

KECSAC

Memorandum of Agreement Process



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Agenda for Today

- ▶ **Discuss**
 - ▶ Definition of State Agency Children
 - ▶ District provided services
 - ▶ KECSAC expectation
 - ▶ How funds are distributed
 - ▶ Process
 - ▶ Timelines



State Agency Children

- ▶ KRS 158.135 defines a State Agency Child as:
 1. a. Children of school age committed to or in custody of the Cabinet for Health and Family Services and placed, or financed by the cabinet, in a Cabinet for Health and Family Services operated or contracted institution, treatment center, facility, including those for therapeutic foster care and excluding those for nontherapeutic foster care; or
 - b. Children placed or financed by the Cabinet for Health and Family Services in a private facility pursuant to child care agreements including those for therapeutic foster care and excluding those for nontherapeutic foster care;
 2. Those children of school age in home and community-based services provided as an alternative to intermediate care facility services for the mentally retarded; and
 3. Those children committed to or in custody of the Department of Juvenile Justice and placed in a department operated or contracted facility or program.
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What is the MOA?

- ▶ **The MOA is an agreement between the local school district and KECSAC.**
- ▶ The district agrees to provide specific educational services to state agency children.
- ▶ KECSAC agrees to provide funding to supplement the costs of providing these services.



District Commitments

- ▶ **To receive SACF funding districts agree to:**
 - ▶ develop a school calendar reflecting a total of 230 days.
 - ▶ provide 210 days of instruction to the SAC in their district.
 - ▶ provide a classroom ratio of ten students to one teacher, or fifteen students to one teacher with a classroom aide.

