

# 2023-2024

## 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

## **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 March, 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 April 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 settlement of costs for the previous year and to 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.

**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. Administrative fees for aligned districts are generally 3.5% and non-aligned districts are generally 5%. Invoiced services may have administrative fees up to 10%. Direct Hires for a district will be at an administrative fee of 3.5% generally.

### **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.

#### **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 \$295.00-\$385.00 per day for ED and Autism Programs for the FY23 school year.

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)
- Educators in the Workplace
- JA (Junior Achievement for Licking Co Schools)
- Licking Co Teacher “Coughlin” (Make A-Difference)
- Excellence in Education Award – Business sponsor TBD
- 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”
- Licking County Foundation “Leaders for Learning” Awards
- Project Search at LMH (in cooperation with LMH and DD Board)

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

- Early Childhood Entitlement (LCESC and Newark City) Grants
- Early Childhood Special Education, IDEA
- Career and Technical Adult Education-Making Schools Work Region
- ODE Parent Mentor Grant
- Extended Learning and Recovery Grant
- Title III Grant
- Family Engagement Liaison Grant

### **Special Education Related Services:**

- Educational Paraprofessional Services
- Intervention Specialist
- Occupational Therapy and OTA Services
- Special Education Supervisory Services
- School Psychologist Services
- School Psych Intern Program
- Speech Language Pathologist and CFY Services
- CPI Training (Crisis prevention)
- Safety and Violence Prevention Training (Child Abuse)
- Adaptive Physical Education Services
- Physical Therapist and PTA Services
- Extended School Year Services
- ESL (English as Second Language) services
- Behavioral Specialist Services
- Teacher of Visually Impaired
- Teacher of Deaf and Hard of Hearing
- Educator/Teacher on Special Assignment

### **Collaborative Staff Development:**

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

### **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

### **School Age Multi-Disability Programs**

- MD Cooperative Program
- Intervention Specialist as Teachers
- Paraprofessional Aides for the classroom
- Partnership with PBJ Connections (Equine therapy)
- Community work experience for Juniors and Seniors
- Career Exploration Services for 6-12
- Evaluation Services
- Extended School Year Services

### **Evaluation and Early Education Services:**

- Child Find and Screenings
- Referral and Intake
- Help Me Grow transitions
- Multi-factored Evaluations; Initial, Autism, Re-Evaluation year long, including summer
- Special Education Public Preschool Intervention Services Cooperative Grant (587)
- Special Education Preschool Classroom services (fully inclusive and LRE)
- Itinerant services and therapies for preschool students with a disability
- General Education At-Risk Low Income Preschool Classrooms Competitive grant (439)
- General Education Preschool services on a parental fee basis
- Parent Education and Engagement Services; Support Group for parents of children with Autism, Incredible Years Program, Triple P, etc.
- Response to Intervention Documentation upon transition to kindergarten
- Services and Therapies available to preschool students with disabilities:
- Behavioral Intervention at center or off-site
- Family and School Connection and Linkage
- Dinosaur School for students with social skill needs
- Therapies; Speech/Language, Occupational, and Physical
- Specially trained paraprofessionals providing social-communication training.
- Early Evaluation and Education Supervision
- Step Up To Quality consultation, supervision, management and Approved SUTQ hours.
- School Psychologist Services
- School Counselor Services
- Extended School Year Services, as determined by an IEP
- “Follow Along” services – for selected students transitioning to Kindergarten

### **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 Psychologist, Speech pathologist and Interns
- Posts District vacancies on the LCESC Website & on the ODE Website

### **School Age Emotional Disturbance Programs**

- Evaluation Services
- ED Cooperative Program
- Intervention Specialist as Teachers
- Paraprofessional Aides for the classroom
- On-line
- Assistive technology support
- Mental Health Component (Behavioral Health Partners)

### **Autism Services**

- Evaluation Services
- Autism Cooperative Program
- Intervention Specialist as Teachers
- Autism Certified Paraprofessional Aides for the classroom
- Assistive technology support
- Mental Health Component (Behavioral Health Partners)
- Community work experience for Juniors and Seniors
- TEACCH – Structured classrooms

### **Gifted Services**

- Identification/testing (referral -whole-grade screening) and parent notification
- Consultation services for gifted placement
- Acceleration guidance, meetings, testing
- Early Entrance to Kindergarten testing
- EMIS reporting, including compiling reports and assisting in data input
- District Gifted Self-Report for ODE
- Compilation of state level reports and documents
- Professional development for gifted teachers
- Mentorship program for 11<sup>th</sup> and 12<sup>th</sup> graders
- Career Exploration program for 7<sup>th</sup> and 8<sup>th</sup> graders
- Franklin B Walter Award
- County-wide nomination and ID process for Visual and Performing Arts
- Written Education Plans
- Written Acceleration Plans
- No Service letters

### **MSW (Making Schools Work) Central Southeast Ohio Region**

- On-site assistance to align the research-based key practices and conditions of MSW 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 MSW 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.

