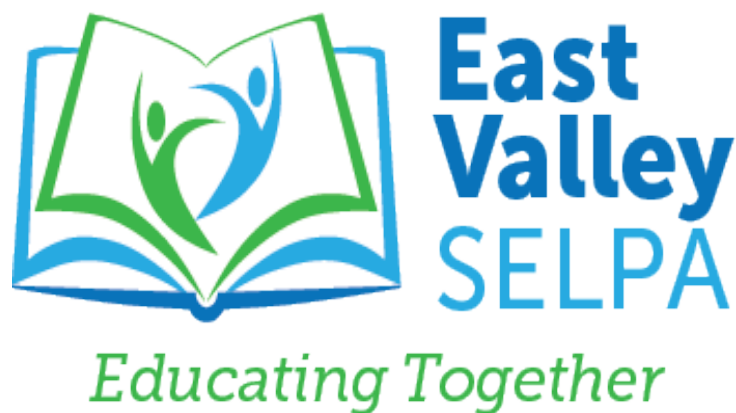


East Valley SELPA

Board of Directors

Meeting Agenda



November 20, 2019

EAST VALLEY SPECIAL EDUCATION LOCAL PLAN AREA
BOARD OF DIRECTORS

AGENDA

Wednesday, November 20, 2019
2:00 P.M.

Meeting to be held at:
670 E. Carnegie Drive
San Bernardino, CA 92408

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 Items

**DISCUSSION
ITEMS**

- a. EV SELPA Local Plan Revision Process
- b. 2019-2020 1st Interim EV SELPA Budgets

7. Action Item

**ACTION
ITEMS**

- a. Rialto Unified School District 2020-2021 Regional Program Transfer Request

8. Other

OTHER

- a. Next Meeting – February 19, 2020
- b. 2019-2020 EV SELPA Board Meeting Schedule

9. Adjournment

ADJOURNMENT

APPROVAL OF MINUTES

East Valley SELPA Board of Directors Meeting
September 18, 2019 and October 11, 2019

Administrator Metheny is requesting approval from the Board of the East Valley SELPA for approval of the September 2019 Board of Directors Meeting and the October 2019 Special Board of Directors Meeting.

**EAST VALLEY SELPA BOARD OF DIRECTORS
MEETING MINUTES
September 18, 2019**

BOARD MEMBERS PRESENT:

Ted Alejandre, Chairperson
Mauricio Arellano
Randy Elphic
Cali Binks

San Bernardino County Schools
Redlands Unified
SBCSS Student Services Division
Yucaipa-Calimesa Joint Unified

ADMINISTRATION PRESENT:

Dr. Patty Metheny
Anne-Marie Foley
Dr. Rick Homutoff
Andrea Tennyson

East Valley SELPA
East Valley SELPA
East Valley SELPA
East Valley SELPA

BOARD MEMBERS ABSENT:

Jerry Almendarez
Dr. Cuauhtémoc Avila
Michelle Murphy

Colton Joint Unified
Rialto Unified
Rim of the World Unified

ALTERNATE MEMBER PRESENT:

Amanda Corridan
Derek Swem

Colton Joint Unified
Rim of the World Unified

OTHERS:

Jennifer Alvarado

SBCSS, Internal Business

1.0 CALL TO ORDER

Chairperson Alejandre called the meeting to order at 2:00 p.m. in the Dorothy Inghram Learning Center, home of the East Valley SELPA, Conference Room E located at 670 E. Carnegie Drive, San Bernardino, California.

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 Binks and seconded by Member Arellano. The motion carried unanimously.

4.0 COMMUNITY COMMENTS

There were no public comments.

5.0 RECOGNITION ITEMS

Chairperson Alejandre along with members of the East Valley SELPA Board of Directors and Administrator Metheny recognized members of the following committees for their efforts and dedication:

- CASEMIS to CALPADS transition volunteers who participated in the User Acceptance Testing of the WebIEP Application Program Interface (API);
- IEP Forms Revision Workgroup members for their contributions in assisting with revisions to EV SELPA IEP forms; and the
- Low Incidence Committee for their contributions to the revision of the EV SELPA Low Incidence Procedures and Guidelines.

6.0 APPROVAL OF MINUTES

A motion to approve the May 20, 2019 Board Meeting Minutes was made by Member Arellano and seconded by Member Elphic. The motion carried unanimously.

7.0 DISCUSSION ITEMS

a. 2018-2019 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 model with districts billed to cover the total costs at the end of each school year based on the number of students receiving OT services at the time of the April student counts. Ms. Tennyson indicated the return of funds will be done through a cash transfer.

b. 2018-2019 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 regional program. District fiscal staff were notified of this return prior to the end of the fiscal year. Ms. Alvarado noted the cash transfer will be done following the Board meeting. The SBCSS regional program is funded via a fee-for-service model with districts billed at the fee-for-service rates per student which are established and approved by the Board annually.

c. Non-Public School Cost Report 2018-2019

Consultant Tennyson presented the 2018-2019 Non-Public School (NPS) Cost

Report which included NPS tuition and related services costs as well as residential and mental health services costs. Consultant Tennyson noted an increase from last year's Non-Public School costs. Administrator Metheny explained that the increase is due to a significant increase in residential placements during 2018-2019 in comparison to recent years as well as a sharp increase in NPS rates for individual services provided to students due to rising minimum wage costs.

d. Due Process Legal Cost Report 2018-2019

Consultant Tennyson presented the Due Process Legal Cost report for FY 2018-2019. The final cost was \$68,000 less than 2017-2018 costs and less than what was projected at 2nd interim. Attorney costs continue to be the highest expense within this fund, both for attorneys representing students and districts. Administrator Metheny noted the decrease in costs from previous years is a result of Dr. Homutoff's diligent work in the area. Dr. Homutoff identified as a potential cost savings the elimination of repeat filings by the same families. He reported he continues to work closely with district special education administrators to assist them with prioritizing alternative dispute resolution practices to this population as a means of diminishing this risk.

e. 2019-2020 EV SELPA Professional Development Catalog

Administrator Metheny presented the EV SELPA 2019-2020 Professional Development Catalog and shared that the full catalog is available electronically. Administrator Metheny remarked that the East Valley SELPA is offering more trainings in 2019-2020 due to its new location at the Dorothy Inghram Learning Center.

f. EV SELPA 2019-2020 Schedule of Events

Administrator Metheny presented the EV SELPA 2019-2020 Schedule of Events which is also available electronically. It contains listings of all meetings and events in the EV SELPA office.

g. 2020-2021 Regional Program Transfer Request

Administrator Metheny provided information regarding the notification Rialto Unified School District (USD) provided in late June 2019 to the East Valley SELPA regarding a program transfer request for Special Day Classes operated by SBCSS for the year 2020-2021. Per EV SELPA Board approved Regional Programs & Program Transfer Policy and Procedures, Member Elphic and Jennifer Alvarado from SBCSS presented an estimated financial and programmatic impact report. Ms. Alvarado explained it was difficult to predict the financial impact a year in advance since budget assumptions have not been determined yet. Consequently, she based the financial impact data on current year budget assumptions. Given that, it is estimated that the Specialized Academic Instruction (SAI) rate used to fund special day classes will increase by \$3,095 per student and the low incidence rate will increase by \$168. Programmatically, the potential impact may mean a reduction of five classroom teachers, ten

paraeducators, one speech-language pathologist, and one adapted physical education teacher. Ms. Alvarado also expressed that budgeting challenges have increased in the East Valley Region over the last few years because of the informal take back of students one-at-a-time from SBCSS in IEP meetings. She and Member Elphic expressed their thankfulness for the adherence to Board approved policy at this time.

Board members thanked SBCSS staff for the potential impact information and discussed the impact to districts and within the entire SELPA. Questions for Rialto USD remained unanswered as Rialto USD was not in attendance. Given this, the Board agreed to schedule a Special Board of Directors Meeting. Dr. Metheny shared that based on the EV SELPA Regional Programs & Program Transfer Policy and Procedures, Rialto USD must confirm its decision for the transfer request by October 31, 2019. Consequently, the Board requested Dr. Metheny schedule the Special Board Meeting to occur prior to October 31. The East Valley SELPA Board of Directors is expected to vote to approve or disapprove this transfer request at the November 2019 Board of Directors Meeting.

8.0 ACTION ITEMS

a. Approve 2019-2020 SANDABS Membership

Administrator Metheny recommended the Board approve the 2019-2020 San Bernardino County District Advocates for Better Schools (SANDABS) Membership. This membership affiliation is proposed by the SBCSS Intergovernmental Relations Office. A motion to approve the 2019-2020 SANDABS Membership was made by Member Binks and seconded by Member Arellano. The motion carried unanimously.

b. Approve 2019-2020 Interagency Agreements

Administrator Metheny recommended the Board approve the 2019-2020 Interagency Agreements with the California Children's Services and the Inland Regional Center. These agreements are a California Department of Education (CDE) requirement. A motion to approve the 2019-2020 Interagency Agreements was made by Member Elphic and seconded by Member Binks. The motion carried unanimously.

c. Authorize EV SELPA Employee to Sign & Issue Work Permits

Administrator Metheny recommended the Board approve Colleen Meland, Program Specialist for the EV SELPA, to sign and issue work permits to students participating in the Transition Partnership Project. This is the second year that Ms. Meland has been certified to comply with the requirements of the contract with the Department of Rehabilitation. A motion to authorize EV SELPA Employee, Colleen Meland, to sign and issue work permits was made

by Member Arellano and seconded by Member Binks. The motion carried unanimously.

