

**East Valley SELPA**

**Board of Directors**

**Meeting Agenda**



**November 18, 2020**



**EAST VALLEY SPECIAL EDUCATION LOCAL PLAN AREA**  
**BOARD OF DIRECTORS**

**AGENDA**

Wednesday, NOVEMBER 18, 2020  
2:00 P.M.

Meeting to be held:  
Via Zoom - [https://zoom.us/j/94394414133?](https://zoom.us/j/94394414133?pwd=aFcvakZ6MFdzNDh2bXA2QnZxeERJQT09&from=addon)  
[pwd=aFcvakZ6MFdzNDh2bXA2QnZxeERJQT09&from=addon](https://zoom.us/j/94394414133?pwd=aFcvakZ6MFdzNDh2bXA2QnZxeERJQT09&from=addon)

NOTE: Individuals, who require disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board of Directors meeting, should contact Patty Metheny in writing at the address identified above. Notification 48 hours prior to the meeting will enable the East Valley SELPA to make reasonable arrangements to ensure accessibility to this meeting.

**1. Open Session – Call to Order**

**OPEN SESSION**

**2. Roll Call and Establishment of Quorum**

**ESTABLISHMENT  
OF QUORUM**

**3. Approval of Agenda**

**APPROVAL OF  
AGENDA**

**4. Community Comments**

**COMMUNITY  
COMMENTS**

**5. Approval of Minutes**

**APPROVAL OF  
MINUTES**

**6. Discussion Item**

**DISCUSSION  
ITEMS**

- a. 2020-2021 EV SELPA 1<sup>st</sup> Interim Budgets

**7. Action Items**

**ACTION  
ITEMS**

- a. Approve Revised EV SELPA Regional Programs & Program Transfer Policy and Procedures

- b. Approve 2021-2022 Rialto USD Regional Program Transfer Request
- c. Approve Updated EV SELPA Fiscal Allocation Plan
- d. Approve Low Incidence Equipment for Surplus/Disposal
- e. Approve 2020-2021 Interagency Agreements
  - i. California Children Services
  - ii. Inland Regional Center

**8. Other**

**OTHER**

- a. Next Meeting – February 24, 2021
- b. 2020-2021 EV SELPA Board of Directors Meeting Schedule

**9. Adjournment**

**ADJOURNMENT**

# **APPROVAL OF MINUTES**

East Valley SELPA Board of Directors September 16,  
2020 Meeting Minutes

*Administrator Metheny is requesting approval from the Board  
for the minutes of the September 16, 2020 meeting.*

**EAST VALLEY SELPA BOARD OF DIRECTORS**  
**MEETING MINUTES**  
**September 16, 2020**

**BOARD MEMBERS PRESENT:**

Dr. Frank Miranda	Colton Joint Unified
Mauricio Arellano	Redlands Unified
Dr. Cuauhtémoc Avila	Rialto Unified
Michelle Murphy – Alternate Chairperson	Rim of the World Unified
Myrlene Pierre	SBCSS Student Services Division
Cali Binks	Yucaipa-Calimesa Joint Unified
Dr. Patty Metheny, Secretary	East Valley SELPA

**ADMINISTRATION PRESENT:**

Anne-Marie Foley	East Valley SELPA
Dr. Rick Homutoff	East Valley SELPA
Andrea Tennyson	East Valley SELPA

**BOARD MEMBERS ABSENT:**

Ted Alejandre, Chairperson	San Bernardino County Schools
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**OTHERS:**

Nicole Albiso	Rialto USD
Bridgette Ealy	Rialto USD
Angie Lopez	Rialto USD
Rhea McIver	Rialto USD
Rhonda Kramer	Rialto USD
Dennis Doyle	Consultant
Susan Hernandez	SBCSS, Human Resources
Katie Hylton	SBCSS, Business Services
Dr. Scott Wyatt	SBCSS, East Valley Operations
Mary Laihee	SBCSS, Student Services
Jennifer Alvarado	SBCSS, Internal Business

**1.0 CALL TO ORDER**

Alternate Chairperson Murphy called the meeting to order at 2:00 p.m. via Zoom.

**2.0 ROLL CALL AND ESTABLISHMENT OF QUORUM**

Quorum was established.

### **3.0 APPROVAL OF AGENDA**

A motion to approve the agenda was made by Member Arellano and seconded by Member Miranda. The motion carried unanimously.

### **4.0 COMMUNITY COMMENTS**

There were no public comments.

### **5.0 APPROVAL OF MINUTES**

A motion to approve the June 17, 2020 Board Meeting Minutes was made by Member Binks and seconded by Member Arellano. The motion carried unanimously.

### **6.0 DISCUSSION ITEMS**

#### **a. Regional Program Transfer Process Revisions Development**

Administrator Metheny along with Consultant Dennis Doyle provided an overview of the process that resulted in revisions to the current EV SELPA Regional Programs & Transfer Policy and Procedures. Dr. Doyle reported on collegiate and productive meetings with Administrator Metheny and Lead Special Services Agent Bridgette Ealy from Rialto USD. He shared the process was approached in a step-by-step and methodical way while keeping students' wellbeing as the top priority and consideration. During this process, it was evident that the Regional Programs & Program Transfer Policy and Procedures needed to be revised.

#### **b. First Read: Revised EV SELPA Regional Programs & Program Transfer Policy and Procedures**

Administrator Metheny reviewed the changes to the Regional Programs & Program Transfer Policy and Procedure. In essence, the policy was revised to expand the notification year timeline thus providing more time for county and districts to comply with Ed Code and regulations needed for a successful program transfer. The revision also expanded and reorganized the preparation year work to allow for more cohesive involvement of stakeholders. This revision will be presented for approval during the next Board of Directors Meeting on November 18, 2020.

#### **c. 2020-2021 Rialto USD Regional Program Transfer Request**

Administrator Metheny, Lead Special Services Agent Bridgette Ealy and Area Director Scott Wyatt provided information regarding a program transfer request from Rialto Unified School District for the year 2020-2021. The transfer request will include 30 students currently enrolled in SBCSS East Valley Operations. Dr. Wyatt shared the transfer request will lead to a reduction of 7.25 FTE and the closure of two classrooms. Jennifer Alvarado from San Bernardino County

Superintendent of Schools Internal Business Services presented the estimated fiscal impact SELPA-wide. This transfer will represent a net reduction of \$546,406 for the East Valley region and the SAI rate is expected to increase by \$2,025 per student and the low incidence rate by \$81. Lead Agent Ealy reviewed the detailed plan for program transfer and assured that students will continue to receive SAI and related services as in their current placement with SBCSS East Valley Operations.

**d. First Read: EV SELPA Fiscal Allocation Plan (Draft Rewritten to Align with 2020 EV SELPA Local Plan)**

Administrator Metheny presented for first read the updated East Valley SELPA Fiscal Allocation Plan. It was updated to align with the new EV SELPA Local Plan approved by the Board of Directors on May 2020 and accepted by the California Department of Education in June 2020. Administrator Metheny reviewed elements of the fiscal allocation plan including special education funding sources, expenditures, local agreements, and monitoring activities. This plan will be presented for approval during the November 18, 2020 Board of Directors Meeting.

**e. 2019-2020 EV SELPA Regional Program Funds Returned to Districts**

Consultant Tennyson provided information regarding the return of funds to districts from the EV SELPA Occupational Therapy (OT) regional program. The OT regional program is funded via a proportionate share base model.

**f. 2019-2020 SBCSS Fee-for-Service Funds Returned to Districts**

Jennifer Alvarado, from San Bernardino County Superintendent of Schools (SBCSS), Internal Business provided information regarding the return of funds to districts from the SBCSS fee-for-service programs. Ms. Alvarado reviewed the revenues and expenditures and noted a significant decrease in expenditures due to cost saving measures implemented by SBCSS and the pandemic.

**g. Non-Public School Cost Report 2019-2020**

Consultant Tennyson presented the 2019-2020 Non-Public School (NPS) Cost Report. Included in the report were NPS tuition and related services cost as well as mental health services. Administrator Metheny noted an increase in residential cost due to an increase in referrals. Currently, there are 13 EV SELPA students placed in residential facilities in addition to 2 students pending placement and 2 students pending assessment. She reported requests for residential placement have increased during the pandemic.

**h. Due Process Legal Cost Report 2019-2020**

Dr. Homutoff provided an overview of the 2019-2020 due process cases. Overall, there was a decrease in filings for the year aided by the school closures due to the pandemic. A number of settlements have been amended to allow for additional

time for parents to access compensatory education services. Dr. Homutoff stressed the importance of keeping detailed records during this time. Current trends show that Administrative Law Judges (ALJ) decisions have not favored districts who cannot show clear records of services provided during this time. Dr. Homutoff also provided an update of a nationwide class action lawsuit against all school districts. Finally, Dr. Homutoff reported he is anticipating an increase in filings for the FY 2020-2021. Consultant Tennyson presented the Due Process Legal Cost report for FY 2019-2020. She reported a decrease in costs for the FY 19/20 presumably due to school closures.

**i. 2020 EV SELPA Virtual Professional Development Catalog**

Administrator Metheny presented the 2020-2021 Virtual Professional Development catalog. This year, due to the pandemic, all professional development will be conducted virtually. Administrator Metheny remarked that virtual trainings held to-date have been well received.

**7.0 ACTION ITEMS**

**a. Approve 2020-2021 SANDABS Membership**

Administrator Metheny recommended the Board approve the 2020-2021 San Bernardino County District Advocates for Better Schools (SANDABS) Membership. This membership affiliation is proposed by the SBCSS Intergovernmental Relations Office. Motion to approve the 2020-2021 SANDABS Membership was made by Member Avila and seconded by Member Pierre. The motion carried unanimously.

**8.0 OTHER:** Next Meeting of the EV SELPA Board of Directors will be November 18, 2020.

**9.0 ADJOURNMENT:** Motion to adjourn was made by Member Pierre and seconded by Member Avila. The regular meeting was adjourned at 3:20 p.m.

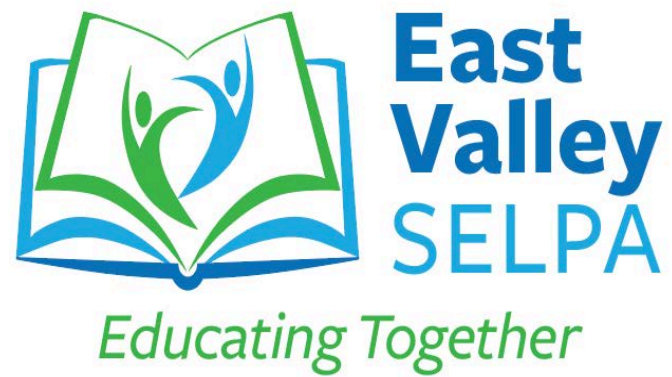
Submitted by:  
Rosalva Contreras  
EV SELPA Administrative Assistant



# **DISCUSSION ITEM**

## **2020-2021 East Valley SELPA 1<sup>st</sup> Interim Budgets**

*Consultant Tennyson will provide the 1st Interim Budget update for 2020-2021 along with descriptions of each budget fund.*



FY 2020-21  
EAST VALLEY SELPA  
First Interim  
Operations Budget

**November 12, 2020**

Patty Metheny, EdD., Administrator, East Valley SELPA  
Andrea Tennyson, Consultant, East Valley SELPA

