KECSAC

Memorandum of Agreement Process

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Agenda for Today

- Definition of State Agency Children
- District provided services
- KECSAC requirements
- How funds are allocated
- MOA attachments
- 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.
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.
- The MOA is for a period of 12 months. New MOA is signed each year.
State Agency Children’s Fund Funding Process

Kentucky Department of Education

2016-2018 General Assembly Allocation $10,096,500 per year

For 16-17 $9,515,041 (94.2%) To Local School Districts

$581,459 (5.8%) Held at DJJ For KECSAC Operational Budget

$581,459 to EKU $43,071 or 8% of Total Direct Costs retained by EKU

KECSAC $538,388 (Salaries, Support Services, Operating Expenses, PD, Travel)
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 75% of rated capacity.
How Funds are Allocated

- All programs must submit the **KECSAC Membership Report** from Infinite Campus
- KECSAC Membership Report is submitted to KECSAC for three specific points in time
  - October 14
  - December 1 (CENSUS Reporting Day)
  - March 15
KECSAC staff does the math to establish the per student rate.

- total the rated capacity for all DJJ programs x 75%
- 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

2016-2017 per child rate is: $3,750
District Reimbursement

- Districts must submit expenditures to KECSAC quarterly in MUNIS project budget report format.
  - October 25 – First quarter report
  - January 25 – Second quarter report
  - April 25 – Third quarter report
  - July 14 – 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 program must attend the “New Educators Training.”
  - Today’s the day! We’re glad you’re here!
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 9, 2016
  - Spring meeting – March 3, 2017
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
- Teachers and administrators new to KECSAC must attend New Educator’s Training
- Recommended that 3 days of extended calendar be used for trainings specific to at-risk/SAC
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

- All youth must have formal or informal academic assessment within the first 30 days of placement in state agency children program.
- Requires all state agency children to be administered the same assessments administered to other public school youth.
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 within Infinite Campus may meet these requirements unless written records are specifically requested
KECSAC Requirements

- An Educational Passport be prepared for each student.
- Records within Career Cruising may count as Educational Passport.

(KECSAC Policy 4.21)
Attachment 1 – Budget for 2016-2017

- 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.
Attachment 2 – Comprehensive Budget

- District must submit a comprehensive annual budget in project budget report MUNIS format for each program.
- Include all sources of funding for 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.
  - It is recommended the extended calendar also be included in Infinite Campus.
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.
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 with their MOA. DJJ provides these to us.
Attachment 7 – Program Improvement Plan

- A current Program Improvement Plan that is specific to the individual program and addresses the needs of state agency children.
- Samples available on KECSAC website.
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.
Attachment 9 - Student Transition Plan (STP)

- 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.
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