

FCMAT Recommendations

Spring 2010 Report

Implementation Plan

December 9, 2010

## FCMAT Report Implementation Plan Task Force:

Patty Deming - *Live Oak School District* - Assistant Superintendent of Business Services

Victoria George – *CAC Representative*

Julie Haff – *San Lorenzo Valley Unified* - Superintendent

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Stacy O’Farrell – *Soquel Union Elementary* – Special Education Director

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Lynette Seibel – *Santa Cruz City Schools* - Special Education Director

Susan Silver – *Scotts Valley Elementary* - Superintendent

Sharon Smith – *Pacific Elementary* - Director

Bryan Wall - *Santa Cruz COE* - Deputy Superintendent

Salli Price Welsh –Assistant Superintendent SELPA

## FCMAT Report Implementation Plan Governance

**Goal #\_1\_:** To ensure that the transparent, easily understood policies, systems, and procedures align with the needs of the districts

**Objective #\_1\_:** Develop and implement policies that address the needs of the districts

Number	ACTION	Page #	ASSIGNED TO	START DATE	DATE DUE
1	Review the Guiding Principles from the AB602 funding model for the purpose of making possible recommendations to revise and adopt changes	13,15, 16, 18,19	SECA Chair	Jan. 2011	Feb 2012 and Annually
2	Review and provide recommendations to update the SELPA Policies and incorporate changes into the SELPA Handbook as needed	18,28,34, 45,60,65	Asst. Supt. SELPA SEC Chair	April 2011	June 2011
3	Revise the governance structure to include a joint Operations Council made up of two SECA members, two SEC members, and two CBOs from member districts	31	Asst. Supt. SELPA	Jan. 2011	Annually in January

## FCMAT Report Implementation Plan Governance

**Goal #\_1\_:** To ensure that transparent, easily understood policies, systems and procedures align with the needs of the districts

**Objective #\_2\_:** To implement a system of communication and collaboration among all stakeholders

Number	ACTION	Page #	ASSIGNED TO	START DATE	DATE DUE
1	Set dates for SECA members and SEC members to visit regional programs	34	Senior Spec. Ed Director, COE	Nov 2011	Monthly
2	Develop and implement annual orientations for Superintendents, Directors and fiscal staff on basic aspects of SELPA	31	Asst Supt SELPA	Aug 2011	Annually and as needed
3	Include SECA, SEC and CBOs in one another's meetings to discuss topics of mutual interest	31	Asst Supt SELPA	Dec 2010	As appropriate (March/Sept?)
4	Schedule annual meetings to include SEC and SECA to discuss the mission of each group	31	Asst Supt SELPA	Jan 2011	Sept of each year
5	Distribute a monthly Provider Report to SEC and at every SECA meeting: number of students and staff (certificated and classified) per program, by district	28,38	Senior Spec. Ed Director, COE Asst Supt SELPA	Dec 2010	Every scheduled SEC and SECA meeting
6	Include a "Hot Topic" standing item on SEC and Operations Council agendas	34,38	Asst Supt SELPA (in collaboration with Operations Council and SEC)	Feb 2010	Every SEC and Operations Council meetings
7	Include "Customer Service Check-In" on each SEC agenda	34	Senior Spec. Ed Director COE	Dec 2010	Jan 2011

**FCMAT Report Implementation Plan  
Governance**

**Goal #\_1\_ :** To ensure that transparent, easily understood policies, systems, and procedures align with the needs of the district

**Objective #\_3\_ :** To establish an effective and equitable allocation of resources

<b>Number</b>	<b>ACTION</b>	<b>Page #</b>	<b>ASSIGNED TO</b>	<b>START DATE</b>	<b>DATE DUE</b>
1	Operations Council will evaluate the effectiveness of the AB602 funding model and the allocation of resources, and consider alternatives to current voting structures	15,17,24 25,38 45,48	Asst Supt SELPA Operations Council	Jan 2011	Feb 15 2012 Review Annually
2	Provide ongoing education and training regarding AB602 and allocation of the resources	41	Asst Supt SELPA Operations Council	September January May 2011	3X Annually
3	Provide recommendations to SECA regarding AB602 and allocation of resource	14	Asst Supt SELPA Operations Council	Jan 2011	May 1 2011 then Annually