**EAST VALLEY SELPA**  
**FY 2020/21 FIRST INTERIM BUDGET INFORMATION**  
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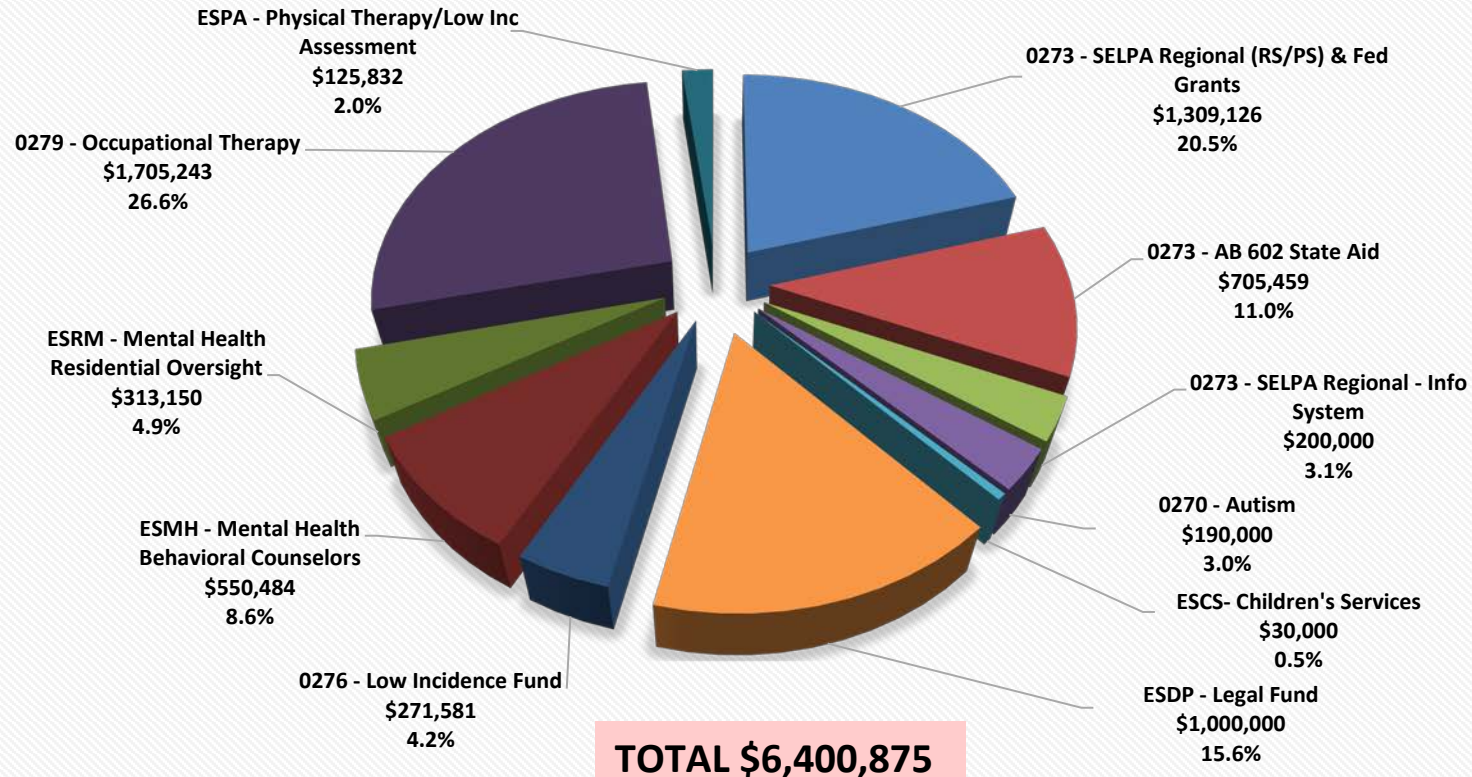
REGIONAL PROGRAM/OCCUPATIONAL THERAPY (OT)

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REGIONAL PROGRAM/PHYSICAL THERAPY (PT)

Narrative  
Budget/Management ESPA

# FY 2020/21 First Interim Budget



Program Description	FY 2020/21 Interim Budget	Percentage of Total
0273 - SELPA Regional (RS/PS) & Fed Grants	\$1,309,126	20.5%
0273 - AB 602 State Aid	\$705,459	11.0%
0273 - SELPA Regional - Info System	\$200,000	3.1%
0270 - Autism	\$190,000	3.0%
ESCS- Children's Services	\$30,000	0.5%
ESDP - Legal Fund	\$1,000,000	15.6%
0276 - Low Incidence Fund	\$271,581	4.2%
ESMH - Mental Health Behavioral Counselors	\$550,484	8.6%
ESRM - Mental Health Residential Oversight	\$313,150	4.9%
0279 - Occupational Therapy	\$1,705,243	26.6%
ESPA - Physical Therapy/Low Inc Assessment	\$125,832	2.0%
Grand Total	\$6,400,875	100.0%

EAST VALLEY SELPA  
**FY 2020/21 FIRST INTERIM BUDGET INFORMATION**  
**REGIONALIZED SERVICES/PROGRAM SPECIALISTS (RS/PS) BUDGET**

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The East Valley SELPA Regionalized Services/Program Specialists budget is the operations budget for the SELPA administration.

Funding is provided through two sources of AB 602 dollars. AB 602 RS/PS apportionment is provided to each SELPA to fund its operations. In addition, the EV SELPA Board of Directors has authorized a percentage of the AB 602 Base State Aid allocation to be taken off-the-top, which is 1.46%. This percentage is re-evaluated each year.

EV SELPA receives 5% of Resource 3315 Preschool Local Entitlement grant amount for RS/PS and has been estimated at \$19,394. Alternative Dispute Resolution grant this year is \$14,601.

The FY 20/21 RS/PS budget has been developed based on the following parameters:

***No ADA growth was projected for FY 20/21. Funding is based on Enacted budget. The higher ADA from Current Year, Prior Year, and Prior Prior Year is used at \$625 per ADA Base Rate for the Total Base Funding***

FY 20/21 salaries include a 5.50% (19/20-2.5%, 20/21-3%) COLA and Funded Step and Column

FY 20/21 Health & Welfare Rates were developed with a 5% inflationary increase, Dental, Vision, & Life

The FY 20/21 Mandatory Benefit rates are:

STRS 16.15% (prior year 17.10% & prior prior year 16.28%)

PERS 20.70% (prior year 20.70% (prior prior year 18.062%)

Medicare 1.45% (no change from prior year)

UI .05% (no change from prior year)

WC 3.06% (prior year 2.76%)

Information Technology user fee at \$2,207 per FTE, an increase of \$220 per FTE from prior year's rate of \$1,987.

The 20/21 approved Indirect Cost Rate for County Schools is 8.00% a 1.70% decrease from prior year's rate of 9.70%.

There are no anticipated staff changes for FY 20/21

# East Valley SELPA

## SELPA Regionalized Services/Program Specialists

### FY 2020/21 FIRST INTERIM BUDGET INFORMATION

	2019/20 Unaudited Actuals	20/21 Aopted Budget	20/21 First Interim Budget	Change from Adopted Budget
<b>REVENUE</b>				
Beginning Balance	\$626,848	\$ 410,550	\$ 380,648	\$ (29,902)
AB 602 RS/PS	\$1,275,131	\$ 1,241,438	\$ 1,275,131	\$ 33,693
AB 602 State Aid	\$431,283	\$ 714,578	\$ 705,459	\$ (9,119)
Grant/Preschool Regional Svc. (0474)	\$19,394	\$ 19,394	\$ 19,394	\$ -
Grant/Alternative Dispute Resolution	\$14,601	\$ 14,601	\$ 14,601	\$ -
Other Local Revenue	\$34	\$ -	\$ -	\$ -
Cont. from Unrestricted Rev/Local	\$0	\$ -	\$ -	\$0
<b>TOTAL REVENUE</b>	<b>2,367,291</b>	<b>\$ 2,400,561</b>	<b>\$ 2,395,232</b>	<b>\$ (5,329)</b>
<b>EXPENDITURES</b>				
Certificated Salaries	\$812,789	\$843,903	\$843,903	\$0
Classified Salaries	\$410,322	\$447,054	\$447,054	\$0
Benefits	\$441,909	\$468,327	\$468,327	\$0
<i>Sub-Total</i>	<b>\$1,665,019</b>	<b>\$1,759,284</b>	<b>\$1,759,284</b>	<b>\$0</b>
Materials & Supplies	\$18,678	\$17,100	\$17,100	\$0
Operations	\$103,027	\$94,017	\$94,017	\$0
<i>Sub-Total</i>	<b>\$121,705</b>	<b>\$111,117</b>	<b>\$111,117</b>	<b>\$0</b>
<i>Total</i>	<b>\$1,820,694</b>	<b>\$1,870,401</b>	<b>\$1,870,401</b>	<b>\$0</b>
Indirect Cost	\$170,017	\$149,512	\$149,512	\$0
<i>Indirect Cost Rate</i>	9.70%	8.00%	8.00%	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$1,956,741</b>	<b>\$2,019,913</b>	<b>\$2,019,913</b>	<b>\$0</b>
<b>ENDING BALANCE</b>	<b>\$410,550</b>	<b>\$380,648</b>	<b>\$375,319</b>	<b>(\$5,329)</b>
Reserve %	20.981%	18.845%	18.581%	
<b>STAFFING:</b>	1.0 Administrator 1.0 Prog Manager 1.0 Fiscal Consultant 1.0 Admin. Assistant 1.0 SELPA Svc Specialist 4.0 Prog Specialists 1.0 Program Tech (MIS) .90 Accounting Tech Hourly Student Worker	1.0 Administrator 1.0 Prog Manager 1.0 Fiscal Consultant 1.0 Admin. Assistant 1.0 SELPA Svc Specialist 4.0 Program Specialists 1.0 Program Tech (MIS) .80 Accounting Tech .73 Hourly Student Worker	1.0 Administrator 1.0 Prog Manager 1.0 Fiscal Consultant 1.0 Admin. Assistant 1.0 SELPA Svc Specialist 4.0 Program Specialists 1.0 Program Tech (MIS) .80 Accounting Tech .73 Hourly Student Worker	
<b>Total FTEs</b>	<b>11.63 FTE</b>	<b>11.53 FTE</b>	<b>11.53 FTE</b>	

EAST VALLEY SELPA  
**FY 2020/21 FIRST INTERIM BUDGET INFORMATION**  
EVSELPA REGIONAL PROGRAM STUDENT DATABASE SYSTEM

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EV SELPA contracts with Faucette Microsystems for student database system/WebIEP.

Resource 9273 was established to track expenses for maintaining the contract .

CDE compliance requirements and the revision or the creation of IEP forms are some of the expenses expected to be shared by the districts.

Final Costs shared proportionately at year-end based on Current Year October Pupil Count.

# East Valley SELPA

## SELPA Regional CASEMIS Information System

### FY 2020/21 FIRST INTERIM BUDGET INFORMATION

<u>NO CHANGE</u>		2019/20 Unaudited Actuals	2020/21 Adopted Budget	2020/21 First Interim Budget
<b>REVENUE</b>				
Beginning Balance		\$67,651	\$67,651	\$67,651
Distribution of Cost PY Pupil Count				
	<i>Colton</i>	\$42,969	\$52,142	\$52,142
	<i>Redlands</i>	\$44,186	\$53,619	\$53,619
	<i>Rialto</i>	\$45,615	\$55,353	\$55,353
	<i>Rim</i>	\$6,347	\$7,703	\$7,703
	<i>Yucaipa</i>	\$20,470	\$24,840	\$24,840
	<i>SBCSS/EV Ops</i>		\$6,343	\$6,343
TOTAL REVENUE		\$159,587	\$200,000	\$200,000
<b>EXPENDITURES</b>				
Materials & Supplies		\$0		\$0
Operations		\$145,014	\$185,185	\$185,185
	<i>Sub-Total</i>	\$145,014	\$185,185	\$185,185
	<i>Total</i>	\$145,014	\$185,185	\$185,185
Indirect Cost		\$14,573	\$14,815	\$14,815
	<i>Indirect Rate</i>	9.70%	8.00%	8.00%
TOTAL EXPENDITURES		\$159,587	\$200,000	\$200,000
ENDING BALANCE		\$67,651	\$67,651	\$67,651



EAST VALLEY SELPA  
**FY 2020/21 FIRST INTERIM BUDGET INFORMATION**  
**EVSELPA REGIONAL PROGRAM/AUTISM PROGRAM SPECIALIST**

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As authorized by the SELPA Board of Directors, the East Valley SELPA operates a Regional Program for district autism support.

This budget has 1 FTE for a Program Specialist.

Refer to the SELPA RS/PS Narrative for FY 20/21 Health and Mandatory Benefits rates, and Indirect Cost rate.