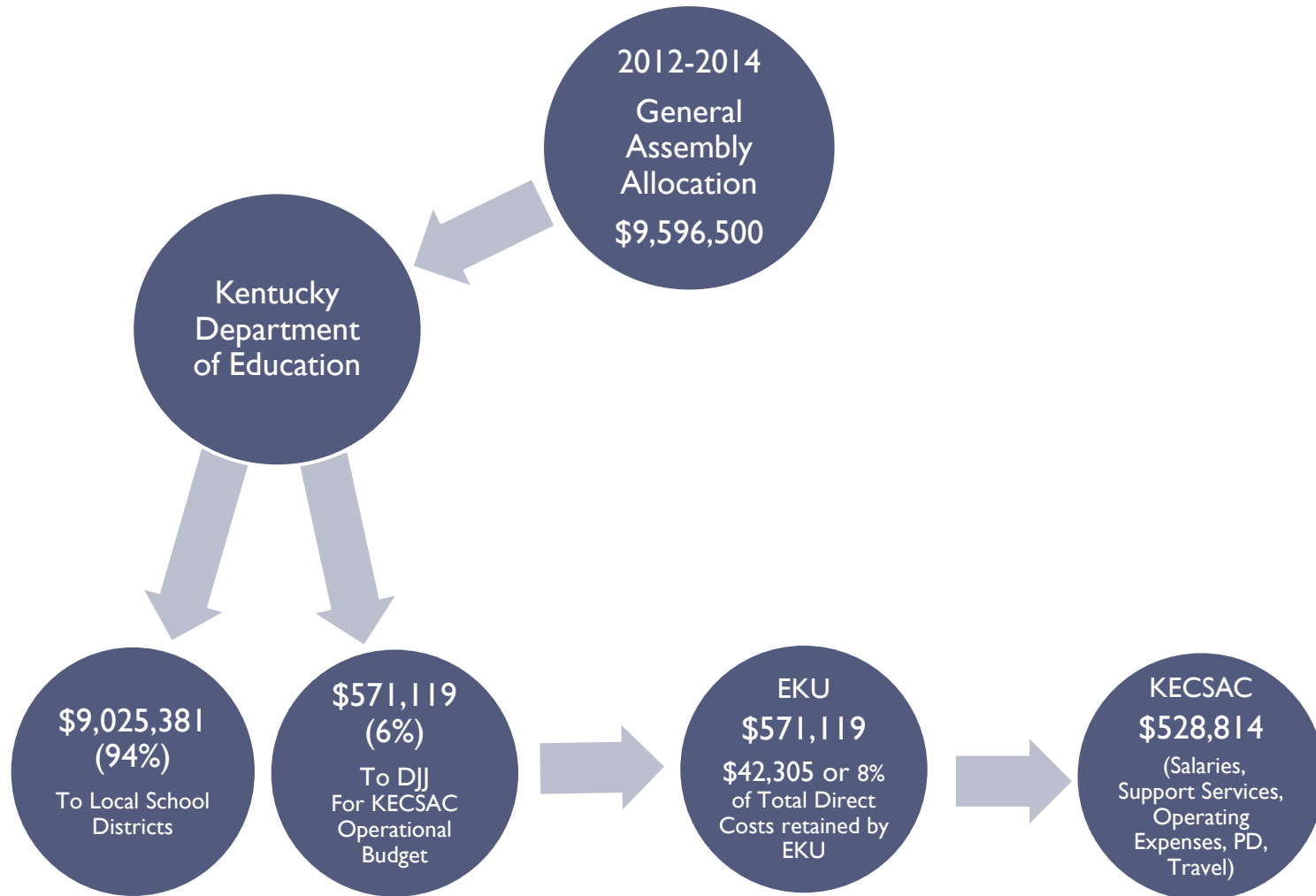


State Agency Children Funds

- ▶ SACF funds are **SUPPLEMENTAL** funds provided to the District to help defray the cost of an extended school calendar and smaller classroom size.
- ▶ SACF funds are not intended to cover the entire costs of operating a SAC program.



State Agency Children's Fund Funding Process



How Funds are Allocated

- ▶ Programs with DCBS child care agreements are funded by the average daily membership (ADM).
- ▶ DJJ day treatment programs are funded by the ADM
- ▶ Mental health day treatment programs are funded by the ADM
- ▶ DJJ residential programs (detention centers, youth development centers) are funded at rated capacity



How Funds are Allocated

- ▶ All programs must complete the **Average Daily Membership Reporting Form**.
- ▶ ADM reporting form is submitted to KECSAC for three specific points in time
 - ▶ October 15
 - ▶ December 2 (CENSUS Reporting Day)
 - ▶ March 14



How Funds are Allocated

- ▶ KECSAC staff does the math to establish the per student rate.
 - ▶ total the rated capacity for all DJJ programs
 - ▶ total the ADM's for DCBS and MHDT programs
 - ▶ divide total SACF allocation (less operating budget and administrative fees) by the total number of youth served
- ▶ **2013-2014 per child rate is: \$ 2,965**



District Reimbursement

- ▶ Districts must submit expenditures to KECSAC quarterly in MUNIS project budget report format.
 - ▶ October 25 – First quarter report
 - ▶ January 24 – Second quarter report
 - ▶ April 25 – Third quarter report
 - ▶ July 15 – Year-end report



District Reimbursement

- ▶ KECSAC staff will review MUNIS report for each program to ensure funds are spent appropriately.
 - ▶ Funds may be used for:
 - ▶ direct labor, supplies, subcontracts, and incidental expenses needed to perform work
- ▶ Funding Matrix of approved expenditures is available on KECSAC website.



District Reimbursement

- ▶ Budget Specialist will submit quarterly reimbursement requests to KDE.
- ▶ KDE will reimburse district for funds expended during the quarter.



KECSAC Requirements

- ▶ All teachers in KECSAC funded programs must meet Kentucky certification requirements.
- ▶ All educators new to a state agency children programs must attend the “New Educators Training.”
 - ▶ Yeah! Today’s the day!



KECSAC Requirements

- ▶ District must designate a School Administrator to be the instructional leader of the program.
 - ▶ May be a lead teacher, principal, or district personnel.



KECSAC Requirements

- ▶ Designated school administrator must attend two statewide meetings of the State Agency Children School Administrators Association (SACSAA).
 - ▶ Fall meeting – September 13, 2013
 - ▶ Spring meeting – March 7, 2014



KECSAC Requirements

- ▶ School administrators should participate in treatment planning conferences and team meetings .
- ▶ Maintain average teacher pupil ratios of no more than 10:1 without an aide or 15:1 with a classroom aide.



