

**PROPOSAL TO THE SCHOOL BOARD OF CLAY COUNTY FROM
EXCEPTIONAL CONSULTING SERVICES, INC., FOR PROFESSIONAL AND
TECHNICAL SERVICES FOR ESE CONSULTATIONS
2009-2010 SCHOOL YEAR**

I. BACKGROUND INFORMATION

The ESE Supervisor is responsible for ensuring a free and appropriate public education (FAPE) to students with exceptionalities in Clay County. The Supervisor 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 2009-2010 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 Supervisor 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 Supervisor 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 Supervisor 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 2. 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 **July 29-30, 2009**, the Consultant shall provide sample forms, policies and procedures to the ESE Supervisor, based upon revisions made to the Admissions and Placement Manual for 2009-2010. These revisions are based upon IDEA 2004, implementing regulations, revised rules (especially SLD and InD and general administrative rules), federal policy interpretations, DOE/BEES monitoring and technical assistance papers, the Special Programs and Procedures Document, and FTE audits.

2. During the period **September 23-24, 2009**, 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 to be reported for Survey 2, (based on tentative count data) as well as a listing of all matrix ratings. The Consultant shall work with the Finance and MIS Departments 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.

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.

3. During the period **November 4-5, 2009**, 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 Survey 2, as well as a listing of all matrix ratings. The Consultant shall work with the Finance and MIS Departments 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.

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.

4. During the period **February 10-11, 2010**, 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 work with the Finance and MIS Departments 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.

b. Provide assistance in forms revision, SP&P revision, grants management, state policy and federal policy, as needed, onsite and through telephone communications.

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

d. Provide additional consultation on parent information and education to enhance parent services.

5. During the period, **May 12-13, 2010**, the Consultant shall be onsite in Clay County and assist the Supervisor and staff in development of the IDEA application for federal funds, and other such activities determined by the ESE Supervisor.

6. Throughout the term of this project, the Consultant shall be available for technical assistance fax and telephone consultations in resolution of SEA complaints, OCR complaints, Advocacy Center complaints, and due process hearings through communications with the Supervisor, and Board Attorney, enforcement agencies, as well as assist the ESE Supervisor in formulation of mediation agreements, 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.

7. The Consultant shall meet with the ESE Supervisor at AMM in Fall 2009.

III. DISTRICT RESPONSIBILITIES

1. Make all arrangements pertaining to scheduling of program evaluation and FTE data analysis.

2. Designate the ESE Supervisor, 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

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| 1. Consultation Fees | \$14,350 |
| 2. Lodging and Meals | \$ 990 |
| 3. Travel by car Tallahassee to Green Cove Springs, vicinity and return x 4 Round trips, .445 per mile | \$ 910 |
| 4. Word Processing, postage, and phone | \$ 4,550 |

Total=\$20,800

Six payments to be requested according to the following schedule:

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|------------------------------------|---------|
| #1 On or around July 30, 2009 | \$3,466 |
| #2 On or around September 24, 2009 | \$3,466 |
| #3 On or around November 5, 2009 | \$3,466 |
| #4 On or around February 11, 2010 | \$3,466 |
| #5 On or around May 13, 2010 | \$3,466 |
| #6 On or around June 18, 2010 | \$3,470 |

Respectfully Submitted:

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

 Date

 Terry Roth, ESE Supervisor,

 Date

 Sharon Chapman, Assistant Superintendent

 Date

 Charles E. Van Zant, Jr., Chairman of the Board
 School District of Clay County

 Date