# East Valley SELPA

## SELPA Regional Autism Program Specialists

### FY 2020/21 FIRST INTERIM BUDGET INFORMATION

<b><u>NO CHANGE</u></b>		2019/20 Unaudited Actuals	2020/21 Adopted Budget	2020/21 First Interim Budget
<b>REVENUE</b>				
Beginning Balance		\$6,968	\$10,162	\$11,887
Off-the-Top		\$182,857	\$190,000	\$190,000
Other Apportionment from Prior Year		\$2	\$0	\$0
Contribution from Unrestricted Revenue		\$0	\$0	\$0
<b>TOTAL REVENUE</b>		<b>\$189,827</b>	<b>\$200,162</b>	<b>\$201,887</b>
<b>EXPENDITURES</b>				
Certificated Salaries		\$116,466	\$119,648	\$119,648
Benefits		\$41,399	\$41,806	\$41,806
	<b>Sub-Total</b>	<b>\$157,865</b>	<b>\$161,454</b>	<b>\$161,454</b>
Materials & Supplies		\$610	\$1,500	\$1,500
Operations		\$5,304	\$11,375	\$11,375
	<b>Sub-Total</b>	<b>\$5,914</b>	<b>\$12,875</b>	<b>\$12,875</b>
	<b>Total</b>	<b>\$163,779</b>	<b>\$174,329</b>	<b>\$174,329</b>
Indirect Cost		\$15,887	\$13,946	\$13,946
	<i>Indirect Rate</i>	9.70%	8.00%	8.00%
<b>TOTAL EXPENDITURES</b>		<b>\$179,666</b>	<b>\$188,275</b>	<b>\$188,275</b>
<b>ENDING BALANCE</b>		<b>\$10,162</b>	<b>\$11,887</b>	<b>\$13,612</b>
<b>STAFFING:</b>		<b>1.0 Prog Specialist</b>	<b>1.0 Prog Specialist</b>	<b>1.0 Prog Specialist</b>
<b>Total FTEs</b>		<b>1.0 FTE</b>	<b>1.0 FTE</b>	<b>1.0 FTE</b>

NOTE: Board Approved Specialized Regional Autism Program funded Off -the-Top on a per ADA basis.

EAST VALLEY SELPA  
**FY 2020/21 FIRST INTERIM BUDGET INFORMATION**  
**CALIFORNIA CHILDRENS' SERVICES (CCS)**

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The SELPA is mandated by Education Code to provide support to CCS medical therapy units (MTU) housed in their region. There are two located in the East Valley SELPA--one at San Salvador in Colton and another at Judson & Brown in Redlands.

Costs shared based on Prior Year October Pupil Count.

FY 20/21 expenditures include office supplies, facilities related maintenance costs, including janitorial, and utilities

# East Valley SELPA

## California Children's Services (CCS) (Mgmt ESCS)

### FY 2020/21 FIRST INTERIM BUDGET INFORMATION

<u>NO CHANGE</u>	2019/20 Unaudited Actuals	2020/21 Adopted Budget	2020/21 First Interim Budget
<b>REVENUE</b>			
Beginning Balance	\$1,800	\$1,800	\$1,800
Colton	\$9,274	\$8,020	8,020
Redlands	\$9,537	\$8,166	8,166
CCS District Support Rialto	\$9,845	\$8,727	8,727
Rim	\$1,370	\$1,165	1,165
Yucaipa	\$4,418	\$3,922	3,922
	<b>\$34,444</b>	<b>\$30,000</b>	<b>\$30,000</b>
<b>TOTAL REVENUE</b>	<b>\$36,243</b>	<b>\$31,800</b>	<b>\$31,800</b>
<b>EXPENDITURES</b>			
Materials & Supplies	\$1,547	\$1,825	\$1,825
Operations	\$32,897	\$28,175	\$28,175
<i>Total</i>	<b>\$34,444</b>	<b>\$30,000</b>	<b>\$30,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$34,444</b>	<b>\$30,000</b>	<b>\$30,000</b>
<b>ENDING BALANCE *</b>	<b>\$1,800</b>	<b>\$1,800</b>	<b>\$1,800</b>

Note: Funded per Ed Code

EAST VALLEY SELPA  
**FY 2020/21 FIRST INTERIM BUDGET INFORMATION**  
**LEGAL/DUE PROCESS**

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The Legal fund was developed to track due process related costs as detailed in the Board approved "Funded by EV SELPA Legal X-Pot/Funded by District".

District contribution for legal support is calculated based on PY October pupil count.

FY 20/21 budget was developed using FY 19/20 2nd interim projection. 2.0 FTEs are paid out of this program, which include: 1 Program Manager and 1 SELPA Services Specialist.

# East Valley SELPA

## SELPA Legal/Due Process

### FY 2020/21 FIRST INTERIM BUDGET INFORMATION

<b><u>NO CHANGE</u></b>		2019/20 Unaudited Actuals	2021/21 Adopted Budget	2020/21 First Interim Budget
<b>REVENUE</b>				
Beginning Balance		\$58,970	\$58,996	\$58,996
Misc. Revenue		\$26		\$0
	Colton	\$251,287	\$269,250	269,250
	Redlands	\$258,407	\$276,879	276,879
District Contribution	Rialto	\$266,761	\$285,831	285,831
	Rim	\$37,119	\$39,772	39,772
	Yucaipa	\$119,710	\$128,268	128,268
		\$933,311	\$1,000,000	1,000,000
TOTAL REVENUE		\$992,280	\$1,058,996	\$1,058,996
<b>EXPENDITURES</b>				
Certificated Salaries		\$157,353	\$160,949	\$160,949
Classified Salaries		\$62,109	\$66,048	\$66,048
Benefits		\$72,500	\$85,181	\$85,181
	<i>Sub-Total</i>	\$291,963	\$312,178	\$312,178
Materials & Supplies		\$1,951	\$3,000	\$3,000
Operations		\$639,371	\$684,822	\$684,822
	<i>Sub-Total</i>	\$641,322	\$687,822	\$687,822
	<i>Total</i>	\$933,285	\$1,000,000	\$1,000,000
TOTAL EXPENDITURES		\$933,285	\$1,000,000	\$1,000,000
ENDING BALANCE		\$58,996	\$58,996	\$58,996
STAFFING:		1.0 Program Manager, DP 1.0 New SELPA Services Specialist	1.0 Program Manager, DP 1.0 New SELPA Services Specialist	1.0 Program Manager, DP 1.0 New SELPA Services Specialist
Total FTEs		2.0 FTE	2.0 FTE	2.0 FTE

Note: Funded on a per Current Year Pupil Count Basis

## **FY 2020/21 FIRST INTERIM BUDGET INFORMATION**

### **LOW INCIDENCE MATERIALS, EQUIPMENT & SERVICES**

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This budget was developed to facilitate centralized purchasing and inventory of materials and equipment for Low Incidence eligible students:

- Deaf
- Hearing Impaired
- Visually Impaired
- Orthopedically Impaired
- Deaf/Blind

Utilization is through application for eligible students based on the SELPA Steering Committee Low Incidence procedures.

***Funding is provided through the AB 602 based on the prior year October Pupil count of Low Incidence students (primary or secondary disability) at 615.***

***FY 2020/21 rate is \$2,943.97 per pupil for Materials, Equipment, and Services using the FY 19/20 P-1 Certification data.***

***15% of \$1,810,542 is designated for EV SELPA = \$271,581***

A Low Incidence Committee has been formed with representatives from each district to review current guidelines and procedures.

# East Valley SELPA

## Low Incidence Materials & Equipment

### FY 2020/21 FIRST INTERIM BUDGET INFORMATION

	2019/20 UNAUDITED ACTUALS	2020/21 Adopted Budget	2020/21 First Interim Budget
<b>REVENUE</b>			
Beginning Balance	\$486,064	\$472,824	\$382,725
AB 602 State Aid	\$286,701	\$286,701	\$271,581
<b>TOTAL REVENUE</b>	<b>\$772,766</b>	<b>\$759,525</b>	<b>\$654,306</b>
<b>EXPENDITURES</b>			
Materials & Supplies	\$133,243	\$145,000	\$145,000
Operations & Contracts	\$103,785	\$150,000	\$150,000
<i>Sub-Total</i>	<b>\$237,028</b>	<b>\$295,000</b>	<b>\$295,000</b>
Equipment	\$41,122	\$58,200	\$58,200
Indirect Cost	\$21,792	\$23,600	\$23,600
<i>Indirect Rate</i>	9.70%	8.00%	8.00%
<b>TOTAL EXPENDITURES</b>	<b>\$299,941</b>	<b>\$376,800</b>	<b>\$376,800</b>
<b>ENDING BALANCE</b>	<b>\$472,824</b>	<b>\$382,725</b>	<b>\$277,506</b>

Note: Funded per Ed Code based on Qualifying Primary and Secondary Disability of Prior Year December Pupil Count times an estimated \$2,943.97 for FY2020/21



EAST VALLEY SELPA  
**FY 2020/21 FIRST INTERIM BUDGET INFORMATION**  
**EVSELPA REGIONAL PROGRAM/BEHAVIOR HEALTH COUNSELORS**

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As authorized by the SELPA Board of Directors, the East Valley SELPA operates a Regional Program funded by a proportionate share based on service counts to provide behavior health counseling services.

***Staff includes .25 Program Manager responsible for staff oversight, 2.40 Behavior health counselors, and .33 SELPA Services Specialist.***

Refer to the SELPA RS/RS narrative for FY 20/21 Health and Mandatory rates, and Indirect cost rate.

# East Valley SELPA

## SELPA Regional Behavioral Health Counselors

### FY 2020/21 FIRST INTERIM BUDGET INFORMATION

	2019/20 Unaudited Actuals	2020/21 Adopted Budget	2020/21 First Interim Budget
<b>REVENUE</b>			
<b>Beginning Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Colton	\$310,598	\$325,364	\$281,358
Redlands	\$67,521	\$70,733	\$61,165
Rialto	\$0	\$0	\$0
Rim	\$202,564	\$212,195	\$183,495
Yucaipa	\$27,009	\$28,293	\$24,466
<b>Total</b>	<b>\$607,693</b>	<b>\$636,585</b>	<b>\$550,484</b>
<b>TOTAL REVENUE</b>	<b>\$607,693</b>	<b>\$636,585</b>	<b>\$550,484</b>
<b>EXPENDITURES</b>			
<b>Classified Salaries</b>	\$398,112	\$386,100	\$356,700
<b>Benefits</b>	\$142,165	\$152,623	\$140,940
<b>Sub-Total</b>	<b>\$540,277</b>	<b>\$538,723</b>	<b>\$497,640</b>
<b>Materials &amp; Supplies</b>	\$56	\$700	\$700
<b>Operations</b>	\$13,625	\$50,007	\$11,367
<b>Sub-Total</b>	<b>\$13,681</b>	<b>\$50,707</b>	<b>\$12,067</b>
<b>Total</b>	<b>\$553,959</b>	<b>\$589,430</b>	<b>\$509,707</b>
<b>Indirect Cost</b>	\$53,734	\$47,155	\$40,777
<i>Indirect Rate</i>	9.70%	8.00%	8.00%
<b>TOTAL EXPENDITURES</b>	<b>\$607,693</b>	<b>\$636,585</b>	<b>\$550,484</b>
<b>ENDING BALANCE</b>	<b>(\$0)</b>	<b>(\$0)</b>	<b>(\$0)</b>
<b>STAFFING:</b>	.50 Prog Manager BHC	.25 Program Manager BHC	.25 Program Manager BHC
	2.65 Behavior Health Counselors II	2.65 Behavior Health Counselors II	2.40 Behavior Health Counselors II
	.33 SELPA Services Specialist	.33 SELPA Services Specialist	.33 SELPA Services Specialist
<b>Total FTEs</b>	<b>3.48 FTE</b>	<b>3.23 FTE</b>	<b>2.98 FTE</b>

NOTE: Funding proportionately shared by districts. Costs based on student service counts taken in the Fall and Spring.

EAST VALLEY SELPA

**FY 2020/21 FIRST INTERIM BUDGET INFORMATION**

**EVSELPA REGIONAL PROGRAM/OVERSIGHT OF RESIDENTIAL MENTAL HEALTH**

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As authorized by the SELPA Board of Directors, the East Valley SELPA operates an Off-the-top residential mental health oversight program.

***Staff includes .75 Program Manager, .60 from two Behavioral Health Counselors responsible for oversight and residential placements, and .20 Accounting Technician to process NPS Mental Health/Residential vendor invoices.***

Refer to the SELPA RS/PS Narrative for FY 20/21 Health and Mandatory Benefits rates, and Indirect Cost rates.