KECSAC Requirements

- ▶ District must develop a professional development plan for all certified staff working at on-site SAC programs



KECSAC Requirements

- ▶ Provide 33 extended school days with a minimum of 4 hours of instruction
- ▶ Develop an Individual Plan of Instruction (IPI) for each youth
 - ▶ ILP may serve as the IPI if academic and vocational goals are thoroughly covered
- and/or
- ▶ Develop an Individual Education Plan (IEP) for each youth determined to have an education disability



KECSAC Requirements

- ▶ Requires all state agency children to be administered the same assessments administered to other public school youth.
- ▶ All youth must be formally or informally assessed within the first 30 days of placement in state agency children program.



KECSAC Requirements

- ▶ **School records**
 - ▶ Request educational records from previous enrollment
 - ▶ Forward educational records to the next school within 5 days of transferring to new school
 - ▶ Records obtained using Infinite Campus may meet these requirements unless written records are specifically requested
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MOA Attachments

- ▶ **Attachment I – Budget for 2013-2014**
 - ▶ District must submit the total educational budget for the program in project budget report MUNIS format
 - ▶ Budget must include SAC and SEEK funds allocated for the program.



MOA Attachments

- ▶ **Attachment 2 – Comprehensive Budget**
 - ▶ District must submit a comprehensive annual budget in project budget report MUNIS format for each program.



MOA Attachments

▶ Attachment 3 – School Calendar

- ▶ A completed program educational calendar worksheet.
 - ▶ Must show 230 days with a minimum of 210 days of direct instruction.
 - Extended days must be designated



MOA Attachments

Attachment 4 – Make-up Day Plan

- ▶ A plan for making up any of the 210 instructional days lost because of inclement weather or other district planned events.



MOA Attachments

Attachment 5 – SEEK Calculation Worksheet

- A completed SEEK calculation worksheet that provides projected SEEK allocations including:
 - Base SEEK
 - At-Risk add-on
 - Disability add-on



MOA Attachments

▶ Attachment 6 – Interagency Agreement

- ▶ A current Interagency Agreement between the school district and the program.
- ▶ Mental Health Day Treatment - Interagency Agreement between the district and the approved service provider
- ▶ DJJ programs do not need to submit this attachment



MOA Attachments

Attachment 7 – Program Improvement Plan

- ▶ A current Program Improvement Plan that is specific to the individual program and address the needs of state agency children.
 - ▶ Samples available on KECSAC website.



MOA Attachments

▶ Attachment 8

- ▶ Implementation and Impact Check based upon the previous year's Program Improvement Plan.
- ▶ The report should include updates on the goals set from the previous academic year.



MOA Attachments

▶ Attachment 9 - Student Transition Plan

- ▶ The STP should outline the program's procedures for transitioning state agency children from one educational setting to the next.
 - ▶ STP must comply with the transition plan and service requirements of the Individual with Disabilities Education Act (IDEA).
 - ▶ The Student Transition Plan should include procedures that address the transfer of student educational records.



Timeline

▶ New Programs

- ▶ District must notify KECSAC if a state agency plans to open a new program in their district by April 1 of each year.
 - ▶ Superintendent must request SACF application



▶ Existing Programs

- ▶ Must notify KECSAC of an increase in the rated capacity by April 1st of each year
- ▶ MOA will be mailed to the superintendent during May of each year.
- ▶ Signed MOA is due back to KECSAC by September 15



For Reference

- ▶ **KECSAC Statutes**
 - ▶ KRS 158.135
 - ▶ KRS 605.110
 - ▶ KRS 158.137
- ▶ **KECSAC Regulations**
 - ▶ 505 KAR 1:080
- ▶ **KECSAC Website**
 - ▶ <http://www.kecsac.eku.edu/>
 - ▶ Documents



Important to Remember

- ▶ MOA is not complete until all attachments are submitted and all signatures are obtained.
- ▶ KECSAC is authorized to withhold reimbursement until MOA is complete.



Questions

Thoughts

Comments



Working Together to Educate All of Kentucky's Children

- ▶ Department of Education
- ▶ Department of Juvenile Justice
- ▶ Department for Community Based Services
- ▶ Department for Behavioral Health, Developmental and Intellectual Disabilities

