

# 2016-2017

## Licking County ESC Services Funding Manual

A VITAL LINK



*Making a  
difference  
together*

The Licking County Educational Service Center  
145 N. Quentin Road Newark, Ohio 43055

Updated April 4, 2016

## **Mission Statement**

### **Our Vision:**

The LCESC is a vital link for educational services making a difference together for all schools in Licking County.

### **Our Mission:**

To provide leadership and service to meet the individual and collective needs of Licking County schools so that the quality of educational experiences for children is enhanced and improved.

### **Our Beliefs:**

#### **We believe that**

We act as role models and leaders for educational excellence by being well informed, highly skilled, experienced, thoughtful, and sensitive to human relations.

We promote communication, encouragement, synergy, and cost effectiveness through cooperative and collaborative experiences.

We foster the strengths of cooperative efforts in the county through cooperative and contracted programs.

We encourage educational networking to link Licking County schools with the Ohio Department of Education by facilitating information dissemination, monitoring minimum standards, and implementing services required by the Ohio Revised Code.

## **General Comments**

This handbook is a brief outline of the procedures in place at the LCESC to make sense of the many services related to special education, other employment, etc. agreed between the parties for the LCESC to provide on behalf of the participating/client districts.

## **Contracts and Calendars**

### **Yearly Renewal of Contract Language to be approved by participating Boards**

Each year, during February, the LCESC invites each district Superintendent to review services and estimate the next year's costs. Contracts are then provided to review and consider for renewal/approval by participating district Boards between March and May to let the ESC know what services are to be continued for the following year and at what level. A deduct page is to be signed by the participating district for estimated service costs to begin the process of deducts from the State Foundation program beginning July 1 of each calendar year.

A review session is scheduled each fall to study the settlements for costs for the previous year and look at any changes in services after the school year has begun. These deduct corrections are to be signed by the end of November each year with the Foundation changes to go into effect before or by the January Foundation payments.

### **Alignment with an ESC**

HB153 and Amended HB157 have provided opportunity for districts to give notice to their current ESC if they intend to terminate such alignment with the ESC by March 1, 2012, and again on January 1, 2013, and every two years thereafter.

**ORC3313.843** includes a provision for such alignment that provides the **Primary services** to be deducted from their Foundation funds by ODE in an amount of \$6.50 per ADM. Such \$6.50 accumulated amount will be credited toward any service agreed to be provided by the LCESC. If the services that are agreed to are to be deducted on the foundation as well, such alignment will grant an additional credit of **1/2%** on the deduct page to be credited from the balance amount after other credits upon renewal each year effective with FY16 & 17 for services for that current year.

**ORC3313.845** provides that districts can purchase services at a **Secondary** level which may include a variety of related and other services as specified by the local district. These services, if included on the Foundation deduct page to be deducted for such services as an estimate shall be credited with **1%** off the balance amounts of programs after other credits applied (with administrative fees already added to their program cost calculations) effective for FY16 & 17. Administrative fees are generally 5% if in Foundation deduct funding; fees for invoiced bills, unemployment charges, worker's compensation on behalf of personnel for a district, and time-sheet payroll may be up to 10%.

## **Estimated Funding and Related Expenses- Local funding change**

For State Funded Districts (for Licking Co – the Local Districts) - The \$6.50 local share will continue to be used toward selected services/ if they are directed back to student funding at the local districts these selected services will be part of the deduct along with any other related services purchased from the LCESC effective FY16 & 17.

### **Statutory Foundation ORC3313.843**

#### **The state budget under HB59 returns the \$6.50, for FY 16 & 17 for Aligned Districts**

If the funding remains the same as before, then the \$6.50 per ADM is to be used to help support the efforts of the ESC in providing mandated services to client districts. The amount deducted by ODE shall be applied to shared services up to, and beyond the categories of attendance officer, Gifted Program, BCAC, HR–on-line application membership, curriculum development support, support for “Our Futures,” and administrative development meeting and training programs shall be credited to the district, as has been the practice for a number of years.

Since the supervisory allowance is not in the state budget, it will be permissible for the district to hire such supervisory personnel themselves or continue through the LCESC.

### **Statutory Foundation ORC3313.845**

#### **Districts Outside of the LCESC Alignment May Contract Services through ORC3313.845**

Districts not aligned to the LCESC under 3313.843 may purchase single or multiple services from the LCESC at a membership fee established each year outside of the LCESC Cooperative cost structure. The fee for membership (not attendance) shall be \$147.00 per day for ED and MD Programs for the FY17 school year. Lancaster, Amanda Clearcreek, Canal Winchester, Licking Heights, Northridge, South-Western City, West Muskingum, Riverview, and Reynoldsburg each had such contracts in FY17.