## FCMAT Report Implementation Plan Fiscal

**Goal #\_2\_ : To implement a transparent, comprehensive and equitable fund model that supports students**

**Objective #\_1\_ : To ensure a comprehensive understanding of the SELPA fiscal plan**

Number	ACTION	Page #	ASSIGNED TO	START DATE	DATE DUE
1	Identify and present to SEC, SECA and CBOs all Special Education revenue streams	17	SELPA Financial Analyst (SELPA funds) COE CBO (non-SELPA funds)	Dec 2010	March May September Dec
2	Present to SEC, SECA and CBOs regional expenditures and the effect of any change on each district's funding	17	COE CBO (regional programs) SELPA Financial Analyst	Dec 2010	March May September Dec
3	Present to SEC, SECA and CBOs annually the following funding models: AB602, preschool, staff development grants, and Low Incidence.	17	SELPA Financial Analyst	Jan 2011	When info is released from state
4	Include CBOs in at least 2 SECA meetings per year for the purposes of financial review	31	Asst Supt SELPA	Feb 2011	March May September Dec
5	Distribute information from SECA and SEC meetings to each other and to CBOs and fiscal staff via email following each meeting	31	SELPA Administrative Assistant	Dec 2010	Monthly
6	Develop and distribute a SELPA Treasurer's report to the members at least annually	31	SELPA Financial Analyst COE CBO	Mar 2011	Annually
7	Supply fiscal data from districts to SELPA in the timelines specified by SELPA Financial Analyst ( <i>e.g., ARRA, IDEA, quarterly FTE and cumulative expenditures</i> )	18	District Fiscal Staff District Sp Ed staff designated for CASEMIS reporting	Dec 2010	Per state or SELPA reporting period
8	Provide annual training during SEC's orientation on funding allocation plans and AB602	31	SELPA Financial Analyst	Aug 2011	Every Aug

**FCMAT Report Implementation Plan  
Fiscal**

**Goal # 2 : To implement a transparent, comprehensive and equitable funding model that supports students**

**Objective # 2 : To ensure the funding model supports the needs of students**

<b>Number</b>	<b>ACTION</b>		<b>ASSIGNED TO</b>	<b>START DATE</b>	<b>DATE DUE</b>
1	Review (and revise if needed) current funding model in conjunction with guiding principles	31,36	SECA Chairperson	March 2011	Sept 2011
2	Review current preschool funding model to achieve greater equitablility among the providers	60	SECA Chair	March 2011	Sept 2011
3	Ensure that SECA members are familiar with smaller districts and their fiscal limitations	30	Asst Supt SELPA	Jan 2011	Ongoing
4	Research other funding models ( <i>e.g.</i> , "Off the Top," fee for service)	33	Asst Supt SELPA Operations Council	March or when #1 and #2 are complete	Sept 2011
5	Review MOE process with SECA and maintain compliance with Federal and State laws	18,28	SELPA Financial Analyst	Dec 2010	March May Sept Dec
6	Continue monitoring State excess cost guidelines and new reporting requirements until formula developed	21	Asst Supt SELPA	When state publishes guidelines	Annually

## FCMAT Report Implementation Plan Fiscal

**Goal # 2 :** To implement a transparent, comprehensive and equitable fund model that supports students

**Objective # 3 :** To ensure a transparent process that reflects all components of regular program costs

Number	ACTION	Rec. #	ASSIGNED TO	START DATE	DATE DUE
1	Provide detailed information to SECA Board and CBOs about regional program costs ( <i>e.g.</i> , FTE, benefits, per pupil costs, indirect costs, support costs, etc.)	16,17,33	COE CBO	Dec 2010	March May September Dec
2	Provide detailed information to member districts and CBOs about other regional programs ( <i>e.g.</i> , HOH, etc.)	33	Asst Supt SELPA	Jan 2011	March May September Dec
3	Provide ongoing information about per pupil cost to SECA	33	Asst Supt SELPA COE CBO COE Fiscal Coordinator	Dec 2010	Quarterly or more often



## FCMAT Report Implementation Plan Program

**Goal #\_3\_ :** To ensure that all students with disabilities will have their needs met through efficient and effective programs

**Objective # 1\_ :** To establish appropriate programs for student placement

Number	ACTION	Page #	ASSIGNED TO	START DATE	DATE DUE
1	Evaluate all regional program caseloads each school year to make appropriate adjustments to resources working closely with districts, particularly when caseloads are below standard based on SSC guidelines. Present to SEC	50	Senior Sp Ed Director COE MIS Specialist	March 2010	February September Annually
2	Develop a multi-year plan for districts to assure responsibility for preschool students with special needs. Communicate to districts data regarding incoming 3 year olds and their possible impact on district and regional programs	50	Senior Sp Ed Director COE	Jan 2011	June Annually
3a	Determine whether districts can fiscally and logistically provide programs for Special Education students who are currently being served in regional programs	60	District Team (Superintendent, CBO, Spec. Ed Director)	Begin Review 2011	February 2012 Annually
3b	Develop a systematic plan for transferring program operations from the COE, which includes input from parents and teachers	60	District Superintendents	2/15/2011	June 15 Annually
4	Develop and provide to SECA and SEC a report that conveys to members that programs provided by the COE are efficient and effective and the costs and case loads are continuously monitored.	33	Asst Supt SELPA	April, November	May, December Annually