9.0 OTHER:

The next regularly Board of Directors Meeting is scheduled on November 20, 2019. The Board of Directors unanimously agreed to hold a Special Board of Directors meeting to address questions regarding the Regional Programs Transfer request made by Rialto USD. The date will be determined through a Doodle poll and will be scheduled before October 31, 2019 to comply with the Regional Program Transfer Policy.

9.0 ADJOURNMENT: A motion to adjourn was made by Member Binks and seconded by Member Elphic. The regular meeting was adjourned at 3:12 p.m.

Submitted by:
Rosalva Contreras
EV SELPA Administrative Assistant

**EAST VALLEY SELPA BOARD OF DIRECTORS
SPECIAL MEETING MINUTES
October 11, 2019**

BOARD MEMBERS PRESENT:

Randy Elphic	SBCSS Student Services Division
Jerry Almendarez	Colton Joint Unified
Dr. Cuauhtémoc Avila	Rialto Unified
Michelle Murphy, Alternate Chairperson	Rim of the World Unified

ADMINISTRATION PRESENT:

Dr. Patty Metheny	East Valley SELPA
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BOARD MEMBERS ABSENT:

Ted Alejandre, Chairperson	San Bernardino County Schools
Mauricio Arellano	Redlands Joint Unified
Cali Binks	Yucaipa-Calimesa Joint Unified

ALTERNATE PRESENT:

Kenneth Wagner	Redlands Unified
Dr. Jaime Anderson	Yucaipa-Calimesa Joint Unified

1.0 CALL TO ORDER

Alternate Chairperson Murphy called the special meeting to order at 8:00 a.m. in the Dorothy Inghram Learning Center, home of the East Valley SELPA, Conference Room C located at 670 E. Carnegie Drive, San Bernardino, California.

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 Almendarez and seconded by Member Elphic. The motion carried unanimously.

4.0 PUBLIC COMMENTS

There were no public comments.

5.0 DISCUSSION ITEMS

a. 2020-2021 Regional Program Transfer Request

Administrator Metheny reviewed the request made by Rialto USD in late June 2019. Member Elphic and San Bernardino County Superintendent of Schools (SBCSS) East Valley Area Director Dr. Scott Wyatt provided an overview of the potential fiscal and programmatic impacts of the program transfer request. A discussion ensued. The following concerns were raised:

- Classroom closures (both the number and location), displacement of students (both transferring back to Rialto and staying in SBCSS programs), relocation of programs to classrooms that have not been adapted for that student population, increased transportation costs and increased time for students being transported as well as the transfer of ownership of classrooms, if necessary.
- Uncertainty regarding lack of communication with stakeholders, including site administrators and parents, in planning for the transfer of so many students.
- The impact SELPA-wide of increased fees for specialized academic instruction (SAI) and low incidence related services. Clarification was provided that these are fees paid per student for placement and services from SBCSS staff. These are not EV SELPA fees.
- The volume of IEP meetings that will have to be scheduled for every student being transferred back to district as well as those being moved to a different classroom or teacher. This will require a large amount of staff time for scheduling and attending those meetings.
- The negative impact on the delivery of SAI and low incidence related services due to the displacement of SBCSS staff to other regions within SBCSS.
- The lack of clarity regarding the actual fiscal and programmatic impact of this transfer as the specifics of the student transfer have not been provided.

Member Avila offered that the goal for this program transfer is to assist Rialto USD with moving towards inclusion of special education students. He further explained that past practices in Rialto of transferring students out of district contradict his vision of total inclusion. He shared that he hopes the students being transferred back to district will no longer be enrolled in Special Day Classes and will join the general education population with some accommodations.

Member Almendarez expressed his concern regarding the financial impact to the member districts and the lack of communication regarding this matter as well as the short timeline for potentially transferring this many students at one time.

Administrator Metheny concluded the meeting by reviewing the EV SELPA Regional Programs and Program Transfer Policy and Procedures and remarking that the Board is required to take action on the transfer request at the November 20, 2019 Board of Directors meeting.

6.0 OTHER: The next Board of Directors meeting will be November 20, 2019.

7.0 ADJOURNMENT: Motion to adjourn the special meeting was made by Member Elphic and seconded by Alternate Anderson. The special meeting was adjourned at 8:31 a.m.

Submitted by:

Rosalva Contreras

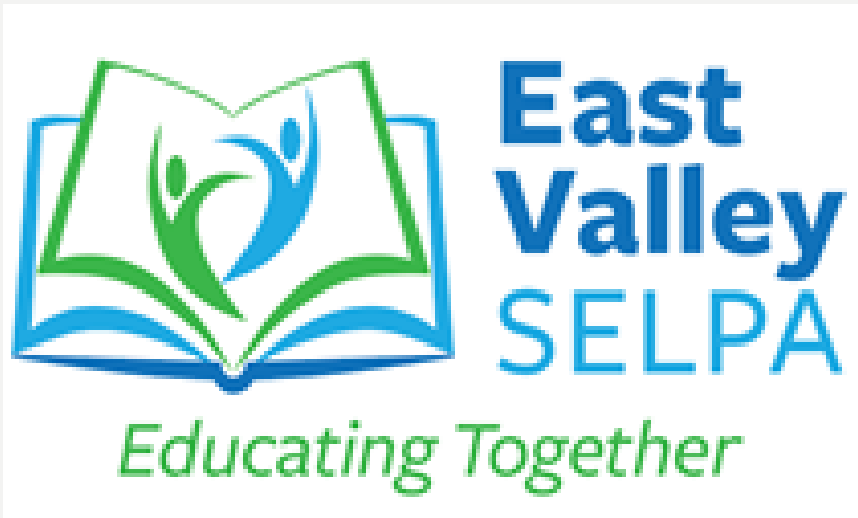
EVSELPA Administrative Assistant

DISCUSSION ITEM

EV SELPA Local Plan Revision Process

Administrator Metheny will provide information regarding the EV SELPA Local Plan Revision Process and the progress made by the committee to date.

EAST VALLEY SELPA LOCAL PLAN REVISION PROCESS



Presented to the Board of Directors
of the East Valley SELPA

Patty Metheny, Ed.D., Administrator

November 20, 2019



2019-2020 Steps & Timeline



2020-2021 Steps & Timeline



Update on First Local Plan
Committee Meeting

THREE
UPDATES ON
LOCAL PLAN
DEVELOPMENT
IN THE EV
SELPA

DEVELOPMENT STEPS & TIMELINE

Identify Local Plan Committee Members

Meet with Local Plan Committee – October, December, January

Meet with EV SELPA Community Advisory Committee (CAC) to review Local Plan process in November and draft of revised plan in February & April

Review revised Local Plan with EV SELPA Steering Committee – February & March

Provide Local Plan to Board for review in February & March; for approval in May

Obtain SBCSS County Superintendent & CAC Chair signatures in May

Provide Local Plan to California Department of Education in June –for preliminary approval

Post Local Plan on EV SELPA & SBCSS websites

2019-2020

DEVELOPMENT STEPS & TIMELINE

Provide to Colton Joint Unified School District Board of Education for review & adoption

Provide to Redlands Unified School District Board of Education for review & adoption

Provide to Rialto Unified School District Board of Education for review & adoption

Provide to Rim of the World Joint Unified School District Board of Education for review & adoption

Provide to Yucaipa-Calimesa Joint Unified School District Board of Education for review & adoption