<h1>East Valley SELPA</h1> <h2>SELPA Regional Residential Mental Health</h2> <h3>FY 2020/21 FIRST INTERIM BUDGET INFORMATION</h3>			
	2019/20 Unaudited Actuals	2020/21 Adopted Budget	20/21 First Interim Budget
<b>REVENUE</b>			
Beginning Balance	\$113,594	\$ 151,722	\$ 151,722
Off-the-top	\$271,805	\$294,522	\$313,150
PY Apportionment	\$5,184	\$0	\$0
Local Revenue	\$0	\$5,000	\$0
<b>TOTAL REVENUE</b>	<b>\$390,583</b>	<b>\$ 451,244</b>	<b>\$ 464,872</b>
<b>EXPENDITURES</b>			
Classified Salaries	\$146,818	\$172,805	\$202,321
Benefits	\$51,337	\$65,846	\$78,908
<i>Sub-Total</i>	<b>\$198,155</b>	<b>\$238,651</b>	<b>\$281,229</b>
Materials & Supplies	\$648	\$1,500	\$0
Operations	\$18,937	\$37,184	\$8,725
<i>Sub-Total</i>	<b>\$19,585</b>	<b>\$38,684</b>	<b>\$8,725</b>
<i>Total</i>	<b>\$217,740</b>	<b>\$277,335</b>	<b>\$289,954</b>
Indirect Cost	\$21,121	\$22,187	\$23,196
<i>Indirect Rate</i>	9.70%	8.00%	8.00%
<b>TOTAL EXPENDITURES</b>	<b>\$238,861</b>	<b>\$299,522</b>	<b>\$313,150</b>
<b>ENDING BALANCE</b>	<b>\$ 151,722</b>	<b>\$ 151,722</b>	<b>\$151,721</b>
<b>STAFFING:</b>	.75 Program Manager, BHC .35 Behavioral health counselors .20 Accounting Technician	.75 Program Manager BHC .35 Behavioral health counselors .20 Accounting Technician	.75 Program Manager BHC .60 Behavioral health counselors .20 Accounting Technician
<b>Total FTEs</b>	<b>1.30 FTE</b>	<b>1.25 FTE</b>	<b>1.55 FTE</b>

NOTE: Funded Off-the-Top on a per ADA basis similar to Regional Autism Program (0270).

EAST VALLEY SELPA  
**FY 2020/21 FIRST INTERIM BUDGET INFORMATION**  
**EVSELPA REGIONAL PROGRAM/OCCUPATIONAL THERAPY (OT)**

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As authorized by the SELPA Board of Directors, the East Valley SELPA operates a Regional Occupational Therapy Services Program funded off-the-top and final costs are proportionately shared based on service counts. Ending balance is returned to districts proportionately.

FY 2020/21 staff will include 5.0 Occupational Therapists, .33 SELPA Services Specialist.

***Contracts for 4 Occupational Therapists, 2 Certified Occupational Therapist Assistants***

Refer to the SELPA RS/PS Narrative for FY 20/21 Health and Mandatory Benefits rates, and Indirect Cost rate.

# East Valley SELPA

## SELPA Regional Occupational Therapy (OT)

### FY 2020/21 FIRST INTERIM BUDGET INFORMATION

		2019/20 Unaudited Actuals	2020/21 Adopted Budget	2020/21 First Interim Budget
<b>REVENUE</b>				
Beginning Balance		\$2,268	\$2,268	\$2,268
	Colton	\$375,455	\$639,780	\$497,075
	Redlands	\$543,069	\$623,311	\$773,228
AB 602 "Off the Top"	Rialto	\$0	\$0	\$0
Funding	Rim	\$80,455	\$91,854	\$103,557
	Yucaipa	\$248,069	\$249,924	\$331,383
	<b>Total</b>	<b>\$1,247,048</b>	<b>\$1,604,869</b>	<b>\$1,705,243</b>
<b>TOTAL REVENUE</b>		<b>\$1,417,835</b>	<b>\$1,607,137</b>	<b>\$1,707,511</b>
<b>EXPENDITURES</b>				
Classified Salaries		\$621,225	\$637,014	\$637,014
Benefits		\$237,104	\$251,946	\$256,446
	<i>Sub-Total</i>	<b>\$858,329</b>	<b>\$888,960</b>	<b>\$893,460</b>
Materials & Supplies		\$394	\$1,450	\$0
Operations		\$108,335	\$179,786	\$195,601
5110 Consultants		\$348,671	\$449,057	\$529,057
Trf Apportionment Dist		\$8,302	\$0	
	<i>Sub-Total</i>	<b>\$465,702</b>	<b>\$630,293</b>	<b>\$724,658</b>
	<i>Total</i>	<b>\$1,324,030</b>	<b>\$1,519,253</b>	<b>\$1,618,118</b>
Indirect Cost		\$93,805	\$85,616	\$87,125
	<i>Indirect Rate</i>	9.70%	8.00%	8.00%
Transfer Apportionment to District				
<b>TOTAL EXPENDITURES</b>		<b>\$1,417,835</b>	<b>\$1,604,869</b>	<b>\$1,705,243</b>
<b>ENDING BALANCE</b>		<b>\$2,268</b>	<b>\$2,268</b>	<b>\$2,268</b>
<b>STAFFING:</b>				
	5.0 Occupational Therapist II	5.0 Occupational Therapist II	5.0 Occupational Therapist II	5.0 Occupational Therapist II
	.33 SELPA Services Specialist	.33 SELPA Services Specialist	.33 SELPA Services Specialist	.33 SELPA Services Specialist
	2.0 Certified OT Asst. (COTA)	2.0 Certified OT Asst. (COTA)	2.0 Certified OT Asst. (COTA)	2.0 Certified OT Asst. (COTA)
	2.00 Contract OT	2.0 Contract OT (hourly)	4.0 Contract OT (hourly)	
<b>Total FTEs</b>	<b>5.33 FTE (4.00 Contracts)</b>	<b>5.33 FTE (4.00 Contracts)</b>	<b>5.33 FTE (6.00 Contracts)</b>	

NOTE: Funding proportionately shared by districts. Costs based on student service counts taken in the Fall and Spring.

## **FY 2020/21 FIRST INTERIM BUDGET INFORMATION**

### **PHYSICAL THERAPY SERVICES & LOW INCIDENCE ASSESSMENT**

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District costs shown in this budget for FY 20/21 are: .667 FTE for a School Physical Therapist II and for low incidence assessments conducted by EV SELPA.

The budget is based on the 19/20 operating costs. Costs are charged to district of residence proportionately based on service count via cash transfer.

Refer to the SELPA RS/PS Narrative for FY 20/21 Health and Mandatory Benefits rates, and Indirect Cost rate.

# East Valley SELPA

## PHYSICAL THERAPY SERVICES & LOW INCIDENCE ASSESSMENT

### FY 2020/21 FIRST INTERIM BUDGET INFORMATION

<b><u>NO CHANGE</u></b>		<b>2019/20 Unaudited Actuals</b>	<b>2020/21 Adopted Budget</b>	<b>2020/21 First Interim Budget</b>
<b>REVENUE</b>		<b>PT &amp; ATAC</b>	<b>PT/LOW INC</b>	<b>PT/LOW INC</b>
<b>Beginning Balance</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	Colton	\$ 44,694	\$58,076	58,076
	Redlands	\$ 37,246	\$48,397	48,397
<b>District Contribution</b>	Rialto	\$ -	\$0	-
	Rim	\$ 14,899	\$19,359	19,359
	Yucaipa	\$ -	\$0	-
	<b>TOTAL</b>	<b>\$ 96,839</b>	<b>\$125,832</b>	<b>125,832</b>
<b>TOTAL REVENUE</b>		<b>\$ 96,839</b>	<b>\$125,832</b>	<b>\$125,832</b>
<b>EXPENDITURES</b>				
<b>Classified Salaries</b>		\$71,225	\$73,668	\$73,668
<b>Benefits</b>		\$20,425	\$34,278	\$34,278
	<i>Sub-Total</i>	<b>\$91,650</b>	<b>\$107,946</b>	<b>\$107,946</b>
<b>Materials &amp; Supplies</b>		\$0	\$0	\$0
<b>Operations</b>		(\$3,374)	\$8,565	\$8,565
	<i>Sub-Total</i>	<b>(\$3,374)</b>	<b>\$8,565</b>	<b>\$8,565</b>
				<b>\$116,511</b>
<b>Indirect Cost</b>		<b>\$8,563</b>	<b>\$9,321</b>	<b>\$9,321</b>
	<i>Indirect Rate</i>	9.70%	8.00%	8.00%
<b>TOTAL EXPENDITURES</b>		<b>\$96,839</b>	<b>\$125,832</b>	<b>\$125,832</b>
<b>ENDING BALANCE</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>STAFFING:</b>		.6667 Physical Therapist  1 Part-time OT Contract	.667 Physical Therapist 1 Part-time OT Contract	.667 Physical Therapist
<b>Total FTEs</b>		<b>.667 FTE</b>	<b>.667 FTE</b>	<b>.667 FTE</b>

NOTE: Funding proportionately shared by districts. Costs based on student service counts taken in the Fall and Spring.



# **ACTION ITEM**

## **EV SELPA Regional Program & Program Transfer Policy and Procedures**

*Administrator Metheny is requesting approval from the Board  
of the East Valley SELPA for the revised EV SELPA Regional  
Program & Program Transfer Policy and Procedures*



**East Valley Special Education Local Plan Area  
Regional Programs & Program Transfer Policy and Procedures**

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**Philosophy**

Effective June 1, 2018, the “Regional Program” concept will be in place in the East Valley SELPA (EV SELPA) to address specialized student program needs. The San Bernardino County Superintendent of Schools (SBCSS), the EV SELPA and Local Education Agencies (LEA) can be regionalized service providers for other LEAs within the EV SELPA. Regional programs are designed to meet the needs of students with specific disability conditions, functional levels, and age/grade ranges. Nothing in policy overrides an Individualized Education Program (IEP) team’s right to make individual decisions regarding a student’s placement in the least restrictive environment (LRE) or the provision of a free appropriate public education (FAPE).

Typically, a regional program provides services to students from more than one LEA. The Regional Program operator and a LEA requesting a program transfer must adhere to the procedures outlined in this policy. Any Regional Program proposal or proposed modification by the program operator must be reported to the EV SELPA Steering Committee and presented to the EV SELPA Board of Directors for approval. Regional Programs must be reviewed annually by March 15 by the EV SELPA Steering Committee.

The agency providing the Regional Program is required to develop a Memorandum of Understanding (MOU) with each LEA that is sending one or more students to the Regional Program. The MOU needs to specify responsibilities of each agency and the fee for service arrangements. The annual rates for programs need to be based on a “not-for-profit” philosophy such that the fees are designed to simply cover the costs for services. Preliminary notification of fee-for-services rates for the upcoming year must be provided by April 30 of the current fiscal year, with the final rates determined after the May Revise update.

## **Education Code Requirements**

Pursuant to Education Code Section 56207(a):

*No educational programs and services already in operation in school districts or a county office of education pursuant to Part 30 (commencing with Section 56000) shall be transferred to another school district or a county office of education or from a county office of education to a school district unless the special education local plan area has developed a plan for the transfer which addresses, at a minimum, all of the following:*

- (1) Pupil needs.*
- (2) The availability of the full continuum of services to affected pupils.*
- (3) The functional continuation of the current individualized education programs of all affected pupils.*
- (4) The provision of services in the least restrictive environment from which affected pupils can benefit.*
- (5) The maintenance of all appropriate support services.*
- (6) The assurance that there will be compliance with all federal and state laws and regulations and special education local plan area policies.*
- (7) The means through which parents and staff were represented in the planning process.*

To meet this requirement, each LEA pursuing a program transfer will be required to complete a “Detailed Plan for Special Education Program Transfers” (Appendix A) and to sign off on the “Program Transfer Assurances” (Appendix B) by September 7 of the year prior to initiating the new program services.

## **Transfer of Regional Programs**

A Regional Program provides services to students who are residents of multiple LEAs. When the SBCSS, EV SELPA or an LEA is considering opening a regional program and/or pulling students from a regional program to open a district-only program, the LEA must communicate

with and discuss implications with the LEAs that may be impacted by the proposed plan by following the Program Transfer timelines in this policy.