Similar contracts can be made for Early Education Membership at \$125.00 per full time preschool student, \$65.00 per half day student and a base fee of \$40.00 per itinerant students. Additional charges may be negotiated if a student needs evaluation services, other services such as speech, OT, PT, or a one-on-one aide. The preschool amounts may be recalculated if State decides to allocate preschool units back to schools per proposed budget on a per pupil basis for preschool disabled student count.

#### **Agreements for services with the District Boards**

Agreements shall be signed by the Treasurer and Board President of the LCESC Board and then the client district Board. Such agreements shall authorize the Superintendent and Treasurer to sign a deduct page and cover sheet that goes to ODE twice each year if funds are to be deducted from the State Foundation payments. If the agreed upon costs are not deducted from the foundation payments and are to be billed back to the district each month, there may be additional administrative fees added. The Board also authorizes the Superintendent to offer credits when student numbers justify a discount in that year’s estimate and true-up contracts.

Staff employment on behalf of the client district becomes the responsibility of the district. When such staff are released from service, and if they qualify for unemployment or later receive billing for SERS surcharge for them, such costs are passed onto the district as received and with an added administrative fee.

## **Licking County ESC Services**

### **Facilitates Collaboration with community and Business connections:**

BCAC (Business and Community Advisory Council)  
STEP (Summer Teacher Extern Program)  
JA (Junior Achievement for Licking Co Schools)  
Freshmen Career Fair (about 140 local businesses involved)  
Licking Co Teacher Award programs through  
    Coughlin (Make A-Difference) / DOW Science and Math  
Community and Civic Engagement through “Our Futures”  
Chamber of Commerce Education Committee  
STEM Advisory Council at The Works  
Co-Sponsor Annual “Workforce Summit & School Administrator Kick-Off”

### **Fiscal Agent and facilitates Grants from:**

Meritor Grant for Science and Math Teacher Professional Development  
Administer Miller Fund for Indigent Student needs  
Early Childhood Entitlement (LCESC and Newark City) Grants  
Early Childhood Special Education, IDEA  
Career and Technical Adult Education-High Schools That Work Region  
ODE Parent Mentor Grant  
ODE School Psych Intern Grant  
Licking County Foundation Technology Grants  
Technology Grant from The Energy Cooperative

### **Special Education Services:**

Adaptive Equipment/Assistive Technology Services  
Educational Paraprofessional Services  
Occupational Therapy and COTA Services  
Special Education Supervisory Services  
School Psychologist Services  
School Psych Intern Program  
Speech Intern Services  
CPI Training (Crisis prevention)  
Safety and Violence Prevention training (Child Abuse)  
Interpreter Services  
Assistive technology support  
Extended School Year Services

### **Support Services to Families**

Parent Mentor Services  
Supports a lending library of resource materials available to parents  
Conducts workshops for parents  
Parent Education Seminars  
Community Linkages  
Community and Civic Engagement through “Our Futures”  
Surrogate Parent Training & list for Special Ed Students

**Collaborative Staff Development:**

Conduct regular Curriculum, Gifted, Superintendent, Principal, Maintenance and Transportation Coordinator meetings

**School Age Multi-Disability Programs**

Evaluation Services with OT, PT, Speech Services  
MD Cooperative Program  
Intervention Specialist as Teachers  
Paraprofessional Aides for the classroom  
Partnership with PBJ Connections (Equine therapy)  
Community work experience for Jr's & Sr's  
Evaluation Services

**Early Education Services:**

Evaluation Services all year long (into summer)  
Early Learning Public Preschool Cooperative  
Typical Student Public Preschool Services on a fee basis  
Ready Set Go public preschool program  
Ready, Set, Go! As kindergarten readiness program  
Students with disabilities services including Speech,  
Classroom teachers and educational aides  
Occupational Therapy  
Physical Therapy  
Adaptive Physical Education  
Early Learning Supervisors  
School Psychologists  
Extended School Year Services  
Behavior Intervention Services  
Collaborates with mental health and Pathways of Licking County  
Collaborative with an Inter-Agency Agreement between Mental Health  
Vision Mobility Services  
Itinerant preschool services  
Summer Camp

**School Age Emotional Disturbance Programs**

Evaluation Services  
ED Cooperative Program  
Intervention Specialist as Teachers  
Paraprofessional Aides for the classroom  
Initiating an Alternative program to suspension and expulsion  
Virtual Learning on-line options (VLA for credit recovery)  
Assistive technology support  
Mental Health Component (Behavioral Health Partners)  
Community work experience for Jr's & Sr's  
OP, PT & Speech services