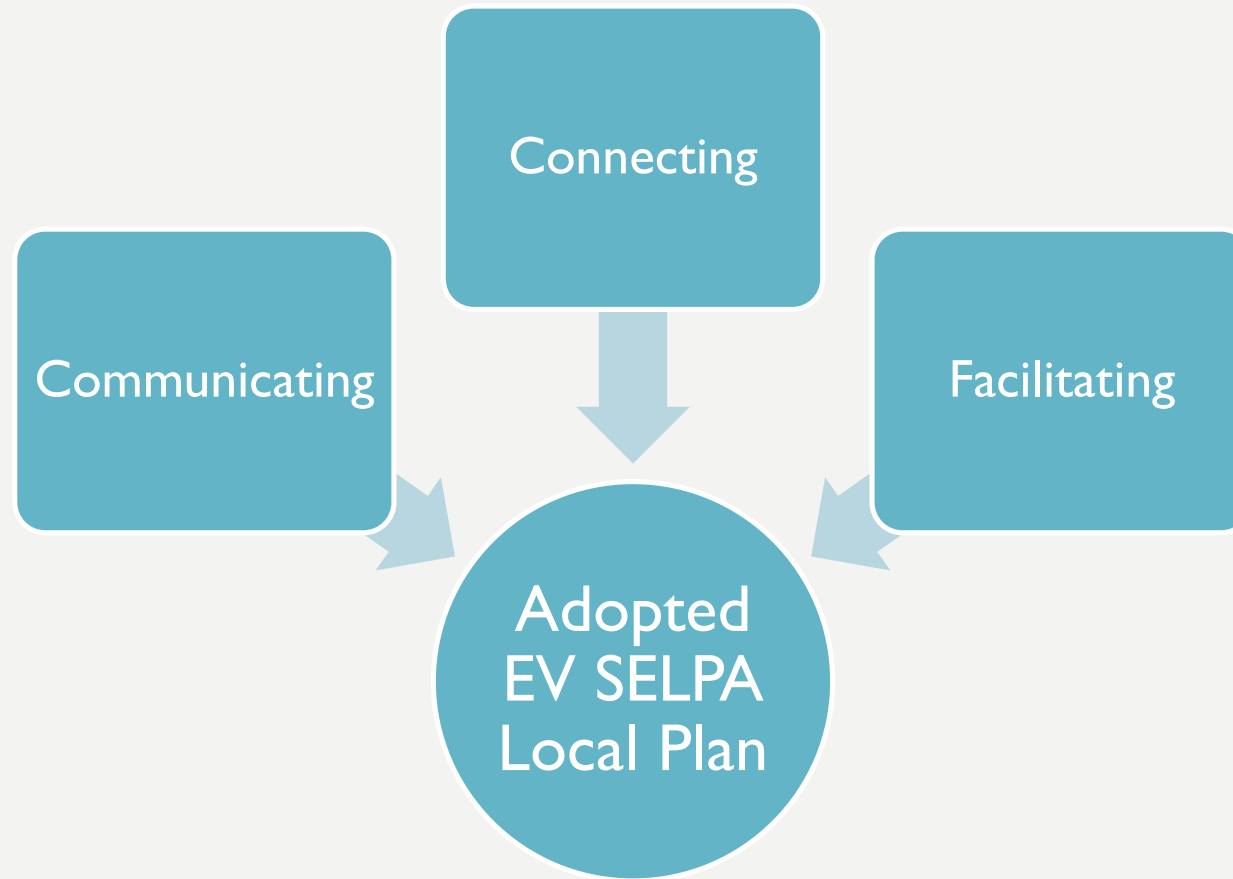
If any LEA Board of Education does not adopt Local Plan, bring back to EV SELPA Board of Directors with revisions for approval and repeat process of acquiring LEA Board adoptions, as needed

Submit to CDE for approval by June 30, 2021

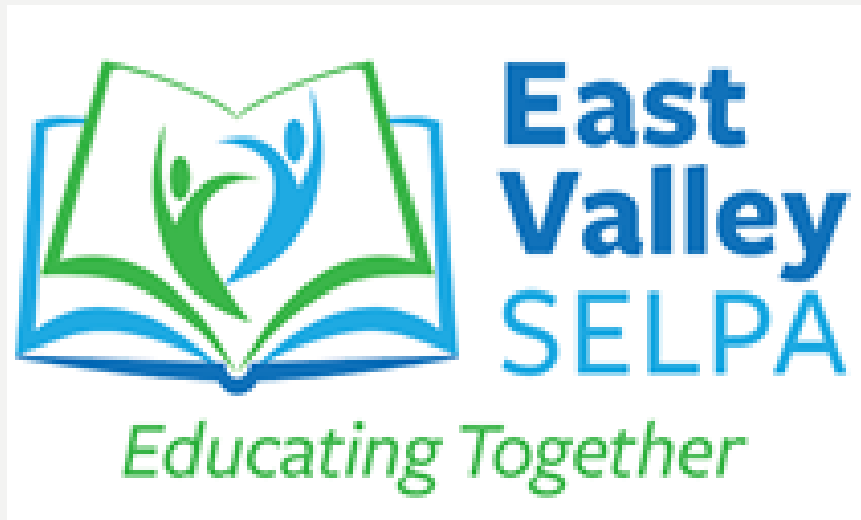
Post Local Plan on all member district websites; if revised through this process ensure Local Plan posted on EV SELPA & SBCSS websites is accurate by June 30, 2021

2020-2021

EV SELPA & MEMBER DISTRICTS IN 2020-2021

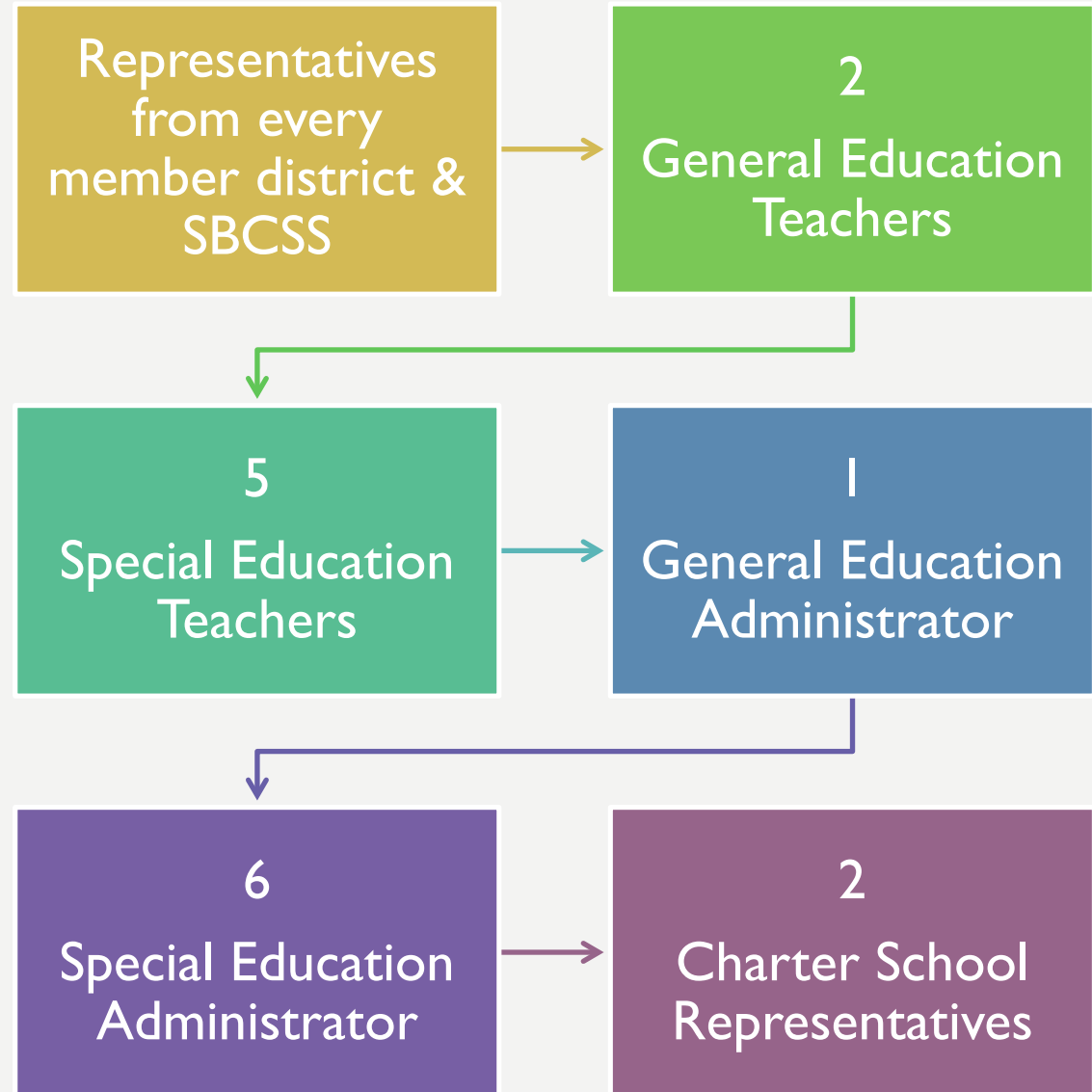


EAST VALLEY SELPA LOCAL PLAN COMMITTEE



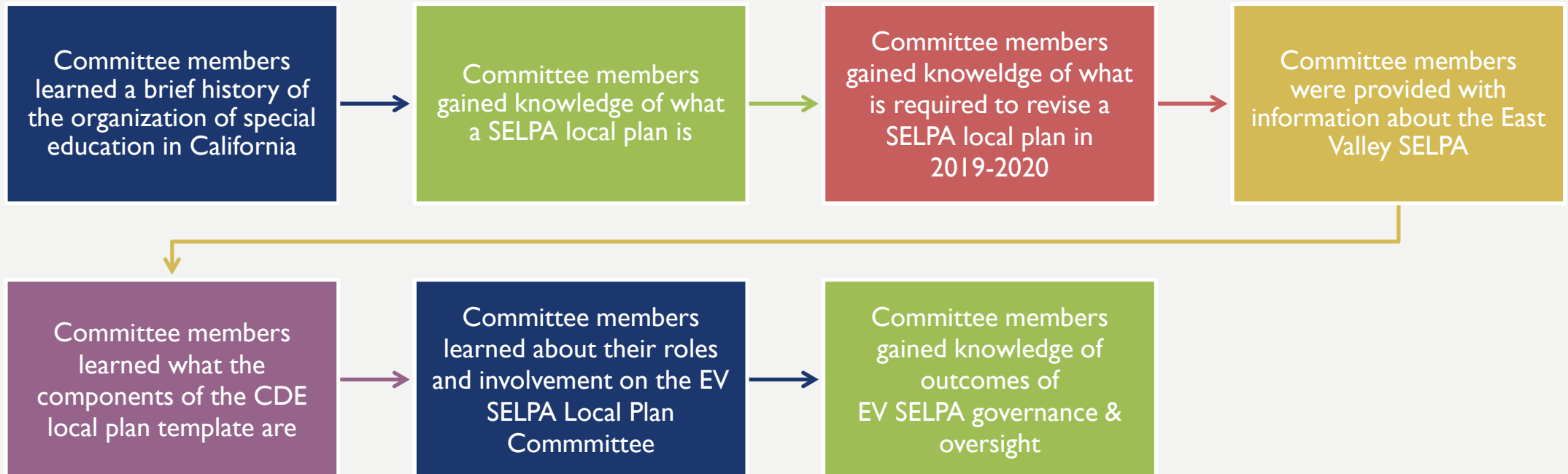
October 21, 2019
Meeting

EV SELPA LOCAL PLAN COMMITTEE MEMBERS 2019-2020



Plus 9 EV SELPA Employees

OCTOBER 21 MEETING OBJECTIVES



THE CURRENT EV SELPA LOCAL PLAN

- ❖ Approved & Adopted 2007
- ❖ Required components, but no required template
 - ❖ Assurance Statement
 - ❖ California Department of Education Forms
 - ❖ Governance & Administration
 - ❖ Member District Board Action Dates