### **Transfer of Program via Discontinuing Referrals to Regional Programs**

There is no established timeline that states if a certain number of students within a certain timeline are transferred from one program to another that the formal program transfer procedures must be followed. However, the intent of Ed Code 56207 is clear that the transfer of services and programs from an LEA that may impact the operation of a Regional Program must comply with the specified transfer program requirements. Therefore, a LEA who is considering discontinuing referrals to a Regional Program operated by the SBCSS, EV SELPA or another LEA within the SELPA shall be held accountable to the same procedures and timelines for notification of program transfer.

### **Transfer of Group of Students**

The IEP process should not be used to expressly bypass the formal program transfer process. No educational programs and services already in operation shall be transferred unless the SELPA has developed a transfer plan that meets the specified requirements (Education Code §56207). To transfer students, pursuant to the IEP process, from their current placement to a new class in a LEA outside of the formal program transfer process could be deemed as not in conformity with this provision of the Education Code.

The IEP process is designed to determine an appropriate individualized education program for each student. To convene an IEP meeting because a new class has been established in a LEA is not generally a basis for an IEP meeting. (See Education Code §56343) On the other hand, if over the course of time, based on an evaluation of their individualized needs and/or lack of progress in their current placement, students are transferred to a new program established by the LEA, the formal transfer process may not be triggered. However, this should not be intentionally utilized as a means to bypass a formal transfer process. Further, the decisions to transfer a student during an IEP meeting to the new class need to be based on the student's individualized needs and not external factors.

## **Personnel Considerations**

### **Certificated Positions**

The following apply:

Whenever any certificated employee, who is performing service for one employer, is terminated, reassigned, or transferred, or becomes an employee of another employer because of the reorganization of special education programs, the employee shall be entitled to the following:

- The employee shall retain the seniority date of his or her employment with the district or county office from which he or she was terminated, reassigned, or transferred.

- The reassignment, transfer, or new employment caused by the reorganization of special education programs shall not affect the seniority or classification of certificated employees already attained in any school district that undergoes the reorganization. These employees shall have the same status with respect to their seniority or classification, with the new employer, including time served as probationary employees. The total number of years served as a certificated employee with the former district or county office shall be credited, year for year, for placement on the salary schedule of the new district or county office.
- Subsequent to the reassignment or transfer of any certificated employee as a result of the reorganization of special education programs that employee shall have priority in being informed of and in filling certificated positions in special education in the areas in which the employee is certificated within the district or county office by which the certificated employee is then currently employed.
- A certificated employee who has served as a special education teacher in a district or county office and has been terminated from his or her employment by that district or county office shall have first priority in being informed of and in filling vacant certificated positions in special education, for which the employee is certificated and was employed, in any other county office or school district that provides the same type of special education programs and services for the pupils previously served by the terminated employee. For a period of 39 months for permanent employees and 24 months for probationary employees from the date of termination, the employee shall have the first priority right to reappointment as provided by this section, if the employee has not attained the age of 65 years before reappointment.

### **Classified Positions**

The following apply:

If the reorganization of special education programs results in a classified employee who is performing services for one employer being terminated, reassigned, or transferred, or becoming the employee of another employer, the employee shall retain the seniority acquired at his or her employment with the school district or county office of education from which he or she was terminated, reassigned, or transferred.

The reassignment of an employee, transfer of an employee, or new employment of an employee caused by the reorganization of special education programs does not affect the seniority or classification that a classified employee already attained in any school district that undergoes the reorganization. The employee has the same status with respect to his or her seniority or classification, with the new employer, including time served as a probationary employee. The total number of years served as a classified employee with the former school district or county office shall be credited, year for year, for placement on the salary schedule of the new school district or county office.

A classified employee who is reassigned or transferred as a result of the reorganization of special education programs has priority in being informed of and in filling classified positions in the classifications in which the employee was employed before the reassignment or transfer. This priority expires 24 months after the date of reassignment or transfer and may be waived by the employee during that time period.

A classified employee who served in a special education program in a school district or county office and is terminated from his or her employment by that school district or county office as a result of the reorganization of a special education program has first priority in being informed of and in filling vacant classified positions for which the employee is qualified or was employed in the county office or school district that operates the reorganized special education program. Permanent employees have the first priority right to reappointment as provided in this section for 39 months from the date of termination. Probationary employees have the first priority right to reappointment as provided in this section for 24 months from the date of termination.

### **Resolving Disagreements Related to Program Transfers**

If either the sending or receiving agency disagree with the proposed transfer, the distribution of funds, the responsibility for service provisions or other aspects of the transfer plan, the matter should be resolved by alternative resolution processes.

### **Program Transfer Timelines**

Pursuant to EC Section 56207(b), a program transfer may take effect no earlier than the first day of the second fiscal year beginning after the date on which the sending or receiving agency has informed the other agency and the EV SELPA Board of Directors. On a case-by-case basis, the program transfer may take effect earlier (beginning of the next school year) if all parties involved in the transfer agree and the EV SELPA Board of Directors has approved the program transfer. If timelines are missed but all parties currently utilizing the existing program involved in the transfer agree, the case shall be presented to the EV SELPA Board of Directors for approval. When timelines are met, all program transfer cases shall go to the EV SELPA Board of Directors as an action item at the mid-year meeting, no later than December.

The following timelines, displayed as an example, shall be followed for all program transfer requests:

Example: Notification date for program transfer:	No later than March 31,
2021	
Preparation year:	2021-2022
Implementation year:	2022-2023
(beginning with next school year calendar)	

### **Notification Year**

Any LEA(s) considering the possibility of making a formal written notification of intent to transfer programs or stop making referrals to a regional provider, must discuss this with the EV SELPA administrator and the current provider in the winter prior to making the notification. The

following is required:

- March 31: Two years prior to implementation (~~basically one year and a day~~), pursuant to Education Code Section 56205, the LEA(s) interested in considering transfer of one or more programs from one provider to another shall notify in writing to the EV SELPA, SBCSS or any other regionalized service provider of intent to transfer program(s).

The written preliminary notification shall include whether or not the interested LEA plans to be a regionalized service provider. LEAs affected by the program transfer are also responsible for submitting a notification of intent letter if they are interested in having the new provider serve their students. Each initial program transfer notification letter shall be provided as an information item on the next Steering/Finance Committee, and Board of Directors meetings.

### **Preparation Year**

- August 1: The LEA proposing the transfer must provide a student list of proposed students impacted by the transfer to the EV SELPA and SBCSS. The list shall include the following information for each student: name, date of birth, disability(ies), grade level, current IEP date, triennial IEP date, current attending school, current teacher, and all current special education services by type, frequency and duration.
- September 7: EV SELPA, SBCSS or other regionalized service providers must prepare a report indicating any possible financial and programmatic impact. The current service provider will address the following in their report:
  - i. Identify any adverse fiscal impact on the remaining operated program
  - ii. Identify any adverse programmatic impact on the remaining operated program
  - iii. Identify and evaluate any facility issues; and,
  - iv. Identify any personnel issues.

The LEA proposing the transfer must complete and submit to the EV SELPA administration the required Assurances Page (Appendix A) and Detailed Plan for Program Transfer (Appendix B) with a copy provided to the current program service provider.

The above reports shall be provided as ~~an~~ information items on the next EV SELPA Steering/Finance Committee, and Board of Directors meetings.

- October 31: The LEA(s) requesting the program transfer must provide Verification of Involvement of Stakeholders in the Plan for Special Education Program Transfers (Appendix C) along with written notification to the EV SELPA Board of Directors and SBCSS or other service providers whether or not the LEA will be taking back program(s).
- November or December: The next scheduled V SELPA Board of Directors agenda will include an action item to approve or disapprove the special education program transfer request. The approval is dependent upon a simple majority vote of the members in

attendance.

- January through June: In any type of program transfer, the new program operator shall work cooperatively with the current operator to complete administrative activities such as scheduling IEP meetings, transfer of files, coordination of related services, notification of parents, and other activities associated with the program transfer.

Note: It is the requirement of all SELPA transfer plans that the functional continuation of the current IEP's of all affected students be provided for (Ed. Code §56207(a)(3)). An IEP meeting is required to be convened when there is a request to develop, review or revise the individualized education program or a student (Ed. Code, §56343). A student's educational placement is defined as "that unique combination of facilities, personnel, location or equipment necessary to provide instructional services to an individual with exceptional needs, as specified in the IEP..." (Cal. Code Regs. tit. 5, §3042). If the alteration of a program operator truly has no impact on the facility, personnel, location, or equipment provided to the student, then the change in program operator would not require that an IEP meeting be convened for each affected student.

- June: The new program operator is responsible for developing a MOU with any other LEA that also provided program transfer notification who plans to access the new program.
- June: A LEA utilizing a program outside of the EV SELPA shall complete an Intra-SELPA Transfer form for each student attending such program.

## **Implementation Year**

- The new program operator will begin providing services effective the beginning of the next school year calendar. The current program operator provides services during extended school year unless negotiated otherwise. In such cases, the existing MOU applies.



## PROGRAM TRANSFER ASSURANCES

The \_\_\_\_\_ School District certifies that the agency herein represented will comply with all applicable requirements of federal and state laws and regulations and special education local plan area policies, including compliance with the Individual with Disabilities Education Act, Section 504 of Public Law, and the provisions of the California Education Code, Part 30, specifically:

- Section 56207(a) – develop a detailed program transfer plan
- Section 56207(a)(1) and (3) – pupil needs and the continuation of the current IEP for all affected students
- Section 56207(a)(2) and (4) – availability of the full continuum of program placements and services in the least restrictive environment for all affected students
- Section 56207(a)(5) – maintenance of all appropriate support services to include qualified support staff and administrative support
- Section 56207(a)(7) – involvement and representation of parents of all affected students and staff (e.g. special and non-special education teachers, itinerant specialist, administrators, and classified) in the planning process
- Section 44903.7 – certificated employee rights
- Section 45120.2 – classified employee rights
- Section 56207(c) - & Section 56205(b)(5) – resolving disagreements related to program transfers

Attached is the required **Detailed Plan for Special Education Program Transfers** that delineates how the LEA has or will fulfill these obligations.

\_\_\_\_\_  
Signature of Special Education Administrator

\_\_\_\_\_  
Signature of LEA Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## DETAILED PLAN FOR SPECIAL EDUCATION PROGRAM TRANSFERS

LEA Name: \_\_\_\_\_ Date of Submission: \_\_\_\_\_

This required Detailed Plan for Special Education Program Transfers complies with Section 56207(a) and other procedural safeguards.

**1. Section 56207(a)(1) and (3) – pupil needs and the continuation of the current individualized education program (IEP) for all affected students.**

**(a) Direct Instruction:**

Sample Language:

The students will continue to receive all services as required in their current Individualized Education Programs (IEPs) in the least restrictive environment. New IEPs will be held if needed.

**(b) Related Services and Equipment**

Sample Language:

The students will continue to be provided all required appropriate supports, including related services, pursuant to their IEPs. All required related services will be provided by qualified support staff with the appropriate training and administrative support. The LEA plans to provide the following required related services: speech and language; counseling and guidance; adapted physical education; health and nursing services; and transition services. The LEA will provide other related services when the needs of students so dictate the need for additional supports.

The current regionalized service provider will conduct an inventory of current equipment to determine which equipment will stay with the transferring students. The receiving LEA has built funds into the budget to purchase required equipment. Regarding equipment, the low incidence equipment will follow the student.

**(c) Facilities**

Sample Language:

Outlined below is a list of facilities by school available to house the students involved in the program transfer.

School Site	Available Facility	Comments

**2. Section 56207(a)(2), (4) – the availability of the full continuum of program services for all affected students and the provision of services in the least restrictive environment from which pupils can benefit.**

**(a) Contingency plans for providing services other than those called for in the IEPs**

Sample Language:

The opportunities for participation in general education classes and curriculum will be enhanced and more accessible. There will be more opportunities for mainstreaming as the local schools will have ownership of these programs. The LEA is committed to implementing collaborative programs between general and special education (e.g. Learning Center, Individual and Small Group Instruction, etc.)

**3. Section 56207(a)(5) – the maintenance of all appropriate support services.**

**(a) Number (FTEs), Qualifications, and Experience of Support Staff**

Sample Language:

All education codes related to employee rights will be followed in cooperation with the current service provider and the receiving LEA. Those positions not filled by existing staff will be filled by qualified LEA-employed staff. The LEA will make every effort in recruiting to fill these positions with qualified staff.

