

2018-2019

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 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 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. 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 \$175.00 per day for ED and MD Programs for the FY19 school year. Big Walnut, Canal Winchester, Coshocton, Delaware, East Muskingum, Fairfield-Union, Gahanna-Jefferson, Groveport-Madison, Lancaster, Licking Heights, Logan-Hocking, Maysville, New Lexington, Northern Local, Northridge, Pickerington, Reynoldsburg, River View, South-Western City, Westerville, West Muskingum and Worthington each had such contracts in FY18.

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)
- CareerXpress Fair for High School Juniors (about 160 local businesses involved)
- Licking Co Teacher “Coughlin” (Make A-Difference)
- Excellence in Education Award – Business sponsor “Transilwrap”
- 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:

- 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 Related 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 Language Pathologist and Intern Services
- CPI Training (Crisis prevention)
- Safety and Violence Prevention Training (Child Abuse)
- Interpreter Services
- Adaptive Physical Education Services
- Physical Therapist Services
- Extended School Year Services
- ESL (English as Second Language) services
- Behavioral Specialist Services

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 Jr’s & Sr’s
- 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
- Summer Enrichment for preschool students with Autism

Summer Camp for preschoolers; typically developing and with special needs

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)

Community work experience for Jr's & Sr's

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 Jr's & Sr's

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 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

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.

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

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
Keep districts informed of opportunities for gifted students – Summer Enrichment Fair
Gifted Parent Nights / Gifted Advocacy
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 2018-19 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	\$265.00 per day/or \$3.88 per ADM
Adaptive PE	\$325.00 per day
Educational Aides	\$ 94.00 - \$249.00 per day
Occupational Therapists	\$399.00 per day
COTA/RBT	\$275.00 per day
Physical Therapists	\$399.00 per day
Psychologist	\$435.00 per day
Speech and Language Therapist	\$399.00 per day
Behavioral Analyst	\$450.00 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)	\$29,250.00 per year
Autism Program	\$30,000.00 per seat (year)/beyond seats \$200.00 daily
ED Seat purchase option	\$24,500.00 per seat/year multiple ESC Services
	\$26,000.00 per seat/year Phoenix only services
	\$175.00 daily rate per student beyond seats

Other services:

Residency Program	Subject to # of new teachers/# of mentors needed
Gifted Program Coordinator	Approx. \$30,000.00 per year-depends on coordinator and # of districts participating (includes Mentorship & Shadowing)
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	\$1,009.00 per year
BCAC Support	\$1,250.00 per year
Administrative Prof. Development	\$1,500.00-\$2,500.00 per year
Teacher/Administrative/Curriculum Updates	\$1,250.00 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

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

116 West Church Street, Newark, Ohio 43055

(A Licking County ESC program facility)

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.

For **FY19** our seat cost will be **\$26,000.00 for Phoenix only services districts and \$24,500.00 for multiple ESC services 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 \$175.00 per day.

If your district would like to participate in this costing by seat manner or if your district would like to continue paying by the \$175.00 per day daily rate method, please indicate that on this form and return it to us. If you place a student in the program at the daily rate of \$175.00 for the entire year the total cost for that student would be \$36,050.00.

The last date to purchase any additional seats above your original seat purchase is August 1st. 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 method you will be invoiced monthly

Phoenix Central is also offering a program for Autistic student's grades 3-12.

For more information or any questions, please contact Director of Phoenix Programs Gail Johnson at 740-345-3290 or Assistant Treasurer Sheryl Johnson at 740-349-6085.



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

Number of seats _____ x \$26,000.00 (Phoenix only services) OR \$24,500.00 (multiple services) = \$ _____

____ No, my district would not like to purchase seats for the ED Program but would rather remain being charged the daily rate of \$175.00

District _____

Supt _____

Treasurer _____

Date _____

Autism Seat Agreement

The LCESC is proud to offer a high quality educational experience for children with autism at our Phoenix Central location at 116 West Church Street, Newark, Ohio 43055.

For **FY19** our seat cost will be **\$30,000.00**. 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 \$200.00 per day. (The \$30,000.00 cost per day would be about \$169.00).

If your district would like to participate in this costing by seat manner or if your district would like to continue paying by the \$200.00 per day daily rate method, please indicate that on this form and return it to us. If you place a student in the program at the daily rate of \$200.00 for the entire year, the total cost for that student would be \$41,200.00.

The last date to purchase any additional seats above your original seat purchase is August 1st. 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 method, you will be invoiced monthly.

For more information or any questions, please contact Autism Program Supervisor Sarah Knaebel at 740-349-4988 or Assistant Treasurer Sheryl Johnson at 740-349-6085.



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

Number of seats _____ x \$30,000.00 = \$ _____

____ No, my district would not like to purchase seats for the Autism Program but would rather remain being charged the daily rate of \$200.00.

District _____

Supt _____

Treasurer _____

Date _____