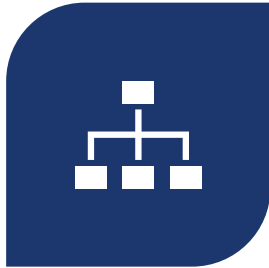


THE PURPOSE OF A SELPA LOCAL PLAN

- ❖ Assure access to special education and related services for all individuals with exceptional needs residing within the geographic areas served by the plan; and
- ❖ Assure compliance with all federal and state codes and statutes



REQUIRED REVISION AREAS OF A SELPA LOCAL PLAN



GOVERNANCE &
ADMINISTRATIVE
STRUCTURE



POLICY IDENTIFICATION
& LOCATION



ADMINISTRATION OF
REGIONALIZED
OPERATIONS & SERVICES

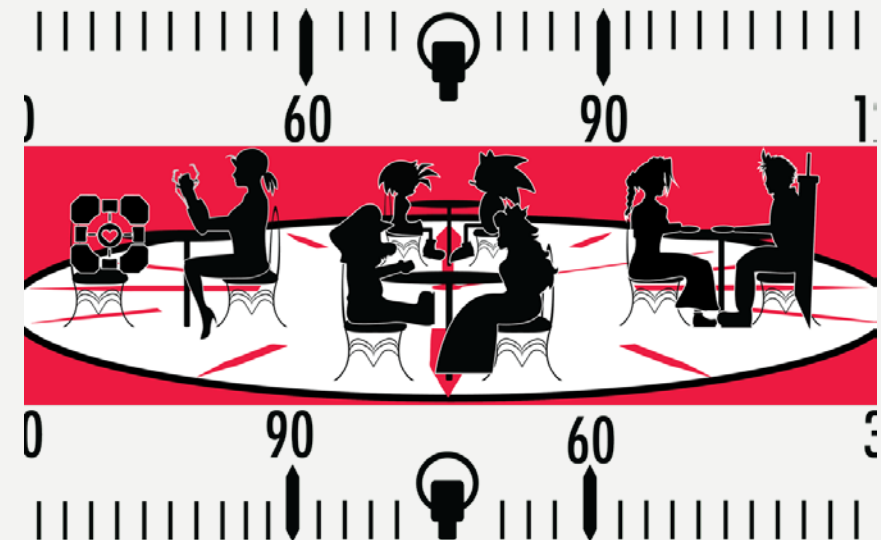


SPECIAL EDUCATION
LOCAL PLAN AREA
SERVICES

COMMITTEE MEMBERS LEARNED ABOUT THE EAST VALLEY SELPA:

TICK TOCK TABLE TALKS

In Conference Room C, EV SELPA Local Plan Committee members met individually with different members of the EV SELPA team. The EV SELPA team members represented different divisions or functions of the SELPA including administration, finance, professional development and coaching, compliance, due process, occupational therapy, mental health services and transition services. For four minutes, each EV SELPA team member shared with the committee members and then members rotated clockwise to learn more.



Section A: Contacts &
Certifications

Section B: Governance &
Administration

Section D: Annual Budget Plan

Section E: Annual Service Plan

REQUIRED
COMPONENTS
OF A SELPA
LOCAL PLAN:
THE CDE
TEMPLATE

SECTIONS NOT REQUIRING COMMITTEE REVIEW



CONTACT INFORMATION
DATE OF PUBLIC HEARING
NAME OF EACH MEMBER DISTRICT
WEBSITE ADDRESS



BUDGET PLAN FOR 2020-2021
SPECIAL EDUCATION REVENUE BY SOURCE
EXPENDITURES BY OBJECT CODE
SELPA ALLOCATION PLAN
SELPA OPERATING EXPENDITURES
LOW INCIDENCE FUNDING & EXPENDITURES



SERVICES PROVIDED BY SCHOOL SITES
WITHIN THE SELPA
(PHYSICAL LOCATION)