### **School Improvement**

ODE Trained Value-added specialist to provide workshops, consulting, and materials  
Collaboratively planned Professional Development services  
Ohio Improvement Process facilitators  
Understanding LRC/Accountability  
School Improvement Assessment  
Good Behavior Game Coaches  
OTES, OPES, OSCES State Trainer  
Resident Educator Mentor State Trainer

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

Coaching beginning teachers  
Provide professional development, support to Building level and Lead District Mentors  
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  
Licensure checks for all Residents  
Mentor Certification

### **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  
Hosts the Yearly County-Wide Boards Dinner  
Representation to Ohio Association - Gifted Children and Gifted Coordinators Central Ohio  
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 2023-24 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	\$6.50 per ADM
Adaptive PE	\$375.00 per day
Educational Aides	\$ 95.00 - \$250.00 per day
Occupational Therapists	\$435.00 per day
OTA/PTA	\$295.00 per day
Physical Therapists	\$435.00 per day
Psychologist	\$550.00 per day
Speech and Language Therapist	\$435.00 per day
Behavioral Analyst	\$480.00 per day
Behavioral Specialist Consultant	\$380.00 per day
RBT	\$290.00 per day
Vision/Hearing	\$435.00 per day
ESL Teacher – Individual	\$480.00 per day
ESL Teacher – Consortium	\$560.00 per day
PBIS	\$450.00-\$2,500.00 depending on training
CPI – Initial	\$150.00 per person
CPI- Refresher	\$75.00 per person
Consulting/Supervision	\$450.00 per day
Educator on Special Assignment	\$500.00 per day

## Programs:

One-on-One Aide-PS, MD, ED	\$18,000.00 - \$47,200.00 per year ( <i>in addition to prg/seat cost</i> )
MD Program (Multiple Disabilities)	\$29,000.00 per student/year (rate varies depending on enrollment)
Autism Program	\$39,000.00 per seat/year Aligned Districts \$45,000.00 per seat/year Non-Aligned Districts \$295.00 daily rate per student beyond seats
ED Program	\$39,000.00 - \$75,000 per seat/year Aligned Districts \$45,000.00 - \$80,000 per seat/year Non-Aligned Districts \$295.00 - \$385.00 daily rate per student beyond seats

## Other services:

Residency Program	Approx. \$5,500.00 plus fees for teachers and mentors
Gifted Program Coordinator	Approx. \$37,000.00 per year-depends on availability of coordinator and # of districts participating
Purchase (if not using Gifted Coordinator)	
-Gifted Mentorship	\$425.00 per HS Student for a semester program
-Gifted Shadowing	\$99.00 per MS Student for a semester program
Ohio REAP	\$900.00 per year
BCAC Support	\$1,250.00 per year
Administrative Prof. Development/Updates	\$2,250.00 per year
Home School request processing	\$1,000.00 per year (non-aligned district)
Substitute List	\$1,000.00 per year (non-aligned district)
Bus Driver Physical	\$50.00-\$55.00 per physical
Fingerprinting Services	\$35.00 BCI or FBI - \$65.00 BCI & FBI for non-employees \$30.00 for FBI - \$50.00 BCI & FBI for employees No Charge to new employees

*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.*

# ED Seat Agreement

The LCESC is making plans to continue programs at 116 West Church Street for FY23. The Emotional Disabilities Program, comprised of students with emotional challenges, is the larger part of the offerings.

To ensure that we provide the best possible supports and services we have streamlined our admissions process. The process will now include a needs assessment for potential students to determine academic needs, severity/magnitude of behavior, and minimum necessary resources required to effectively manage the student's behavior. The assessment process will consist of a structured intake interview with the parent/guardian, district representative, supporting outside professionals or advocates (if applicable), and the Phoenix team (director, BCBA, & social worker).

The needs assessment will be used to place the student in a tiered category defined as:

Tier 1- Individual can participate in small groups (1:4-13) without a history of aggression, self-injury, high magnitude disruptive behavior, and/or elopement. Individual capable of independent self-care relating to toileting and personal hygiene with minimal guidance or prompts (No more than gestural or verbal reminders). Highly improbable of requiring physical crisis intervention.

Tier 2- Individual can participate in limited group activities. Has a history of some aggression (no more than an average of incidents of 1 per month), non-life-threatening self-injury (e.g., hand-biting), minimal potential for high magnitude disruptive behavior. Individual requires intensive instruction and individualized attention. Also, may need assistance with toileting and proper hygiene routines. May require some physical crisis intervention (no more than 1 per week)

Tier 3 – Any individual with a history of severe aggression, self-injury, or high magnitude disruptive behavior. Requires behavioral stabilization, serving as a step down from residential care, or unstable pharmacological management. Could have the potential for regular physical crisis intervention (requires more than 1 adult regularly).

Tier 3+ - Any individual with a history of violence, injury, and other atypical diagnoses that require either additional staffing support (e.g., 2:1), or more than 1 hour of direct supervision by a BCBA weekly with frequent incidents of physical crisis intervention.

Following initial needs assessment student behavior will be monitored through our classroom management system and incident reporting. Phoenix reserves the right to reassess student tier classification should the resources necessary to support the student far exceed how they presented in the initial needs assessment. Tier 2 & 3/+ initial placements will be evaluated on an annual basis.