### **School Improvement**

- ODE Trained Value-added specialist to provide workshops, consulting, and materials
- Collaboratively planned Professional Development services
- Ohio Improvement Process facilitators
- Trained consultants - ODE transition to Common Core/Revised Standards
- Understanding LRC/Accountability
- School Improvement Assessment
- Good Behavior Game Coaches
- OTES State Trainer
- RE State Trainer

### **HSTW (High Schools That Work) Central Southeast Ohio Region**

- On-site assistance to align the research-based key practices and conditions of HSTW and MMGW (Making Middle Grades Work) with district/school goals.
- Region-wide workshops offered in a variety of locations-minimal cost to sites.
- Forums for collaboration among sites to share best practices and concerns.
- Access to a variety of resource materials at minimal or no cost to the school.
- On-site professional development based on school need.
- On-site assistance to analyze the HSTW and/or MMGW Survey results which provide data on classroom practices, school culture, and implementation of the key practices.
- Support for a site review process in which best practices are identified and suggestions/resources for improvement are offered.

### **Licking County Resident Educator Program**

- Coaching beginning teachers
- Provide professional development and support to Building level and Lead District Mentors
- Representation for the districts at the Central Ohio Resident Educator Governance Committee
- Representation for districts at State Resident Educator Governance Committee
- Program updates for administrators
- Data Management in CORE
  - Residents and Mentors registered with ODE
  - Transfer of Records Documented for each Resident
  - Program planning tool for all districts
  - Funding request for all districts
- Licensure checks for all Residents
- Mentor Certification

### **Professional Employment Services**

Conduct and/or assist in Superintendent, Treasurer/other administrator searches  
Recommend Interim Administrators (and serve as)  
Job Sharing services between districts  
EMIS personnel, Secretarial, Interpreters, School Nurse  
School Psychologist, Speech pathologist and Interns  
Posts District vacancies on the LCESC Website & on the ODE Website

### **Miscellaneous:**

New Board Member Orientation  
Home Education Processing  
School Attendance Officer  
Residency and Truancy Processing - Facilitate Due Process  
Teacher, Administrator and Aide Licensure Assistance  
Bus driver physicals / Bus driver certification – option by district selection  
Criminal Records check - BCII and FBI fingerprinting processing  
Substitute Teacher and Educational Aide recruiting, processing and approval  
Ohio REAP (Regional Education Applicant Placement Program) online  
Video production of PR film updated for new superintendents for LC schools  
Two conference rooms with Projection/Computer/Smart Board

### **Gifted Services**

Identification – testing (by referral and following whole-grade screening) and parent notification  
Consultation services for gifted placement  
Acceleration guidance, meetings, testing  
Gifted Advocacy  
Early Entrance to Kindergarten testing  
EMIS reporting, including compiling reports and assisting in data input  
District Gifted Self-Report for ODE and Gifted Audit  
Compilation of state level reports and documents  
Quarterly Meeting with gifted teachers  
Mentorship program for 11th and 12th graders  
Career shadowing program for 7th and 8th graders  
High School Quiz Bowl  
Destination Imagination Governing Board member  
Franklin B Walter Award selection of one each year per county  
County-wide nomination and ID process for Visual and Performing Arts  
Consultation during RtI and IAT meetings  
Representation to Ohio Association for Gifted Children (Current Secretary and historian)  
Representation - Gifted Coordinators Central Ohio (Current Pres. & Secretary)  
Keep districts informed of opportunities for gifted students – Summer Enrichment Fair  
Gifted Parent Nights  
Provide consulting/Professional Development for parents and teachers



## Licking County ESC Service Costs

The Licking County ESC offers the flexibility to customize our services in order to meet the specific needs and requests of school districts. Other services not listed here may be available, as well as different options of delivery of services. We welcome all inquiries. Service costs listed below are based on the estimated costs for the 2016-17 school year and may be subject to change/negotiation. All costs for listed services may change depending upon the level of government funding and /or supply and demand within each program.

### Educational Services:

Attendance Officer	\$260.00 per day/or \$3.15 per ADM
Adaptive PE	\$275.00 per day
Educational Consultant (Supervisor)	\$399.00 per day
Educational Aides	\$ 92.00 - \$226.00 per day
Occupational Therapists	\$389.00 per day
COTA	\$199.00 per day
Physical Therapists	\$389.00 per day
Psychologist	\$425.00 per day
Social Worker	\$380.00 per day
Speech and Language Therapist	\$389.00 per day
Transition Specialist Support	\$250.00 per day