SECTION REQUIRING COMMITTEE REVIEW






CDE LOCAL PLAN TEMPLATE


ROLE OF THE EV SELPA LOCAL PLAN COMMITTEE



**Review for
compliance**



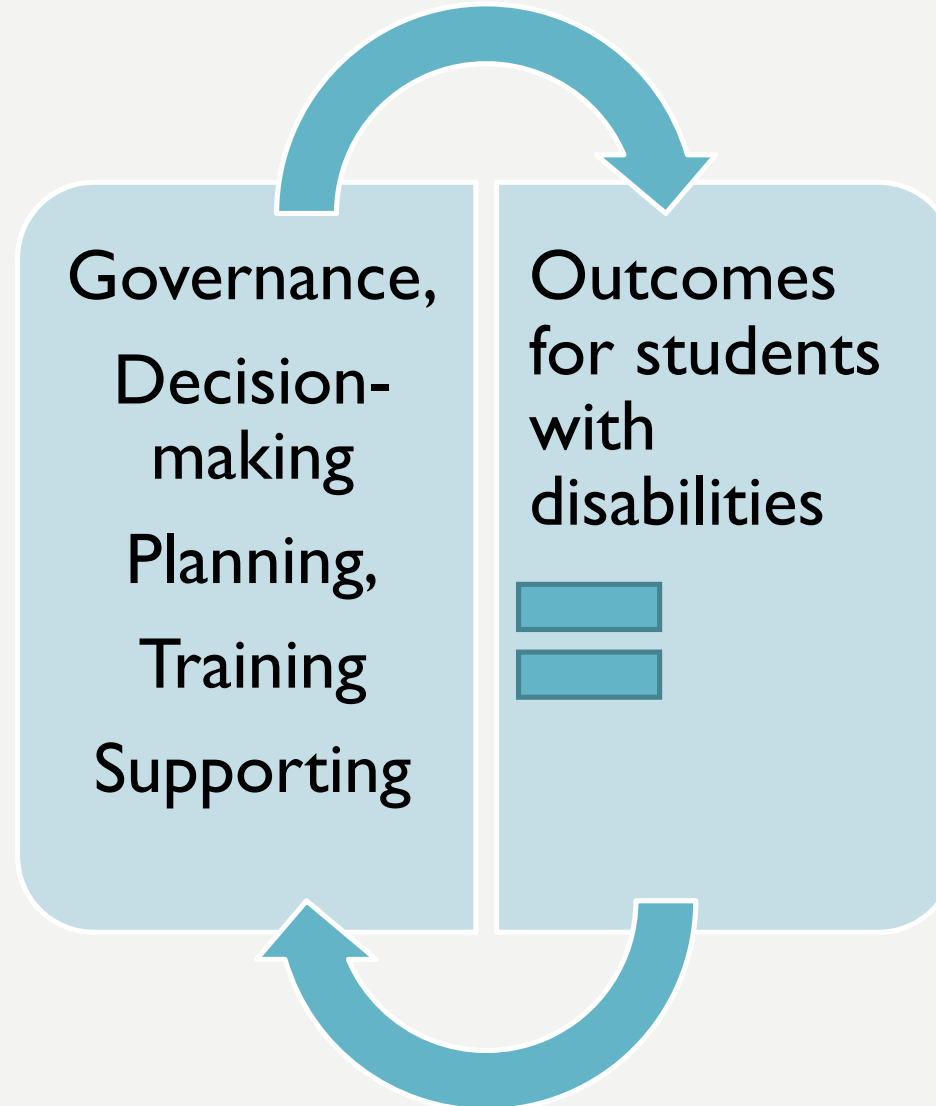
Does it look right 

Does it sound right 

Does it make sense 

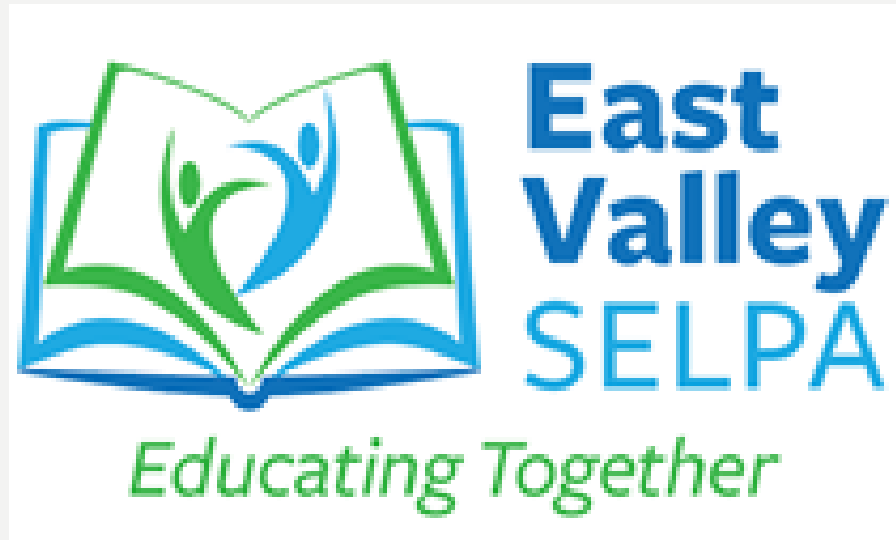


MAKING IT REAL



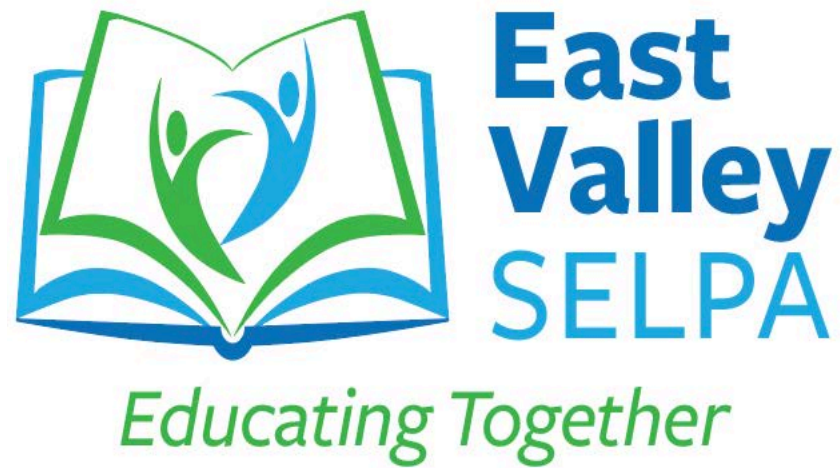
OUTCOMES OF EV SELPA GOVERNANCE & OVERSIGHT

- [Meet Lily](#)



East Valley First Interim Fiscal Update 2019-2020

Consultant Tennyson will provide the 1st Interim Budget Update for 2019-2020 along with descriptions of each budget fund.



FY 2018-19

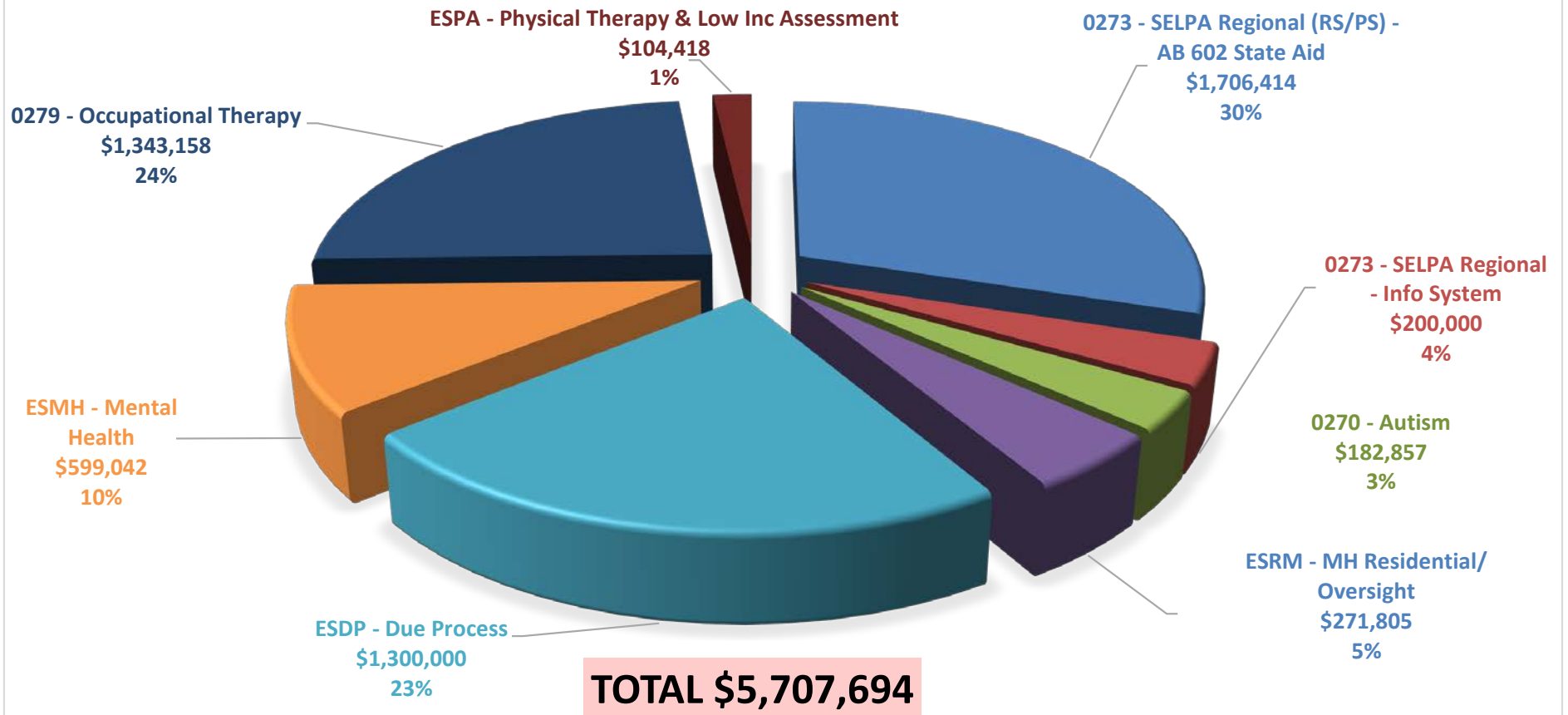
FIRST INTERIM BUDGET

November 7, 2019

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

FY 2019/20 First Interim Budget

EAST VALLEY SELPA Services



Program Description	FY 2019/20 First Interim Budget	Percentage of Total
0273 - SELPA Regional (RS/PS) - AB 602 State Aid	\$1,706,414	30%
0273 - SELPA Regional - Info System	\$200,000	4%
0270 - Autism	\$182,857	3%
ESRM - MH Residential/Oversight	\$271,805	5%
ESDP - Due Process	\$1,300,000	23%
ESMH - Mental Health	\$599,042	10%
0279 - Occupational Therapy	\$1,343,158	24%
ESPA - Physical Therapy & Low Inc Assessment	\$104,418	1%
Grand Total	\$5,707,694	100%

EAST VALLEY SELPA
FY 2019/2020 BUDGET INFORMATION
REGIONALIZED SERVICES/PROGRAM SPECIALISTS (RS/PS) BUDGET

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

Funding is provided through AB 602 based on a % of total SELPA revenue.

The SELPA Board has authorized this distribution as "off the top" from the SELPA AB 602 funding (Resource 6500).

The FY 19/20 RS/PS budget has been developed based on the following parameters:

4.30% of total SELPA revenue and is re-evaluated each year.

No ADA growth was projected for FY 19/20. Funding is based on an Estimated P-2 ADA of 77,642.50.

Resource 3315 Preschool Local Entitlement for RS/PS has been estimated at \$19,394 (5% of the estimated FY 19/20 Grant Award)

Resource 3395 Alternate Dispute Resolution (ADR) grant has been awarded at \$14,601 and is used to fund appropriate trainings related to ADR.

FY 19/20 salaries include a 2.50% COLA, funded Step and Column plus 3.00% COLA for FY 18/19

FY 19/20 Health & Welfare Rates were developed with a 10% inflationary increase for Dental, Vision, & Life, except for Medical at 13%.

The FY 19/20 Mandatory Benefit rates are:

STRS 17.10%

PERS 19.721%

Medicare 1.45% (no change from prior year)

UI .05% (no change from prior year)

WC 3.06%

Information Technology user fee at \$1,987 per FTE, an increase of \$182 per FTE from prior year's rate of \$1,805.

The 19/20 approved Indirect Cost Rate for County Schools is 9.70% a .98% decrease from prior year's rate of 10.68%.

There were no anticipated staff changes for FY 19/20.