## FCMAT Report Implementation Plan Program

**Goal # 3: To ensure that all students with disabilities will have their needs met through efficient and effective programs**

**Objective # 2 : To ensure special education programs operate with appropriate, qualified staffing**

Number	ACTION	Page #	ASSIGNED TO	START DATE	DATE DUE
1a	Determine whether districts should use local funds to support additional program specialist positions that would <ul style="list-style-type: none"> <li>a. Provide program support</li> <li>b. Support high profile IEP's</li> </ul> Make recommendation to SECA	36	Asst Supt SELPA Senior Sp Ed Director COE	Jan 2012	Feb 2011
1b	If action item number 1a is approved, obtain and adopt a job description for a program specialist from other SELPAs	36	Asst Supt SELPA Senior Sp Ed Director COE  <i>Same question on this one...</i>	Feb 2012	April 2011
2	Form an <i>ad hoc</i> committee to expand the procedures for evaluating the need for one-to-one instructional aides outlined in SCIA policy to include "fading" as a strategy for increasing independence in students. <ul style="list-style-type: none"> <li>- Make recommendation to SECA</li> </ul>	54	SEC Chair	March 2011	June 2011
3	Track Special Circumstance Instructional Aide (SCIA) services including <ul style="list-style-type: none"> <li>a. The number and percent of Special Education students receiving 1-to-1 support</li> <li>b. The number of students who have transitioned away from 1-to-1 instructional aide support over time</li> </ul>	54	Asst Supt SELPA to collect data from districts and COE	Feb 2011	June 2011 Annually

	<p>Expand current staff development offerings by considering the following FCMAT recommendations:</p> <ul style="list-style-type: none"> <li>a. Using the Los Angeles COE online Paraeducator Academy courses to train instructional assistant</li> <li>b. Providing more training in the areas of autism, AB602 funding, the funding allocation plan, county office program costs, special circumstance instructional assistants and instructional assistants</li> <li>c. Conducting disability awareness activities annually</li> <li>d. Offering staff development sessions during the summer or evenings to avoid costly expenses for release time and subsequent low registration</li> <li>e. Communicating effectively about staff development opportunities to ensure optimum participation</li> <li>f. Offering training for Special Ed supervisors to increase knowledge of position</li> </ul>	41 41 13 41 41 60	Asst Supt SELPA      District Special Education Directors	Jan 2011	April 2012
5	Provide instructional aides in RSP and SDC programs in ratios that align with industry standards	50	District Special Education Directors Senior Sp Ed Director COE	Feb 15 2011	Feb 15 Annually
6	Continue using district or COE staff and avoid the use of non-public agencies for services	52	District Special Education Directors	In process	Ongoing

## FCMAT Report Implementation Plan Program

**Goal #\_3: To ensure that all students with disabilities will have their needs met through efficient and effective programs**

**Objective # 3 : To establish a cost effective transportation system for students with special needs**

Number	ACTION	Page #	ASSIGNED TO	START DATE	DATE DUE
1	Implement and facilitate a formal SELPA Transportation Governance Committee composed of transportation providers and schedule quarterly meetings to discuss common interests ( <i>e.g.</i> , sharing transportation or contracting transportation with neighboring districts)	63,64	Asst Supt SELPA	Jan 2011	Feb May Sept Dec
2	Meet with the Superintendents and their bargaining unit leadership to advocate for a county-wide master calendar for all SELPA participants. Encourage districts to work cooperatively to design a county-wide bell schedule	65	Superintendent COE	Feb 2011	June 2012
3	Facilitate discussions among districts and COE regarding a. Staggering program start and end times b. Implementing a reasonable student delivery time that is 10 to 15 minutes before each county program start time.	65	Asst Supt SELPA  Transportation Governance Committee	Feb 2011	June 2012
4	Involve districts and transportation providers in potentially contentious IEP meetings where key transportation decisions will be made	64	Senior Sp Ed Director COE	Jan 2011	Immediately Ongoing