSIONAL AND  
TECHNICAL SERVICES FOR ESE CONSULTATIONS  
2010-2011 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 2010-2011 to keep it current based on the State Board Rule revision packages, 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. Further, the Department wants to ensure sound fiscal planning and accurate FTE projections and reports in the ESE program, and has identified the need for continued data analysis and reporting of its FTE in the ESE programs.

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, 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 inherent within the due process provisions 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.

Exceptional Consulting Services, Inc. has the experience and background to provide professional and technical services which match the needs of the ESE Department, as evidenced by prior services to Clay County, as well as many other Florida school districts and agencies.

## ***II. PRODUCTS AND SERVICES***

1. During the period October 25-27, 2010, the Consultant shall be onsite in Clay County and:
  - a. Analyze tentative UWFTE, WFTE and FEFP revenue for each school and district wide in all programs reported for Survey 2, as well as a listing of all matrix ratings. The Consultant shall prepare written analyses of each school and district wide revenue under the FEFP and compare it to projections and appropriated FTE, based on cost factors, guaranteed allocations and current BSA and DCD. The data shall be used for the purpose of decision-making with respect to projections, service delivery models, allocation of staff including paraprofessionals and the like.
  - b. Provide assistance in forms revision, SP&P revision, grants management, state policy and federal policy.
  - c. Provide assistance on SPP indicators and compliance self-assessment.
  - d. Provide consultation on parent information, and plan the follow-up implementation of the parent survey program evaluation.
2. During the period **March 29-31, 2011**, the Consultant shall be onsite in Clay County and:
  - a. Analyze UWFTE, WFTE and FEFP revenue for each school and district wide in all programs reported for Surveys 2 and 3, as well as a listing of all matrix ratings. The Consultant shall assist the Director in analyzing the LEA profile and related SPP indicators. The resultant data shall be used in making decisions about services and programs.
  - b. Provide assistance on compliance self-assessment.
  - c. Provide additional consultation on parent information and education to enhance parent services.
3. During the period, **June 29-30, 2011**, the Consultant shall be onsite in Clay County 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, consultations in resolution of SEA complaints, OCR complaints, Advocacy Center complaints, and due process hearings through communications with the Director, and Board Attorney, enforcement agencies, as well as assist the ESE Director in formulation of mediation agreements, and with other questions as needed. 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 2010.

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

1. Make all arrangements pertaining to scheduling of program evaluation and FTE data analysis.
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 from MIS and Finance Departments.
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 On or around October 27, 2010	\$4,700
#2 On or around March 31, 2011	\$4,700
#3 On or around June 30, 2011	\$4,700

*Respectfully Submitted:*

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Lee Kotick, President, Exceptional Consulting Services,  
Inc., Federal Tax Number 59-2571865

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Date

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Approved, Terry Roth, ESE Director

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Date

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Submitted to: Lisa Graham, Chairman of the Board  
School Board of Clay County

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Date