East Valley SELPA

SELPA Regionalized Services/Program Specialists

FY 2019/2020 BUDGET INFORMATION

	2018/19 ACTUALS	2019/20 Adopted Budget	2019/20 First Interim
REVENUE			
Beginning Balance	\$342,192	\$626,848	\$ 626,848
AB 602 State Aid	\$2,146,230	\$1,706,414	\$ 1,706,414
Grant/Preschool Regional Svc. (0474)		\$19,394	\$ 19,394
Grant/Alternative Dispute Resolution		\$14,601	\$ 14,601
TOTAL REVENUE	\$2,488,422	2,367,257	\$ 2,367,257
EXPENDITURES			
Certificated Salaries	\$770,854	\$802,482	\$802,482
Classified Salaries	\$402,208	\$413,354	\$413,354
Benefits	\$407,881	\$457,211	\$461,531
<i>Sub-Total</i>	\$1,580,944	\$1,673,047	\$1,677,367
Materials & Supplies	\$8,861	\$11,385	\$8,485
Operations	\$92,137	\$73,914	\$72,494
<i>Sub-Total</i>	\$100,998	\$85,299	\$80,979
<i>Total</i>	\$1,681,942	\$1,758,346	\$1,758,346
Indirect	\$179,631	\$170,560	\$170,560
<i>Indirect Rate</i>	10.68%	9.70%	9.70%
TOTAL EXPENDITURES	\$1,861,573	\$1,928,906	\$1,928,906
ENDING BALANCE	\$626,848	\$438,352	\$438,352
Reserve %	33.673%	22.725%	22.725%
STAFFING:	1.0 Administrator 1.0 Fiscal Consultant 1.0 Admin. Assistant 1.0 SELPA Svc Spec 4.0 Prog Specialists .34 SELPA Svs Spec .66 Prog Tech (MIS) .25 Senior Fiscal Clerk .75 Acct Technician 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 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 Hourly Student Worker - Vacant
Total FTEs	10.00 FTE	10.90 FTE	10.80 FTE

EAST VALLEY SELPA
FY 2019/2020 BUDGET INFORMATION
EVSELPA REGIONAL PROGRAM STUDENT DATABASE SYSTEM

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

Resource 9273 was established for FY 18/19 to identify the expense for maintaining the contract .

CDE compliance requirement and the creation of new IEP forms are some of the expenses expected to be shared by the districts based on PY Pupil Count.

East Valley SELPA

SELPA Regional CASEMIS Information System

FY 2019/2020 BUDGET INFORMATION

	2018/19 Actuals	2019/20 Adopted Budget	2019/20 First Interim
REVENUE			
Beginning Balance	\$67,195	\$67,651	\$67,650
Distribution of Cost PY Pupil Count	\$93,290	\$150,000	\$200,000
Colton	\$24,939	\$38,837	\$51,126
Redlands	\$25,393	\$39,232	\$52,057
Rialto	\$27,137	\$42,259	\$55,632
Rim	\$3,624	\$5,643	\$7,429
Yucaipa	\$12,197	\$18,994	\$25,005
CSSF/EV Ops	\$0	\$5,035	\$8,751
TOTAL REVENUE	\$160,485	\$217,651	\$267,650
Materials & Supplies	\$0	\$0	\$0
Operations	\$83,877	\$136,737	\$227,895
Total	\$83,877	\$136,737	\$227,895
Indirect	\$8,958	\$13,263	\$22,105
Indirect Rate	10.68%	9.70%	9.70%
TOTAL EXPENDITURES	\$92,835	\$150,000	\$250,000
ENDING BALANCE	\$67,651	\$67,650	\$17,651

EAST VALLEY SELPA
FY 2019/2020 BUDGET INFORMATION
EVSELPA REGIONAL PROGRAM/AUTISM PROGRAM SPECIALIST

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 19/20 Health and Mandatory Benefits rates, and Indirect Cost rate.

East Valley SELPA

SELPA Regional Autism Program Specialists

FY 2019/2020 BUDGET INFORMATION

	2018/19 Actuals		2019/20 Adopted Budget	2019/20 First Interim
REVENUE				
Beginning Balance	\$0		\$6,969	\$6,969
Off-the-Top	\$179,540		\$182,857	\$182,857
Interest			\$0	\$0
Apportionment from Prior Yr	\$2			
TOTAL REVENUE	\$179,542		\$189,826	\$189,826
EXPENDITURES				
Certificated Salaries	\$111,723		\$115,574	\$115,574
Benefits	\$38,580		\$41,759	\$41,759
Sub-Total	\$150,302		\$157,333	\$157,333
Materials & Supplies	\$841		\$1,200	\$1,200
Operations	\$4,778		\$8,155	\$8,155
Sub-Total	\$5,619		\$9,355	\$9,355
Total	\$155,921		\$166,688	\$166,688
Indirect	\$16,652		\$16,169	\$16,169
Indirect Rate	10.68%		9.70%	9.70%
TOTAL EXPENDITURES	\$172,573		\$182,857	\$182,857
ENDING BALANCE	\$6,969		\$6,969	\$6,969
STAFFING:	1.0 Prog Specialists		1.0 Prog Specialist	1.0 Prog Specialist
Total FTEs	1.0 FTEs		1.0 FTE	1.0 FTE

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

FY 2019/2020 BUDGET INFORMATION

LOW INCIDENCE MATERIALS, EQUIPMENT & SERVICES

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 December pupil count of Low Incidence students (primary or secondary disability)

FY 2019/20 rate is estimated to be \$430.00 per pupil for Materials, Equipment, and Services.

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 2019/2020 BUDGET INFORMATION

	2018/19 Actuals		2019/20 Adopted Budget	2019/20 First Interim
REVENUE				
Beginning Balance	\$480,195		\$486,064	\$486,064
AB 602 State Aid (CY & PY)	\$291,066		\$291,066	\$148,350
Low Incidence Pupil Count	650		650	345
Per Pupil -->	\$447.79		\$447.79	\$430.00
Interest	\$0		\$0	\$0
Other Revenue	\$0		\$0	\$0
TOTAL REVENUE	\$771,261		\$777,130	\$634,414
EXPENDITURES				
Materials & Supplies	\$123,496		\$105,000	\$215,000
Operations & Contracts	\$134,504		\$98,600	\$135,600
Sub-Total	\$258,000		\$203,600	\$350,600
Equipment	\$5,111		\$15,000	\$60,000
Indirect	\$22,085		\$17,615	\$31,874
Indirect Rate	10.68%		9.70%	9.70%
TOTAL EXPENDITURES	\$285,197		\$236,215	\$442,474
ENDING BALANCE	\$486,064		\$540,915	\$191,940

Note: Funded per Ed Code based on Qualifying Primary and Secondary Disability of Prior Year December Pupil Count times an estimated \$430 for FY2019/20.

EAST VALLEY SELPA

FY 2019/2020 BUDGET INFORMATION

EVSELPA REGIONAL PROGRAM/OVERSIGHT OF RESIDENTIAL MENTAL HEALTH

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, .35 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 19/20 Health and Mandatory Benefits rates, and Indirect Cost rates.

East Valley SELPA

SELPA Regional Residential Mental Health

FY 2019/2020 BUDGET INFORMATION

	2018/19 Actuals	2019/20 Adopted Budget	2019/20 First Interim
REVENUE			
Beginning Balance	\$11,889	\$113,594	\$ 113,594
Off-the-top	\$250,719	\$207,229	\$271,805
Misc. Revenue	\$4,475	\$5,000	\$5,000
TOTAL REVENUE	\$267,083	\$325,823	\$390,399
EXPENDITURES			
Classified Salaries	\$93,895	\$120,009	\$156,416
Benefits	\$31,493	\$47,918	\$63,277
Sub-Total	\$125,387	\$167,927	\$219,693
Materials & Supplies	\$47	\$500	\$500
Operations	\$13,244	\$25,036	\$32,136
Sub-Total	\$13,291	\$25,536	\$32,636
Total	\$138,678	\$193,463	\$252,329
Indirect	\$14,811	\$18,766	\$24,476
Indirect Rate	10.68%	9.70%	9.70%
TOTAL EXPENDITURES	\$153,489	\$212,229	\$276,805
ENDING BALANCE	\$113,594	\$ 113,594	\$113,594
STAFFING:	.30 Program Manager, BHC .10 Senior Fiscal Clerk/Accounting Technician	.50 Program Manager, BHC .35 Behavioral health counselors .20 Accounting Technician	.75 Program Manager BHC .35 Behavioral health counselors .20 Accounting Technician
Total FTEs	.40 FTE	1.05 FTE	1.30 FTE

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

EAST VALLEY SELPA
FY 2019/2020 BUDGET INFORMATION
EVSELPA REGIONAL PROGRAM/BEHAVIOR HEALTH COUNSELORS

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 and residential placements, 2.65 behavior health counselors, and .33 SELPA Services Specialist.

Refer to the SELPA RS/PS Narrative for FY 19/20 Health and Mandatory Benefits rates, and Indirect Cost rate.

East Valley SELPA

SELPA Regional Behavioral Health Counselors

FY 2019/2020 BUDGET INFORMATION

	2018/19 ACTUALS	2019/20 Adopted Budget	2019/20 First Interim
REVENUE			
Beginning Balance	\$0	\$0	\$0
Colton	\$288,257		
Redlands	\$60,053		
Rim	\$228,203		
Yucaipa	\$24,021		
Total	\$600,534	\$677,616	\$599,042
TOTAL REVENUE	\$600,534	\$677,616	\$599,042
EXPENDITURES			
Classified Salaries	\$386,272	\$397,666	\$361,592
Benefits	\$131,202	\$158,659	\$148,700
Sub-Total	\$517,474	\$556,325	\$510,292
Materials & Supplies	\$95	\$701	\$201
Operations	\$25,017	\$61,783	\$35,580
Sub-Total	\$25,113	\$62,484	\$35,781
Total	\$542,587	\$618,809	\$546,073
Indirect	\$57,947	\$58,807	\$52,969
Indirect Rate	10.68%	9.70%	9.70%
TOTAL EXPENDITURES	\$600,534	\$677,616	\$599,042
ENDING BALANCE	\$0	\$0	\$0
STAFFING:			
	.70 Prog Manager, BHC	.50 Prog Manager BHC	.25 Prog Manager BHC
	7.0 Behavior Health Counselors II	2.65 Behavior Health Counselors II	2.65 Behavior Health Counselors II
	.25 SELPA Support	.33 SELPA Services Specialist	.33 SELPA Services Specialist
	Contract Counselor		
Total FTEs	7.95 FTE	3.48 FTE	3.23 FTE

NOTE: Funded on a Fee-For-Service basis/proportionately shared by districts. Amounts to be based on actual pupil service counts as of Dec and Apr.