## **VERIFICATION OF INVOLVEMENT OF STAKEHOLDERS IN THE PLAN FOR SPECIAL EDUCATION PROGRAM TRANSFERS**

LEA Name: \_\_\_\_\_ Date of Submission: \_\_\_\_\_  
\_\_\_\_\_

This required Detailed Plan for Special Education Program Transfers complies with Section 56207(a) and other procedural safeguards.

**Section 56207(a)(7) – the involvement and representation of parents of all affected students and staff in the planning process.**

### **Involvement of Parents**

Sample Language:

Meetings with parents involved in the program transfer were held on the following dates at the identified locations.

DATE OF MEETING	LOCATON OF MEETING

**Involvement of Staff**

Sample Language:

Meetings were held on the following dates and for the identified personnel positions

DATE OF MEETING	PARTICIPANTS

*Reviewed by Steering Committee: March 9, 2017, September 14, 2017, October 12, 2017*

*Reviewed by Board of Directors: May 24, 2017, September 27, 2017*

*Approved by Board of Directors: November 15, 2017*

*Reviewed by Board of Directors: September 16, 2020*

*Approved by Board of Directors:*

# **ACTION ITEM**

## **2021-2022 Regional Program Transfer Request**

*Administrator Metheny is requesting the Board of the East Valley SELPA approve the program transfer of 30 students from San Bernardino County Superintendent of Schools (SBCSS) services to Rialto Unified School District services effective 2021-2022.*

# Rialto USD Program Transfer Request

## for

### 2021-2022

Based on the work of Dr. Dennis Doyle, East Valley SELPA Consultant, Dr. Patty Metheny, East Valley SELPA Administrator, and Ms. Bridgette Ealy, Rialto USD Lead Special Services Agent, the following is presented for first reading by the Board of Directors:

***A proposed program transfer of 30 students from San Bernardino County Superintendent of Schools services to Rialto USD services effective 2021-2022.***

All students identified are currently in SBCSS elementary classrooms with the exception of two in middle school and one in high school. Of the 30 students identified, Rialto USD plans to move seven students during the 2020-2021 school year pursuant to changes in their Individual Education Programs and subsequently move 23 students to start the 2021-2022 school year.

Information on the following pages provides details as required by the EV SELPA Regional Programs & Program Transfer Policy and Procedures.



# San Bernardino County Superintendent of Schools

*Transforming lives through education*

Ted Alejandro  
County Superintendent

## Memo

August 25, 2020

**TO:** Patty Metheny, Ed.D., Administrator  
East Valley SELPA

**FROM:** Scott Wyatt, Ed.D., Area Director   
Student Services, East Valley Operations

**SUBJECT: Rialto USD Special Education Program Transfer from SBCSS East Valley Operations**

In preparation for the Rialto USD Special Education program transfer, SBCSS East Valley Operations made reductions for the current 2020–2021 school year. The reductions included eliminating two full-time teaching positions, six full-time paraeducator positions, and one full-time Office Specialist I position.

With an anticipated program transfer of 30 students, East Valley Operations will need to make additional staff reductions and will also need to close two classrooms for the 2021–2022 school year.

The recommended FTE staff reductions are as follows:

- One (1) classroom teacher from Bemis Elementary
- One (1) classroom teacher from Dollohan or Smith
- Two (2) paraeducators from Bemis Elementary
- Two (2) paraeducators from Dollohan or Smith Elementary
- One (1) SLP, 27 students have LSH services
- .25 FTE School Nurse (.25 FTE will be paid by SBCSS Alternative Education program)

It is also recommended that East Valley Operations close one classroom at Bemis Elementary and one classroom at Dollohan Elementary. Please let me know if you have any additional questions or concerns.



**Current Service Provider:** San Bernardino County Superintendent of Schools

**Requesting District:** Rialto Unified School District

**Type of Request:** Select Student Population: 30 students

**Proposed Staffing Reductions**

Reduction of (2) SAI Classrooms and associated related services

- Reduce 2 classroom teachers
- Reduce 4 classroom paraeducators
- Reduce 1 Speech Language Pathologist
- Reduce .25 Nurse

**Fiscal Impact Simulation Utilizing 2020-21 Budget**

2020-21 Total Fee-For-Service Proposed Budget	\$ 12,237,794.00
Simulated Fee-For-Service Budget with Personnel Reductions	\$ 11,691,388.00
<b>Net Reduction</b>	<b>\$ (546,406.00)</b>

**Enrollment Analysis**

Starting enrollment for 2020-21	186
Students to be returned to district in 2020-21	-7
Students to be returned to district in 2021-22	-23
<b>Net Estimated # of SAI Services in 2021-22</b>	<b>156</b>

**Enrollment Change**

2020-21 SAI Projected Student Count	175
2021-22 Reduced SAI Student Count	156
<b>Net Reduction in SAI students</b>	<b>-19</b>

**Direct Impact to SAI Fee-For-Service Rate**

2020-21 SAI Proposed Fee-For-Service Rate	\$ 42,706.00
Simulated SAI Recalculated Fee-For-Service Rate	\$ 44,731.00
<b>Net Increase in SAI Fee-For-Service</b>	<b>\$ 2,025.00</b>

**Indirect Impact to Low Incidence Rate**

2020-21 Low Incidence Proposed Fee-For-Service Rate	\$ 9,263.00
Simulated Low Incidence Recalculated Fee-For-Service Rate	\$ 9,344.00
<b>Net Increase in Low Incidence Fee-For-Service</b>	<b>\$ 81.00</b>

## PROGRAM TRANSFER ASSURANCES

The Rialto Unified School District certifies that the agency herein represented will comply with all applicable requirements of federal and state laws and regulations and special education local plan area policies, including compliance with the Individual with Disabilities Education Act, Section 504 of Public Law, and the provisions of the California Education Code, Part 30, specifically:

- Section 56207(a) – develop a detailed program transfer plan
- Section 56207(a)(1) and (3) – pupil needs and the continuation of the current IEP for all affected students
- Section 56207(a)(2) and (4) – availability of the full continuum of program placements and services in the least restrictive environment for all affected students
- Section 56207(a)(5) – maintenance of all appropriate support services to include qualified support staff and administrative support
- Section 56207(a)(7) – involvement and representation of parents of all affected students and staff (e.g. special and non-special education teachers, itinerant specialist, administrators, and classified) in the planning process
- Section 44903.7 – certificated employee rights
- Section 45120.2 – classified employee rights
- Section 56207(c) - & Section 56205(b)(5) – resolving disagreements related to program transfers

Attached is the required **Detailed Plan for Special Education Program Transfers** that delineates how the LEA has or will fulfill these obligations.

Bridgette Ealy  
Signature of Special Education Administrator

[Signature]  
Signature of LEA Superintendent

9/10/2020  
Date

9/16/20  
Date

# DETAILED PLAN FOR SPECIAL EDUCATION PROGRAM TRANSFERS

LEA Name: Rialto Unified School District. Date of Submission: August 30, 2020

This required Detailed Plan for Special Education Program Transfers complies with Section 56207(a) and other procedural safeguards.

**1. Section 56207(a)(1) and (3) – pupil needs and the continuation of the current individualized education program (IEP) for all affected students.**

**(a) Direct Instruction:**

The transferring students will continue to receive special education services and supports as required in their current Individualized Education Programs (IEPs) in the least restrictive environment. An IEP meeting will be held for each student before transitioning into the Rialto USD.

**(b) Related Services and Equipment**

The transferring students will continue to be provided all required supports, special education, and related services per their IEPs. The Rialto USD will ensure all required related services are provided by qualified staff with the appropriate training and administrative support.

The Rialto USD currently has the following related services: speech and language; occupational therapy, physical therapy, applied behavior analysis (ABA) services, educational related mental health service (ERMHS); adapted physical education; health and nursing services; intensive behavior services (1:1 aide); and transition services. The District will also provide transportation and any other related services required per the student's IEP.

The San Bernardino County Superintendent of Schools (SBCSS) will review the current inventory of equipment to determine which equipment will stay with the transferring students. Rialto USD has built funds into the budget to purchase all required equipment. Also, the low incidence equipment will follow the transferring student. The Rialto USD will continue to have SBCSS provide the following low incidence services deaf/hard of hearing (DHH), orientation & mobility (O&M), and visual impairment (VI).

(c) **Facilities**

Outlined below is a list of facilities by school available to house the students involved in the program transfer.

<b>School Site</b>	<b>Available Facility</b>	<b>Comments</b>
Dollahan Elementary	Classroom	New SDC 3-5 /MS Program
Dunn Elementary	Classroom	Existing autism program
Casey Elementary	Classroom	Existing MS Program
Kordyak Elementary	Classroom	Existing MS Program
Werner Elementary	Classroom	Existing MS Program
Frisbie Middle School	Classroom	Existing MS Program
Jehue Middle School	Classroom	Existing MS Program
Kucera Middle School	Classroom	Existing MS Program
Rialto Middle School	Classroom	Existing MS Program
Kolb Middle School	Classroom	Existing MS Program
Eisenhower High School	Classroom	Existing MS Program
Carter High School	Classroom	Existing MS Program
Rialto High School	Classroom	New SDC MS Program
Milor High School	Classroom	Existing MS Program

**2. Section 56207(a)(2), (4) – the availability of the full continuum of program services for all affected students and the provision of services in the least restrictive environment from which pupils can benefit.**

**(a) Contingency plans for providing services other than those called for in the IEPs**

The Rialto USD will ensure equity and access for all transferring students. The students will be provided with the appropriate supports and service to participate in general education classes and curriculum. The District currently has different collaborative programs for students to access the general education classroom with special education support (e.g. Co-Teaching, Learning Centers, Reading Programs, etc.). There are also opportunities for students to participate in the visual and performing arts (VAPA) program, extra-curricular activities, and general education electives to name a few. The District also provides social skills to all students with Autism Spectrum Disorder (ASD), social-emotional learning programs (e.g. self-regulation groups; individual therapeutic behavior supports, etc.), and access to a sensory room if needed.

**3. Section 56207(a)(5) – the maintenance of all appropriate support services.**

**(a) Number (FTEs), Qualifications, and Experience of Support Staff**

All education codes related to employee rights will be followed in cooperation with the SBCSS and the Rialto USD. Those positions not filled by existing staff will be filled by qualified Rialto USD-employed staff. The Rialto USD will make every effort in recruiting to fill these positions with qualified staff. At this time, Rialto USD is projecting two additional teachers and four additional instructional assistants will be needed.

**4. Section 56207(a)(7) – the involvement and representation of parents of all affected students and staff in the planning process.**

**(a) Involvement of Parents**

Sample Language:

Meetings with parents involved in the program transfer were held on the following dates at the identified locations.

<b>DATE OF MEETING</b>	<b>LOCATON OF MEETING</b>
October 29, 2020	Virtual Google Meeting
November 12, 2020	Virtual Google Meeting

**(b) Involvement of Staff**

Sample Language:

Meetings were held on the following dates and for the identified personnel positions

<b>DATE OF MEETING</b>	<b>PARTICIPANTS</b>
August 6, 2020	Occupational Therapist, Physical Therapist, ABA Strategist, Program Specialist
August 27, 2020	SDC Teachers, General Education Teachers,
October 1, 2020	SDC MM/MS Teachers,
September 28, 2020	Speech Therapist
October 7, 2020	General Education Teacher SDC
October 29, 2020	General Education Teacher, Education Specialist, Emotional Health Therapist, Occupational Therapist, District Administrator,

# **ACTION ITEM**

## **EV SELPA Fiscal Allocation Plan**

*Administrator Metheny is requesting approval from the Board of the East Valley SELPA for the updated EV SELPA Fiscal Allocation Plan.*



## East Valley Special Education Local Plan Area Fiscal Allocation Plan September 2020

### A. Statutory Requirement

California Education Law requires that a SELPA have a fiscal allocation plan to accompany its Local Plan that contains a methodology for distributing state and federal funds to the local education agency members of the SELPA.

**E.C. 56195.7.....** (i) For multidistrict special education local plan areas, a description of the policymaking process that shall include a description of the local method used to distribute state and federal funds among the local educational agencies in the special education local plan area. The local method to distribute funds shall be approved according to the policymaking process established consistent with subdivision (f) of Section 56001 and pursuant to paragraph (3) of subdivision (b) of Section 56205.

