

**PROPOSAL TO THE SCHOOL BOARD OF CLAY COUNTY FROM  
EXCEPTIONAL CONSULTING SERVICES, INC., 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 ESE Department has identified the need to obtain assistance in the areas of State Performance Plan Indicators and the Calculation Guide. Clay County has worked diligently to ensure that its policies and procedures result in positive outcomes for students with disabilities. 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 Department also 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. The district also has identified the need to receive assistance in the development and amendments of its IDEA Entitlement Project.

***II. PRODUCTS AND SERVICES***

1. During the period **November 8-10, 2011**, the Consultant shall be onsite in Clay County and:

a. Meet with the ESE Director and designated staff to discuss State and Federal reports and data which are used to generate data with respect to State Performance Plan Indicators, and those specifically which are of concern to Clay County. Discussions will center on MIS and district data elements, timelines and procedures for data input and amendments, and understanding of these in relation to the Calculation Guide. The intended outcomes will be development of a plan for evaluating areas of concern and establishment of procedures for ameliorating any determined discrepancies.

b. Analyze UWFTE, WFTE and FEFP revenue for each school and district-wide in all programs to be reported for FTE Surveys, as well as a listing of all matrix ratings. The Consultant shall work with the ESE Department and specify data reports needed, prior to onsite activities. 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, inclusion models, allocation of staff and the like.

c. Meet with staff responsible for self-assessment and discuss sampling plan and procedures, new targeted areas, required documentation, and steps to avoid corrective actions which may result in fund adjustment or continuous reporting to DOE/BEES.

2. During the period, **June 26-28, 2012**, the Consultant shall be onsite in Clay County and assist the Director in developing its 2012-2013 IDEA Entitlement Project, and discuss policies and procedures related to legislation, State rules, and federal policy. The Consultant shall also work with the Director on State Performance Plan Indicators and the outcomes of evaluation results.

3. Throughout the term of this project, the Consultant shall be available by telephone and email to work on activities listed above.

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

1. Make all arrangements pertaining to scheduling of 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 \$9,000

Two payments to be requested according to the following schedule:

#1 On or around November 10, 2011 \$4,500

#2 On or around June 28, 2012 \$4,500

*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