EAST VALLEY SELPA
FY 2019/2020 BUDGET INFORMATION
EVSELPA REGIONAL PROGRAM/OCCUPATIONAL THERAPY (OT)

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 occupational therapy services.

FY 2019/20 staff will include 5.0 Occupational Therapists, .33 SELPA Services Specialist.

Contracts for 1 COTA, and 2.60 Occupational Therapists

Refer to the SELPA RS/PS Narrative for FY 19/20 Health and Mandatory Benefits rates, and Indirect Cost rate.

East Valley SELPA

SELPA Regional Occupational Therapy (OT)

FY 2019/2020 BUDGET INFORMATION

	2018/19 Actuals	2019/20 Adopted Budget	2018/19 First Interim
REVENUE			
Beginning Balance	\$0	\$0	\$0
Off-the-top Total	\$1,247,048	\$1,284,827	\$1,343,158
Interest	\$0	\$0	\$0
Misc. Revenue	\$0	\$0	\$0
TOTAL REVENUE	\$1,247,048	\$1,284,827	\$1,343,158
EXPENDITURES			
Classified Salaries	\$602,840	\$614,324	\$614,324
Benefits	\$221,639	\$244,481	\$244,481
Sub-Total	\$824,479	\$858,805	\$858,805
Materials & Supplies	\$475	\$4,000	\$14
Operations	\$308,213	\$326,098	\$386,378
Sub-Total	\$308,688	\$330,098	\$386,392
Total	\$1,133,167	\$1,188,903	\$1,245,197
Return of Funds	\$14,070	\$0	\$0
Indirect	\$99,811	\$95,924	\$97,961
Indirect Rate	10.68%	9.70%	9.70%
TOTAL EXPENDITURES	\$1,247,048	\$1,284,827	\$1,343,158
ENDING BALANCE	\$0	\$0	\$0
STAFFING:	7.0 Occupational Therapist II 3.0 Contract OT (hourly) .25 SELPA Services Specialist	5.0 Occupational Therapist II .25 SELPA Services Specialist 1.0 Certified OT Asst.(COTA) 2.00 Contract OT (hourly)	5.0 Occupational Therapist II .333 SELPA Services Specialist 1.0 Certified OT Asst.(COTA) 2.60 Contract OT (hourly)
Total FTEs	7.25 FTE (+3 Contract OT's)	5.25 FTE (3.00 Contracts)	5.33 FTE (3.60 Contracts)

NOTE: Funded on a Fee-For-Service basis/proportionately shared by districts. Amounts to be based on actual pupil service counts as of December and April.

FY 2019/2020 BUDGET INFORMATION
PHYSICAL THERAPY SERVICES & LOW INCIDENCE ASSESSMENT

District costs shown in this budget for FY 19/20 are: .667 FTE for a School Physical Therapist II and for low incidence assessments conducted by EV SELPA.

The budget is based on the 18/19 actual 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 19/20 Health and Mandatory Benefits rates, and Indirect Cost rate.

East Valley SELPA

PHYSICAL THERAPY SERVICES & LOW INCIDENCE ASSESSMENT

FY 2019/2020 BUDGET INFORMATION

	2018/19 Actual	2019/20 Adopted Budget	2019/20 First Interim
REVENUE	PT & ATAC	PT/LOW INC	PT/LOW INC
Beginning Balance	\$0	\$0	\$0
Colton	\$22,166	\$0	\$0.00
Redlands	\$21,709	\$0	\$0.00
Rialto	\$23,951	\$0	\$0.00
Rim	\$3,242	\$0	\$0.00
Yucaipa	\$10,550	\$0	\$0.00
Co. Schools	\$0	\$0	\$0
TOTAL REVENUE	\$81,618	\$100,000	\$104,418
EXPENDITURES			
Classified Salaries	\$0	\$0	\$69,068
Benefits	\$0	\$0	\$19,817
Sub-Total	\$0	\$0	\$88,885
Materials & Supplies	\$0	\$0	\$0
Operations	\$77,250	\$97,575	\$6,300
Sub-Total	\$77,250	\$97,575	\$6,300
Indirect Cost	\$4,368	\$2,425	\$9,233
TOTAL EXPENDITURES	\$81,618	\$100,000	\$104,418
ENDING BALANCE	\$0	\$0	\$0
STAFFING:	Physical Therapist - Contract Occupational Therapist - Contract	.667 Physical Therapist Occupational Therapist - Contract (part-time)	.667 Physical Therapist Occupational Therapist - Contract (part-time)
Total FTEs		.667 FTE	.667 FTE

EAST VALLEY SELPA
FY 2019/2020 BUDGET INFORMATION
CALIFORNIA CHILDRENS' SERVICES (CCS)

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 December Pupil Count.

FY 19/20 expenditures include office supplies, facilities related maintenance costs, including janitorial, and utilities

East Valley SELPA

California Childrens' Services (CCS) (Mgmt ESCS)

FY 2019/2020 BUDGET INFORMATION

		2018/19 Actuals	2019/20 Adopted Budget	2019/20 First Interim
REVENUE				
Beginning Balance		\$1,800	\$1,800	\$1,800
Misc. Revenue		\$0	\$0	\$0
CCS District Support	Colton	\$3,840	\$8,020	8,020
	Redlands	\$3,910	\$8,166	8,166
	Rialto	\$4,178	\$8,727	8,727
	Rim	\$558	\$1,165	1,165
	Yucaipa	\$1,878	\$3,922	3,922
	CCS Revenue	\$14,363	\$30,000	\$30,000
	Total Pupil Count -->	10,642	10,742	\$10,742
	Less EV OPS -->	(446)	(470)	(\$470)
	Adjusted Pupil Count -->	10,196	10,272	\$10,272
	Per Pupil -->	\$1.41	\$2.92	\$2.92
TOTAL REVENUE		\$16,163	\$31,800	\$31,800
EXPENDITURES				
Materials & Supplies Operations		\$3,015	\$1,825	\$1,825
		\$11,348	\$28,175	\$28,175
	Sub-Total	\$14,363	\$30,000	\$30,000
	Total	\$14,363	\$30,000	\$30,000
TOTAL EXPENDITURES		\$14,363	\$30,000	\$30,000
ENDING BALANCE *		\$1,800	\$1,800	\$1,800

Note: Funded per Ed Code

FY 2019/2020 BUDGET INFORMATION
EXTRA PROGRAMS/INTER-SELPA

District costs shown in this budget for FY 19/20 are projected expenses related to Inter-SELPA placements.

The budget is based on the FY 18/19 actual. Costs are charged to district of residence at year-end via cash transfer.

East Valley SELPA

Extra Program/Inter-SELPA

FY 2019/2020 BUDGET INFORMATION

		2018/19 Actuals	2019/20 Adopted Budget	2019/20 First Interim
REVENUE				
Beginning Balance		\$0	\$26,801	\$26,801
PY Apportionment Revenue		\$26,801	\$0	\$0
8677		\$197,552	\$200,000	\$200,000
Extraordinary Program	Colton	\$25,317	\$0	\$0
	Redlands	\$0	\$0	\$0
	Rialto	\$172,235		\$0
	Rim	\$0	\$0	\$0
	Yucaipa	\$0	\$0	\$0
	Co. Schools	\$0	\$0	\$0
	PT/Assessments	\$0	\$0	\$0
	EP Revenue	\$0	\$0	\$0
TOTAL REVENUE		\$224,353	\$226,801	\$226,801
EXPENDITURES				
	Operations	\$197,552	\$200,000	\$200,000
	PT Assestments		\$0	\$0
	PT Services		\$0	\$0
	TOTAL	\$197,552	\$200,000	\$200,000
TOTAL EXPENDITURES		\$197,552	\$200,000	\$200,000
ENDING BALANCE		\$26,801	\$26,801	\$26,801

EAST VALLEY SELPA
FY 2019/2020 BUDGET INFORMATION
LEGAL/DUE PROCESS

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 December pupil count.