### Programs:

One-on-One Aide-PS, MD, ED	\$17,632.00 - \$30,000 per year ( <i>in addition to program/seat cost</i> )
MD Program (Multiple Disabilities)	\$26,000.00 per year
ED Seat purchase option	\$22,450.00 – next to last page/\$147 beyond seats
Alternative Suspensions/Expulsions	\$5,340.00 per seat (\$30 day)/beyond seats \$49 per

### Other services:

Residency Program	Subject to # of new teachers/# of mentors needed
Gifted Program Coordinator (3 district share)	\$25,000.00 per year (includes mentorship & Shadowing programs)
Purchase - Gifted <u>Mentorship</u> per HS Student (If not using the Gifted Program Coordinator)	\$425.00 for a semester program
Purchase - Gifted <u>Shadowing</u> per MS Student (If not using the Gifted Program Coordinator)	\$99.00 for a semester program
Ohio REAP	\$1,009.00 per year
Our Futures	\$1,000.00 per year
BCAC Support	\$1,250.00 per year
Administrative Prof. Development	\$1,500.00-\$2,500.00 per year
Curriculum Updates	\$1,250.00 per year
Home School request processing	\$1,000.00 per year (non-aligned district)
Bus Driver Physical	\$40.00-\$45.00 per physical
Fingerprinting Services	\$35.00 BCI or FBI - \$65.00 BCI & FBI

*Daily rates are based on the cost to provide the service, excluding any district specific requests. Variables affecting costs include, but are not limited to salary, fringe benefits including health insurance, Medicare and retirement as well as administrative/fiscal overhead, mileage, professional development offerings, tuition reimbursement program, equipment/supplies and other support needed to provide the service.*

*All costs are calculated on a cost reimbursement basis. Program costs are calculated based on the number of months students are enrolled. The more months students are enrolled in the programs result in lower shared costs to districts. Costs are estimated and recalculated at the end of the fiscal year.*

# Phoenix Central ED Seat Agreement

(A Licking County ESC program facility)

116 West Church Street, Newark, Ohio 43055

The LCESC is proud to have secured the facility at 116 West Church Street to provide greater space to provide additional opportunities for services to our area schools. The ED Program, comprising of students with emotional challenges, is the larger part of the offerings. The previous system was based on membership by months where estimated costs would go up or down depending on length of stay and number of those students. ***A request of a “one-on-one” aide is in addition to the seat cost for our ED program.***

We are continuing the approach is to offer districts this program at a fixed cost per seat for the year for each prospective student to attend.

For FY17 our seat cost will be **\$22,450.00**. Once you have secured the seats you think you need for next school year, any students you wish to place in our program beyond filling your seats, will be at a membership cost of \$147.00 per day. (The \$22,450.00 cost per day would be about \$125.00)

If your district would like to participate in this costing by seat manner, please let us know by using this page as a contract commitment.

Phoenix Central will also be offering a program for students as an alternative to suspension/expulsion; credit recovery; and programs for Autistic student’s grades 1-12.

If you have any questions, please contact Director of Phoenix Programs Terri Jones at 740-349-3290 or Supt. Nelson McCray at 740-349-6086.



Yes, my district is committed to purchase seats for the ED Program for students in K-12:

Number of seats \_\_\_\_\_ x \$22,450.00 = \$ \_\_\_\_\_

District \_\_\_\_\_

Supt \_\_\_\_\_

Treasurer \_\_\_\_\_

# Phoenix Central Alternative Placement for Suspension /Expulsions

(A Licking County ESC program facility)

116 West Church Street, Newark, Ohio 43055

In 2016-17 Phoenix will be implementing a **new alternative school option**. This will allow school districts to participate making temporary alternative placements in lieu of serving a suspension or expulsion (acceptance will not be given for weapons violation, assault, or selling drugs).

For FY17 our alternative school seat cost will be **\$5,340.00**. Once you have secured the seats you think you need for next school year, any students you wish to place in our program **beyond committing to at least one (1) seat**, will be at a membership cost of \$49.00 per day. The 178 days will be credited to its fullest before charging for additional days beyond that. (The \$5,340.00 seat cost per day equals \$30.00 per day for 178 days).

If your district would like to participate in this alternative school option, please let us know by using this page as a contract commitment.

If you have any questions, please contact Director of Phoenix Programs Terri Jones at 740-349-3290 or Supt. Nelson McCray at 740-349-6086.

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Yes, my district is committed to purchase seats for the Alternative-in-lieu of suspension program in 2016-17:

Number of HS (9-12) seats \_\_\_\_\_ x \$5,340.00 = \$ \_\_\_\_\_

Number of MS/JH (6-8) seats \_\_\_\_\_ x \$5,340.00 = \$ \_\_\_\_\_

District \_\_\_\_\_

Supt \_\_\_\_\_

Treasurer \_\_\_\_\_