The process will consist of:

1. Request for services from the district representative.
  - a. Please provide current IEP and ETR.
2. Admissions meeting scheduled.
3. Admission meeting held.
  - a. Needs assessment completed
    - i. Structured clinical interview
    - ii. Tier Classification
  - b. Parent provided with enrollment packet
  - c. Start date set (if appropriate and agreed upon)
4. District sets up transportation
5. Parent returns COMPLETED enrollment packet
6. Student begins services.
  - a. Parent **MUST** have completed and returned the enrollment packet prior to student beginning services.

For FY23, our Tier 1 standard seat cost will be \$39,000.00 for aligned districts and \$45,000.00 for non-aligned districts. 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 \$295.00 per day.

Higher tier students will be charged the difference to the corresponding rates as listed in the table below. PLEASE NOTE: Buying seats is the only way that we can guarantee placement. LCESC (Phoenix) reserves the right of to determine appropriateness of student fit and admittance. We can NOT guarantee space for daily rate students. If you place a student in the program at the daily rate of \$295.00 for the entire year the total cost for that student would be \$60,770.00.

Tier Category	Aligned District	Non-Aligned District
Tier 1 1:4-13 (standard seat)	\$39,000/year	\$45,000/year
	Day Rate: \$295	
Tier 2 1:2 (added supports)	\$50,000/year	\$55,000/year
	Day Rate: \$340	
Tier 3 1:1 (severe crisis behavior)	\$60,000/year	\$70,000/year
	Day Rate: \$385	
Tier 3+ 1:2 and beyond	\$75,000/year and up	\$80,000/year and up
	Day Rate: Determined on a case-by-case basis	

Please indicate in order section if your district would like to guarantee placement by purchasing per seat or if your district would like to continue paying by the daily rate method.

The last date to buy any additional seats above your original seat purchase is August 1st, but staffing will be determined by the March 31, 2023, submissions. If you choose the seat cost method your district will be invoiced for the first half of your seat cost in October and the second half in January. If you choose the daily rate, you will be invoiced monthly.

Dyslexia disclaimer

Phoenix Central will utilize the home school districts for the multidisciplinary team to analyze results of dyslexia screeners and develop remediation plans accordingly. Phoenix Central staff has received professional development on identifying characteristics of dyslexia and understanding pedagogy for instruction of students with dyslexia. Phoenix Central staff will be able to administer the screeners and implement plans that the home district's multidisciplinary team develops.

Note: Phoenix Central also offers a program for Autistic student's grades 3-12(available through a separate agreement).

For more information or any questions, please contact the Director Mason Davis at 740-345-3290.

This information pertains to the ED program only, seats in the Autism unit are separate from this agreement.

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

Number of seats \_\_\_\_\_ x \$45,000 non-aligned District = \$ \_\_\_\_\_ OR

Number of seats \_\_\_\_\_ x \$39,000.00 aligned District = \$ \_\_\_\_\_.

No, my district would not like to purchase seats for the ED Program but would rather remain being charged the daily rate of \$295.00 or Tiered day rate.

District \_\_\_\_\_

Supt \_\_\_\_\_

Treasurer \_\_\_\_\_

Date \_\_\_\_\_

# Autism Seat Agreement

The LCESC is making plans to continue programs at 116 West Church Street for FY24. The Autism Program, comprised of students identified on the Autism Spectrum, is located at the east end of the first floor of this building with programs dedicated to serving the needs of students with more severe disabilities.

For **FY24**, our seat cost will be **\$45,000.00 for non-aligned districts and \$39,000.00 aligned districts**. 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 \$295.00 per day. **Without a seat agreement, we cannot guarantee placement. We hire staff each year based on the number of seat agreements sold.**

If your district would like to participate in this costing by seat manner or if your district would like to continue paying by the \$295.00 per day daily rate, please indicate that on this form and return it to us. Please note we cannot guarantee space for daily rate students. If you place a student in the program at the daily rate of \$295.00 for the entire year, the total cost for that student would be \$51,625.00.

The last date to purchase any additional seats above your original seat purchase is August 1<sup>st</sup>, but staffing will be determined by the March 30, 2023 submissions. Therefore, we cannot guarantee we will have seats available after March 30, 2023. If you choose the seat-cost method, your district will be invoiced for the first half of your seat costs in October and the second half in January. If you choose the daily rate, you will be invoiced monthly.

Note: Phoenix Central also offers a program for ED students grades K-12 (separate agreement).

For more information or any questions, please contact Supervisor of MD and Autism Programs Christine Brock at 740-345-3290.

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\_\_\_\_ Yes, my district would like to purchase seats for the Autism Program for students in K-12:

Number of seats \_\_\_\_\_ x \$45,000.00 (non-aligned district) OR \$39,000.00 (aligned district) = \$ \_\_\_\_\_

\_\_\_\_ No, my district would not like to purchase seats for the Autism Program but would rather remain being charged the daily rate of \$295.00.

District \_\_\_\_\_

Supt \_\_\_\_\_

Treasurer \_\_\_\_\_

Date \_\_\_\_\_