### B. California's Master Plan for Special Education

The East Valley SELPA (EV SELPA) has used the following guidance from California's Master Plan for Special Education in the development of this fiscal allocation plan.

The objectives essential to the construction of an equitable finance plan for special education are as follows:

1. Provide adequate resources to assure equality of educational opportunity for all individuals with exceptional needs.
  2. Provide levels of support for special education programs which will promote programs and services of equal quality.
  3. Provide encouragement for the development of comprehensive programs.
  4. Promote both program and fiscal accountability.
  5. Clarify fiscal relationships between state, county, and district.
  6. Ensure equity in support levels among various program components.
  7. Provide adjustments in support levels to reflect changing costs.
  8. Provide support based on needs of pupils enrolled in education (funding based on specified programs and services rather than on categorical disability groupings).
  9. Ensure that reporting and auditing policies and procedures are meaningful for evaluation and program development.
  10. Provide methods for monitoring and evaluating quality control in special education.
- (California Master Plan for Special Education, California State Board of Education, Jan. 10, 1974)*



## **C. Guiding Principles**

The EV SELPA has adopted the following guiding principles:

1. SELPA members agree that all children with exceptional needs residing in this SELPA should be appropriately served.
2. In order to deliver appropriate services to all students, the SELPA members believe in everyone working together as a team for the good of all. The cooperation of the business offices and program departments is critical.
3. Fairness and equity shall be the basis of the development of this Fiscal Allocation Plan.
4. Federal and state revenues will flow directly from the state to the SELPA Administrative Unit which is the San Bernardino County Superintendent of Schools. In turn, the SELPA Administration will allocate the funds to SELPA members according to this Fiscal Allocation Plan.
5. SELPA member local educational agencies (LEAs) will retain their own decision making on how to use their funds in serving students with disabilities based on needs outlined in their Individualized Education Programs (IEPs).
6. This Fiscal Allocation Plan will be kept as simple as possible yet be flexible and useful in serving special education students.
7. The distribution of funding will be understandable, predictable, and timely.
8. SELPA members will commit to timely reporting and analysis of all relevant data necessary for the allocation and distribution of funds.
9. This Fiscal Allocation Plan will be in legal compliance with federal and state laws.
10. Disputes regarding this Funding Allocation Plan will be resolved at the lowest level possible with final appeal to the East Valley SELPA Board of Directors.

## **D. Revenue & Allocation (Funds Provided for Services to Students with Disabilities)**

### **I. State Aide or AB 602 Funds**

The California Department of Education provides AB 602 funding based on a rate per unit of Average Daily Attendance (ADA). Several funding sources contribute to the AB 602 funding model including district net funding entitlement (also known as the base), local special education property taxes, low incidence, and out-of-home care.

In addition, a SELPA may apply to the Extra-ordinary Cost Pool annually to offset costs. As part of AB 602 funding, the program reimburses SELPAs for extraordinary costs of single placements in nonpublic, nonsectarian schools (NPS), and special education and related services for pupils residing in licensed children's institutions (LCI). Single placement costs in excess of the annual threshold amount are reimbursed but the funds are subject to availability and require annual application to be considered for the funds. The EV SELPA applies annually for the funds submitting single placement information as required for each member LEA that has an eligible single placement. If awarded, the funds are transferred to the member LEA(s) identified in the award letter based on the single placement information.

In accordance with Education Code 2572, local special education property tax revenues are allocated to special education programs. The proportionate share of property tax for the EV SELPA is included in the funded base AB602 calculation and allocated to districts based upon

funded ADA. Districts receive their proportionate share of the property tax through the AB 602 fiscal allocation model but the allocated property tax accounting transactions remain at San Bernardino County Superintendent of Schools (SBCSS) and are used in conjunction with the fees paid by districts participating in the SBCSS Fee-for Service regional programs.

Each member district receives its proportionate share of the AB 602 revenues based on the LEA's K-12 ADA percentage to the total K-12 ADA for all the SELPA members as stated in the steps below. The SELPA-members' allocation of the AB 602 funds is calculated by SELPA as follows:

**Step 1** The total amount of base AB 602 funds that the SELPA is entitled to receive will be determined by multiplying the greater of the current year, prior year, or prior prior year K-12 ADA by the statewide base rate per ADA. This will then be adjusted by adding authorized COLA on statewide factors as well as any supplements or re-certifications as authorized by the state.

**Step 2** Eighty-five percent (85%) of the total low incidence funds will be added proportionately for each district based on the district's low incidence pupil count of students with a primary or secondary low incidence disability the prior October (P-1 certification data). Fifteen percent (15%) of these funds is retained at the EV SELPA in the Low Incidence Fund and accessed by member districts per the "*EV SELPA Low Incidence Guidelines and Procedures*." The guidelines and procedures, which provide accountability of how the funds are used, are developed, and reviewed by the EV SELPA Low Incidence Committee consisting of representatives from the member districts and SBCSS.

**Step 3** One hundred percent (100%) of the out-of-home care funds described below provided for students residing in a licensed children's institution (LCI), Foster Family Home (FFH), public hospital, state licensed children's hospital, psychiatric hospital, proprietary hospital, or a health facility for medical purposes will be added for each district of residence based on the counts taken by and provided by CDE.

**Step 4** The sum of these steps will be each LEA's net AB 602 allocation.

## **II. State SELPA Regionalized Services and Program Specialist (RS/PS) Funds**

The Base State Aid funding includes a regional services/program specialists apportionment (RS/PS Funds) to fund the SELPA operations. The state calculates this amount based on 2013-2014 rates with annual COLAs applied, when appropriate. The RS/PS funds are set aside to fund the SELPA operations.

## **III. Federal & State Grants**

The following grant funds are added to each SELPA-member LEA's total revenue allocation:

1. The Local Assistance Entitlement is a federal grant that funds special education programs for students age 3 to 21. Prior to 2018-2019, the grant was dispersed in two separate grants, the preschool Local Assistance Entitlement and Local Assistance Entitlement. The local Assistance Entitlement is distributed to SELPA-member LEA's based on their prior year age 3- to 21-year- old special education pupil count.

2. The SELPA calculates the required Private School Proportionate Share for each LEA member based on the federal formula. The LEA must utilize these funds for the provision of special education services to or on behalf of students with disabilities enrolled in private schools. Funds must be expended within the time period of the current grant award.
3. The SELPA receives four federal grants to fund preschool/infant services: the Federal Preschool Grant, the Infant/Preschool Staff Development Grant, the Part C Early Intervention Grant, and the Infant Discretionary Grant. The Federal Preschool Grant funds are distributed to the SELPA-member LEA's and SBCSS based on their prior year 3- to 5-year-old special education pupil count. The EV SELPA retains 5% of the Preschool Grant to fund regionalized services and program specialist services to support preschool services in all of its member districts. The Part C Early Intervention Grant funds are distributed to the SELPA-member LEA's and SBCSS based on their prior year 3- to 5-year-old special education pupil count. The Infant Discretionary Grant is split between SBCSS EV Ops (80%) and Redlands (20%).
4. The SELPA receives two sources to fund mental health services. One grant is a federal grant, the Mental Health Services grant. The other is state funding via AB 114. The federal grant is funded based on 3- to 21-year-old pupils and distributed to SELPA-member LEAs based on their prior year age 3- to 21-year-old special education pupil count. The other is state funded via AB 114. *It is provided in installments as determined by CDE and distributed to SELPA member LEAs based on prior year P-2 counts of 6-21-year-old pupils.*
5. Infant Program Entitlement – The California Department of Education makes available funds to SELPAs to fund infant programs based on units initially allocated to programs in a 1980 mandate (30 EC 56425). Budget Acts since have not provided a growth appropriation for the Infant Program. The Infant Program Entitlement is split between SBCSS EV Ops (80%) and Redlands (20%). In addition, SBCSS EV Ops provides infant program services to Fontana Unified School District based on an agreement between EV Ops and Fontana USD established when Fontana USD became a single-district SELPA and left the EV SELPA. Fontana USD reimburses EV Ops for the services.

***The AB 602 funds and Federal/State Grant funds combine to make the TOTAL REVENUE and its ALLOCATION for the EAST VALLEY SELPA and its member districts.***

## **E. Expenditures (Shared Costs to Provide Services to Students with Disabilities)**

### **I. SELPA Administrative, Regionalized and Program Specialist Services**

Each SELPA is required to dedicate a portion of the funds it receives pursuant to Section 56836.10 for regionalized operations and services and the direct instructional support of program specialists. The SELPA Administration provides both legally required services and those services designated by the East Valley SELPA Board of Directors. As described above the Base State Aid funding includes a regional services/program specialists apportionment to fund the SELPA operations. The state calculates this amount based on 2013-2012 rates with annual COLAs, when provided. In



addition, the East Valley SELPA Board of Directors has authorized a percentage of the Base State Aide be taken off-the-top to adequately fund the SELPA operations. In 2020-2021 that percentage is 1.46%. The percentage is re-evaluated and approved annually by the SELPA Board of Directors.

## **II. Student Information System/WebIEP**

The East Valley SELPA contracts with Faucette Micro Systems for the development and maintenance of the WebIEP and IEP forms, as well as the development and maintenance of software required for member districts to submit student data to CALPADS and to monitor compliance. The costs are shared proportionately by the districts at year-end based on current year October Pupil Count.

## **III. SELPA Off-the-Top Regional Programs**

The East Valley SELPA Board of Directors has authorized SELPA Off-the-Top Regional Programs to support services to students in member districts. As of 2020-2021, those programs are Autism and Residential Mental Health Oversight. Both programs are funded using the following off-the-top methodology.

1. Funding is provided by member districts to the SELPA from State Base Aid prior to distribution of the base aid to districts (i.e. off-the-top).
2. Total costs are calculated from the staffing costs for the program.
3. Percentage applied based on the LEA's K-12 ADA percentage to the total K-12 ADA for the SELPA.

## **IV. SELPA Proportionate Share Regional Programs**

The East Valley SELPA Board of Directors has authorized SELPA Proportionate Share Regional Programs to provide direct services to students in member districts. As of 2020-2021, those programs are Mental Health Behavioral Counseling, Occupational Therapy, and Physical Therapy/Low Incidence Assessments.

### **A. The SELPA Proportionate Share Occupational Therapy Program is funded as follows:**

1. Funding is provided by member districts to the SELPA from State Base Aid prior to distribution of the base aid to districts (i.e. off-the-top).
2. Total costs are calculated from the staffing costs for the program.
3. Service counts are taken in November and April.

### **B. The SELPA Proportionate Share Mental Health Behavior Counseling and Physical Therapy/Low Incidence Assessment Programs are funded as follows:**

1. Funding is provided by member districts to the SELPA from all special education revenue sources (i.e. State Base Aid, Federal Grants, District Contributions) after distribution of the funds to districts.
2. Total costs are calculated from the staffing costs for the programs.
3. Service counts are taken in November and April.

## **V. San Bernardino County Superintendent of Schools – East Valley Operations (SBCSS EV-Ops) Fee-for-Service Regional Programs**

San Bernardino County Superintendent of Schools East Valley Operations (SBCSS EV-Ops)



operates a regional program to address specialized student program needs for the member districts of the EV SELPA. Regional program placement and services are provided at the request of member districts based on student individual education program (IEP) decisions. Districts follow the required procedures contained in the San Bernardino County Superintendent of Schools COUNTY REFERRAL documents to place students in or receive services from the SBCSS EV-Ops FFS Regional Program.

The SBCSS EV-Ops regional program is funded via a Fee-for-Service mechanism. Rates are set for the following:

SBCSS EV-Ops Rate Categories

1. SDC Inclusive (SAI, LSH, APE, SHL, VOC – all related to high school transition)
2. Low Incidence (DHH, O&M, VI)
3. 1:1 Aide Services
4. Intensive Therapeutic (Behavior Counseling)

The Fee-for-Service Rates for each category are presented annually by April 15 to the EV SELPA Steering Committee by SBCSS fiscal staff to determine future year's costs. Recommendations to set the annual Fee-for-Service costs are submitted to the Board of Directors to take action each May for the following year. SBCSS EV-Ops revenue projections are based on revenue being distributed to SBCSS from the SELPA-wide AB 602 K-12 revenue PRIOR TO any per ADA distribution to LEAs (i.e., "off the top") The Fee-for-Service revenue funds the programs at 100% of the cost of operation.