FY 19/20 budget was developed using FY 18/19 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 2019/2020 BUDGET INFORMATION

	2018/19 Actuals	2019/20 Adopted Budget	2019/20 First Interim
REVENUE			
Beginning Balance	\$58,970	\$58,970	\$58,970
Misc. Revenue	\$0	\$0	\$0
	Colton	\$267,902	348,273
	Redlands	\$270,634	351,824
	Rialto	\$291,512	378,966
District Contribution	Rim	\$38,928	50,605
	Yucaipa	\$131,024	170,332
	Co. Schools	\$0	\$0
	EP Revenue	\$1,000,000	\$1,300,000
TOTAL REVENUE	\$1,257,324	\$1,058,970	\$1,358,970
EXPENDITURES			
Certificated Salaries	\$148,179	\$150,962	\$150,962
Classified Salaries	\$55,014	\$61,532	\$61,532
Benefits	\$65,033	\$83,033	\$87,533
	Sub-Total	\$295,527	\$300,027
Materials & Supplies	\$51	\$3,000	\$1,000
Operations (Legal Costs, IEEs, Parent Reimb	\$930,079	\$701,473	\$998,973
	Sub-Total	\$704,473	\$999,973
	Total	\$1,000,000	\$1,300,000
TOTAL EXPENDITURES	\$1,198,354	\$1,000,000	\$1,300,000
ENDING BALANCE	\$58,970	\$58,970	\$58,970
STAFFING:	1.0 Program Manager, DP 1.0 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

EAST VALLEY SELPA
FY 2019/2020 BUDGET INFORMATION
NON-PUBLIC SCHOOLS TUITION AND RELATED SERVICES

The East Valley SELPA provides centralized processing of Non-Public School (NPS) Master Contracts, payment of NPS tuition and related services, and attendance accounting

SELPA member districts are responsible for placement of students in NPS per the student's Individualized Education Program (IEP)

SELPA member districts are responsible for reimbursing the SELPA for 100% of the cost paid for NPS placements and are billed by the SELPA on a quarterly basis via Cash Transfer.

Actual costs are reported to CDE by each district via the SACS software.

Attendance is reported to CDE by each district via the Principal Apportionment software.

The FY 19/20 NPS budget is based on projections as of P-1, December 2018 and First Interim was based from last year's and 1st quarter's costs.

East Valley SELPA

Non-Public School (NPS) TUITION

FY 2019/2020 BUDGET INFORMATION

		2018/19 Actuals	2019/20 Adopted Budget	2019/20 First Interim
REVENUE				
Beginning Balance		\$0	\$0	\$0
NPS Revenue	Colton	\$712,419		
	Redlands	\$850,620		
	Rialto	\$1,072,412		
	Rim	\$217,441		
	Yucaipa	\$297,622		
	Total	\$3,150,514	\$3,750,000	\$4,000,000
TOTAL REVENUE		\$3,150,514	\$3,750,000	\$4,000,000
EXPENDITURES				
NPS Cost	Colton	\$712,419	\$0	\$0
	Redlands	\$850,620	\$0	\$0
	Rialto	\$1,072,412	\$0	\$0
	Rim	\$217,441	\$0	\$0
	Yucaipa	\$297,622	\$0	\$0
	Total	\$3,150,514	\$0	\$0
TOTAL EXPENDITURES		\$3,150,514	\$0	\$0
ENDING BALANCE		\$0	\$3,750,000	\$4,000,000

Note: Funded by District Reimbursement based on Actual Costs.

EAST VALLEY SELPA
FY 2019/2020 BUDGET INFORMATION
MENTAL HEALTH COSTS ASSOCIATED WITH NPS STUDENTS, INCLUDING RESIDENTIAL

The East Valley SELPA provides centralized processing of contracts for Mental Health costs associated with students placed in residential facilities and attending NPS, including residential costs (room and board) and payment of associated costs as well as contract costs for in-home mental health services.

SELPA member districts are responsible for placement of students in NPS and the provision of in-home mental health services per the student's Individualized Education Program (IEP).

SELPA member districts are responsible for reimbursing the SELPA for 100% of the Mental Health related costs paid for NPS placements, including residential costs and are billed by the SELPA on a quarterly basis via Cash Transfer.

Actual costs are reported to CDE by each district via the SACS software.

Attendance is reported to CDE by each districts via the Principal Apportionment software.

The FY 19/20 NPS budget is based on projections as of P-1, December 2018 and First Interim was based from last year's and 1st quarter's costs.

East Valley SELPA

Mental Health (NPS and Residential)

FY 2019/2020 BUDGET INFORMATION

		2018/19 Actuals	2019/20 Adopted Budget	2019/20 First Interim
REVENUE				
Beginning Balance		\$0	\$0	\$0
MH Revenue	Colton	\$355,425		\$525,495
	Redlands	\$430,247		\$483,318
	Rialto	\$343,690		\$700,958
	Rim	\$264,362		\$465,452
	Yucaipa	\$280,927		\$324,777
	Total	\$1,674,651	\$1,500,000	\$2,500,000
TOTAL REVENUE		\$1,674,651	\$1,500,000	\$2,500,000
EXPENDITURES				
MH Cost	Colton	\$355,425	\$0	\$525,495
	Redlands	\$430,247	\$0	\$483,318
	Rialto	\$343,690	\$0	\$700,958
	Rim	\$264,362	\$0	\$465,452
	Yucaipa	\$280,927	\$0	\$324,777
	Total	\$1,674,651	\$1,500,000	\$2,500,000
TOTAL EXPENDITURES		\$1,674,651	\$1,500,000	\$2,500,000
ENDING BALANCE		\$0	\$0	\$0

Note: Funded by District Reimbursement from Mental Health Grants (Resource 3327 and/or 6512) based on Actual Costs.

ACTION ITEM

Rialto USD 2020-2021 Regional Program Transfer Request

Rialto USD is requesting approval to transfer approximately 50 students from the County operated Regional Program to district programs for 2020-2021.



RIALTO

UNIFIED SCHOOL DISTRICT
BRIDGING FUTURES THROUGH INNOVATION

October 29, 2019

Special Education Department

*Bridgette Ealy,
Lead Special
Services Agent*

*Dr. Patricia
Mbugua,
Coordinator,
Special Education*

*Paola Lopez,
Coordinator,
Special Education*

*Earlene Hyman,
Program Specialist*

*Shelly Gates,
Program Specialist*

*Adriane Alcantar,
Instructional Specialist*

*Mary Byrnes
Instructional Specialist*

*Kati Paci
Program Manager-
Autism*

Dr. Patty Metheny, Administrator
East Valley SELPA
144 North Mountain View Avenue
San Bernardino, CA 92408

Dear Dr. Metheny,

I am writing to inform the East Valley SELPA Board of Directors and San Bernardino County Superintendent of Schools that the Rialto Unified School District intends to transfer students back to our District. The RUSD will return approximately 50 students from SBCSS and will provide special education and related services starting the 2020-2021 school year. I have included the list of students we plan to return to RUSD. If you have any questions or need additional information, please feel free to contact me.

Respectfully,
Bridgette Ealy

Lead Special Service Agent
Rialto Unified School District
909-820-7700 ext. 2372
bealy@rialto.k12.ca.us

Rialto Transfer Request Student Summary Data

Based on the student list provided by Rialto USD, the following summary information is provided.

Total Number of Students Reduced from 50 to 46

- Two students listed twice
- Two students exited (exit dates of 9/19/19, 10/30/19)

46 Students Identified for Potential Program Transfer

Number of Students Identified by 2020-2021 Grade Level (in Grade Spans)

Grade Levels	Number of Students
Pre – Grade 1	9 (2 currently Early Start services which is not a fee-for-service program)
Grades 2-5	10
Grades 6-8	9
Grades 9-11	3
Grades 12-12+	15
Total	46

Number of Students Identified by Current SBCSS School Site/District & Teacher

District of Classroom Location	School of Classroom Location	Teacher	Number of Students
Early Start	Early Start	Hayes, Laragione	2
<i>(total)</i>			<i>(2)</i>
Colton	Smith Elementary	Williams	7
<i>(total)</i>			<i>(7)</i>
Redlands	Barbara Phelps	Winslow	5
	Judson Brown	Carlson	2
	Moore Middle	Lopez	1
	Redlands East Valley HS	Morris	1
<i>(total)</i>			<i>(9)</i>
Rialto	Bemis	Eder	7
	Dollahan	Eaton	5
		Parker	3
	Eisenhower HS	Weigmann	3
		Allison	2
	Jehue	Franklin	1
	Rialto HS	Schodt	5
		Flowers	2
<i>(total)</i>			<i>(28)</i>

Number of Students by Disability

Disability	Number of Students
Autism	14
Intellectual Disability	19
Other Health Impairment	1
Orthopedic Impairment	3
Multiple Disabilities	7
Speech Language Impairment	1
Specific Learning Disability	1
Total	46



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 December 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 March 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 February 15 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.

Regarding 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. 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 March.

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

Example: Notification date for program transfer:	No later than June 30, 2017
Preparation year:	2017-2018
Implementation year:	2018-2019
(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 spring prior to making the notification. The following is required:

- June 30: 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

- September 15: EV SELPA, SBCSS or other regionalized service providers must notify interested LEA of 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 above report shall be provided as an information items on the next EV SELPA Steering/Finance Committee, and Board of Directors meetings.

- October 31: Interested LEA(s) must notify 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 EV 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.
- February 15: The required Assurances Page (Appendix A) and Detailed Plan for Program Transfer (Appendix B) will be completed and turned into the EV SELPA, with a copy provided to the current program service provider.
- February 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.

Appendix A

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.

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.

DATE OF MEETING	LOCATON OF MEETING

(b) 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

OTHER

2019-2020 EV SELPA Board of Directors
Meeting Schedule

**2019/2020
East Valley SELPA
BOARD OF DIRECTORS MEETING SCHEDULE**

~~September 25, 2019~~ September 18, 2019

November 20, 2019

February 19, 2020

~~April 1, 2020~~ March 25, 2020

May 20, 2020

June 17, 2020

**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**