## **VI. Proposed or Modified Regional Program Requirements**

SBCSS EV-Ops, EV SELPA, or any member district of the EV SELPA may propose to operate another specialized regional program but must adhere to the approved budget, program design, including staff: student ratio, daily/annual length of operation, curriculum, support systems/support staff, and staff development as prescribed under the East Valley SELPA Local Plan. In addition, any current regional program may be proposed for program modification by the program operator. Both newly proposed and modified regional programs must be reviewed annually by March 15 by the EV SELPA Steering Committee. Any recommended changes or new regional programs for the next fiscal year must be presented to the Board of Directors for approval by May 31.

## **VII. Nonpublic School (NPS) Costs**

The EV SELPA, on behalf of its member districts, contracts with nonpublic schools (NPS) and residential facilities. NPS expenditures are brokered through the SELPA office and via the regional Inland Empire SELPA Association (IESA). In addition, the EV SELPA processes all related invoices and provides payments on behalf of its member districts. NPS contract costs for tuition, mental health services and residential placements, per the students' IEPs, are paid by the EVSELPA on behalf of the districts. The EV SELPA bills the districts on a quarterly basis for all actual costs paid. The EV SELPA reports the quarterly billing transfers in regularly scheduled EV SELPA Steering Committee meetings.

## **VIII. East Valley SELPA Legal Fund**

The EV SELPA Board of Directors authorizes the EV SELPA to create, maintain and monitor a legal fund for specific costs resulting from Office of Administrative Hearing filings. The legal fund costs are shared by the member districts based on current year October special education pupil count. The specific legal support related costs are detailed in the EV SELPA Board of Directors approved



document entitled, "Funded by EV SELPA Legal X-Pot/Funded by District."

## **IX. California Children's Services (CCS) – Medical Therapy Units (MTUs)**

Chapter 26.5 of the Government Code (Section 7570-7587) and Title 2 of the California Code of Regulations, Division 9, Chapter 1, Article 1, sections 60000-60610 requires the SELPA and its member districts provide support to CCS medical therapy units (MTU) housed in the East Valley region. Expenditures include office supplies, facilities related maintenance costs, including janitorial, and utilities. The fund is maintained by district annual contributions based on current year October special education pupil count.

## **X. Intra/Inter SELPA Transfers and Services**

Member districts of the EV SELPA may elect to engage in an interagency transfer agreement for the provision of special education services to a student with a disability in a setting outside of the student's LEA and/or SELPA of residence. A transfer between districts within the EV SELPA is an intra-SELPA transfer, and a transfer to between SELPAs is an inter-SELPA transfer. To do so, the East Valley SELPA "Intra-SELPA/Inter-SELPA Transfer Agreement" procedures must be followed. These procedures require the SELPA administrator's approval. Costs are determined based on respective fee-for-service rates established by the service provider and charged to the district of residence at year-end via a cash transfer.

## **F. Monitoring the Appropriate Use of State Aid, Federal & State Grants**

### **I. IDEA Local Assistance Funding Federal Restrictions and Requirements**

The IDEA sets forth specific restrictions on the use of federal funds. These restrictions have been included in the elements of this allocation plan

#### **§ 1413. Local educational agency eligibility**

##### **(a) (2) Use of amounts**

##### **(A) In general**

Amounts provided to the local educational agency under this subchapter shall be expended in accordance with the applicable provisions of this subchapter and—

- (i) shall be used only to pay the excess costs of providing special education and related services to children with disabilities.
- (ii) shall be used to supplement State, local, and other Federal funds and not to supplant such funds; and
- (iii) shall not be used, except as provided in subparagraphs (B) and (C), to reduce the level of expenditures for the education of children with disabilities made by the local educational agency from local funds below the level of those expenditures for the preceding fiscal year.

## **II. Maintenance of Effort (MOE) Policy**

The EV SELPA recognizes the intent of the federally mandated maintenance of effort (MOE) requirement to ensure the provision of appropriate services for students with disabilities. In signing

the Local Plan, the governing board of each East Valley SELPA local education agency (LEA) has adopted an assurance statement regarding the maintenance of local financial effort relative to the receipt of federal special education funds. Pursuant to these locally adopted assurance statements, it is the expectation that all local education agencies (both combined as a whole and as individual LEA members) of the SELPA shall meet the maintenance of effort requirement on each fiscal year.

MOE regulations require that federal funds be used only to pay the excess costs of providing special education and related services to children with disabilities and to supplement and not supplant state and local funds for special education (34 Code of Federal Regulations §300.203-300.205). CDE monitors MOE compliance based on each SELPA's and member districts' individual and aggregated fiscal data. MOE compliance is met if total special education expenditures from State and Local funds are at least equal to, or greater than, prior year. The EV SELPA and its member districts will follow the procedures outlined in the EV SELPA Fiscal Procedures Handbook to determine MOE compliance.

### **III. Annual Budget Plan**

The EV SELPA is required to develop a SELPA Annual Budget Plan each spring. The Plan must be displayed at a public hearing, approved by the EV SELPA Board of Directors, provided to CDE by June 30 of each year, and posted on the SELPA and each member districts' websites. The SELPA Annual Budget Plan shall include allocation projections for all SELPA-member LEAs. Based on those projections, budget plans are developed by each LEA for both current year and budget year expenditures for all federal, state, SELPA, and LEA funds provided for special education. ~~The LEA budget plans also shall be shared at a public hearing during a local school board meeting—check on this.~~

Aggregated SELPA information shall be presented in a form that is understandable to the general public.

### **IV. SELPA Budget Development**

The EV SELPA Board of Directors requires the development and approval of a SELPA operating budget annually. The following procedure is adhered to in making changes to the budgetary allocations:

#### **First Step**

The EV SELPA fiscal consultant in collaboration with the EV SELPA administrator develops a proposed budget based on budget assumptions provided by the SELPA's administrative unit, SBCSS.

#### **Second Step**

The EV SELPA Board of Directors Budget Ad Hoc Committee, made up of two Board members appointed by the Board at the regularly scheduled February meeting, reviews and advises the SELPA on the budget requesting any needed revisions.

#### **Third Step**

The EV SELPA Board of Directors Budget Ad Hoc Committee recommends the budget for approval to the EV SELPA Board of Directors at a regularly scheduled meeting in the spring prior to the upcoming school year.

#### **Fourth Step**

The EV SELPA Board of Directors formally takes action on the proposed budget at a regularly scheduled meeting in the spring prior to the upcoming school year.



## **V. Distribution of Assets**

Withdrawal from membership of the East Valley SELPA shall not entitle a member LEA to any partition of the property held by the East Valley SELPA or return of contributions toward the acquisition of such property.



## **ACTION ITEM**

### **Approve Low Incidence Equipment for Surplus/Disposal**

*Administrator Metheny is requesting the East Valley SELPA Board of Directors approve the identified Low Incidence equipment for surplus/disposal.*

7.b.

When books, materials, or equipment purchased with Low Incidence funds are no longer needed (surplus), the SELPA is to notify other SELPAs of the surplus and arrange for transfer of said items with the recipient. The EV SELPA provided this information on January 29, 2020 along with the list of items to all SELPA administrators in California via email notification. SELPAs identified items needed and collected those items for their respective SELPAs. The remaining items are not needed anywhere. Additionally, many of the items are outdated/unusable. Consequently, the East Valley SELPA is responsible for disposing of them as is done with other San Bernardino County Superintendent of Schools (SBCSS) surplus items. Disposing of surplus items within SBCSS requires the approval of the East Valley SELPA Board of Directors.

## East Valley SELPA

### Outdated or Broken Low Incidence Equipment for Surplus

Item	Tag#	Serial#
I Stander	1154	
Large Rifton Walker	1163	
Prone Stander	1179	
Rifton Stander- Orange	1261	
Lift walker	1750	
Chair Trunk Support- Columbia Brand Model 4300	3288	
Rifton Universal Chair Frame	3400	with 3402
I Stander	3401	
Rifton Universal Chair Frame	3402	with 3400
Mobile Stander	3404	
Easy Stand	3431	
Easy Stand 5000, Prime Engineering Symmetry Sit to Stand	3468	97076P
Power Lift, Inva Care	3774	31440086
Prime Superstand	4303	
Easy Stand 5000, Altimate Medical	4405	50068710002
Stander - blue	4410	
Printer and Cord	4467	with 4477
Printer and Cord	4477	with 4467
Gait Trainer- "Meywalk 2000"	4509	
Easy Stand	4697	
Rifton Pacer 503 Gait Trainer	4732	200712201A1
Easy Stand	4799	
Stander -Superstand Prime Engineering	4894	
Stander - Superstand Prime Engineering	4895	
Prime Engineering Superstand	6286	with 6287
Prime Engineering Superstand	6287	with 6286
Dolomite Legacy 600 Walker	?	

## **ACTION ITEM**

### **Approve 2020-2021 Interagency Agreements**

*Administrator Metheny will present the 2020-2021 interagency agreements with California Children's Services and the Inland Regional Center for approval.*

**LOCAL INTERAGENCY AGREEMENT**

**BETWEEN**

**SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS  
SPECIAL EDUCATION LOCAL PLAN AREA  
LOCAL EDUCATION AGENICES**

**AND**

**COUNTY OF SAN BERNARDINO  
HUMAN SERVICES SYSTEM  
DEPARTMENT OF PUBLIC HEALTH  
CALIFORNIA CHILDREN SERVICES**

Revised July 2000

Reviewed February 2010

Reviewed August 2017

Reviewed August 2018

Reviewed August 2019

Reviewed July 2020

**CCS/LEA LOCAL INTERAGENCY AGREEMENT**

**APPROVAL SIGNATURE PAGE**

I have reviewed the Local Interagency Agreement dated July 2000 and find no corrections necessary.

**COUNTY OF SAN BERNARDINO  
CALIFORNIA CHILDREN SERVICES**

Steve Danlag, SPPTZ

9/30/20

LEA SELPA Liaison/Steve Danlag, PT, MPT, MPA

Date

**SAN BERNARDINO COUNTY  
EDUCATIONAL AGENCIES**

Jenae Holtz

10-6-2020

Administrator, Desert/Mountain SELPA/Jenae Holtz

Date

Patty Metheny Ed.D.

10-6-2020

Administrator East Valley SELPA/Patty Metheny, Ed. D.

Date

Ricky Alyassi

10-8-20

Administrator, West End SELPA/Ricky Alyassi

Date

Amy Foody

10/13/20

SELPA Director, Fontana Unified School District/Amy Foody

Date

Heidi Burgett

10/15/20

SELPA Director, Morongo Unified School District/Heidi Burgett

Date

DocuSigned by:

Howana Lundy

10/20/2020

BB4238AD3FA0456...  
SELPA Director, San Bernardino City Unified School District/Howana Lundy, Ed. D

Date

**2020-2021**  
**INTERAGENCY AGREEMENT**  
**BETWEEN**  
**INLAND REGIONAL CENTER**  
**AND**

**East Valley Special Education Local Plan Area (EV SELPA)**

**For implementation of California's Early Intervention**

## INTERAGENCY AGREEMENT APPROVAL FORM

This agreement is entered into, by, and between the undersigned agencies. The agreement will be signed annually unless revisions are needed before that time.

Patty Metheny, Ed.D.  
Signature

Lavinia Johnson  
Signature

9-30-2020  
Date

9-30-2020  
Date

Dr. Patty Metheny  
EV SELPA Administrator  
670 E. Carnegie Drive  
San Bernardino, CA 92408

Lavinia Johnson  
Executive Director  
Inland Regional Center  
P.O. Box 19037  
San Bernardino, CA 92423-9037



## **OTHER**

NEXT MEETING – November 18, 2020

## **OTHER**

2020-2021 EV SELPA Board Meeting Schedule

**2020/2021  
East Valley SELPA  
BOARD OF DIRECTORS MEETING SCHEDULE**

September 16, 2020

November 18, 2020

February 24, 2021

March 24, 2021

May 19, 2021

June 16, 2021

**All meetings will be held at 2:00 p.m. at the  
Dorothy Ingrham Learning Center  
670 E. Carnegie Drive,  
San Bernardino CA 92408  
home of the  
EAST VALLEY SELPA**