



## Solano County Special Education Local Plan Area

Participants:  
Benicia Unified School District  
Dixon Unified School District  
Fairfield-Suisun Unified School District  
Travis Unified School District  
Vacaville Unified School District  
Solano County Office of Education

### SELPA Governance and Finance Committee Meeting

Wednesday, January 20, 2021

9:00 – 11:00 a.m.

Zoom Videoconference

**This meeting is being held pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All members may attend remotely by videoconference.**

Join Zoom Meeting:

<https://solanocoe.zoom.us/j/93967442870?pwd=OWdxZXNndGN4Y1lpUkU3MW9JK2U5dz09>

Meeting ID: 939 6744 2870

Password: SELPA

Dial-in: (669) 900-9128

- |   |             |
|---|-------------|
| 1. Call to Order  | Action      |
| 2. Approve Agenda   | Action      |
| 3. Approve Minutes of November 18, 2020   | Action      |
| 4. Public Comment   |             |
| Members of the public wishing to address any item listed on the agenda are asked to submit their request using the "Chat" feature within the Zoom virtual meeting. Speakers are requested to limit their comments to three (3) minutes. Public Comment will be limited to a combined total of 15 minutes. |             |
| 5. SELPA Reports  |             |
| 5.1. Nonpublic School (NPS) Expenditure Update  | Information |
| 5.2. Mental Health as a Related Service (MHRS) Pool Update  | Information |
| 5.3. Legal Pool Update  | Information |
| 5.4. Legal Education Fund Update  | Information |
| 5.5. SELPA Funding Allocations  | Information |
| 6. SELPA Business   |             |
| 6.1. California Children's Services (CCS) – Medical Therapy Unit (MTU)  | Information |
| 6.2. Solano County SELPA Procedural Manual  | Action      |
| 6.2.1. Section B – Procedural Safeguards and Complaints for Special Education   | Action      |
| 6.2.2. Section J – Transition from Early Intervention Services under Part C of the IDEA   | Action      |
| 6.2.3. Section L – Hospitals, LCIs, Juvenile Detention Facilities, Adult Correctional Facilities  | Action      |
| 6.2.4. Section M – Low Incidence Equipment and Services   | Action      |
| 6.2.5. Section N – Nonpublic School and Agency Policy   | Action      |
| 6.2.6. Section 2 – Full Educational Opportunity   | Action      |
| 6.2.7. Section 23 J – Identification Referral Assessment Planning Implementation Review   | Action      |
| 6.2.8. Section 24 H – Fee-for-Service   | Action      |
| 6.3. 2020-2021 Fee-for-Service Schedule   | Action      |
| 6.4. 2021-2022 Budget Development Calendar  | Action      |

**Continued on next page**

Any writings or documents that are public records and are provided to the SELPA Governance and Finance Committee regarding an item on this agenda will be made available for public inspection in the Solano County SELPA office located at 5100 Business Center Dr., Fairfield, CA during normal business hours. In addition, such writings and documents may be posted on the SELPA's website at [www.SolanoCountySELPA.net](http://www.SolanoCountySELPA.net)

- 7. SCOE Reports
  - 7.1. Special Education Financial Report
  - 7.2. Funding/Cost of SCOE Programs
- 8. Governance and Finance Committee Member Requests/Items
  - 8.1. Benicia Unified School District – Governor’s Budget Proposal
- 9. Adjournment

Information  
Info/Discussion

Discussion

Next Meeting: Wednesday, February 24, 2021

**SELPA Governance and Finance Committee  
November 18, 2020  
Minutes**

**1. Call to Order:** Andrew Ownby called the meeting to order at 9:00 a.m.

This meeting was held pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. Any or all board members may attend the meeting by videoconference or by phone.

**In attendance:**

Andrew Ownby, SELPA	Russ Barrington, SELPA	Trudy Barrington, TUSD
Sasha Begell, VUSD	Deanna Brownlee, TUSD	Kelly Burks, VUSD
Imelda Castro, FSUSD	Siobhan Dill, SCOE	Karine Fickes, VUSD
Michelle Henson, FSUSD	Andrea Lemos, SCOE	Becky Lentz, SCOE
Aumrey Moland, VUSD	Diane Moua, VUSD	Gabriel Moulaison, TUSD
Kim Parrott, DUSD	Tim Rahill, BUSD	Dorothy Rothenbaum, FSUSD
Tommy Welch, SCOE		

**2. Approval of Agenda**

Trudy Barrington made the motion to approve the agenda as presented. Kim Parrott seconded the motion, which passed unanimously.

**3. Approval of Minutes from October 21, 2020**

Trudy Barrington made the motion to approve the minutes as presented. Kim Parrott seconded the motion, which passed unanimously.

**4. Public Comment** – No public comment.

**5. SELPA Reports**

**5.1. Nonpublic School (NPS) Expenditure Update** – Information item. No questions or concerns reported.

**5.2. Mental Health as a Related Service (MHRS) Pool Update** – Russ Barrington reported that there is a new resource code for state mental health funds. Resource code 6546 can be utilized for both general and special education expenditures. Russ informed the group that he will send out guidance on how to report it. Andrew Ownby added that although the revenue is eligible for general education expenditures, modifications to expenditures may impact maintenance of effort (MOE).

**5.3. Legal Pool Update** – Information item. No questions or concerns reported.

**5.4. Legal Education Fund Update** – Information Item. No questions or concerns reported.

**6. SELPA Business**

**6.1. California Children's Services – Medical Therapy Unit (CCS MTU)** – Andrew Ownby reported that pending the approval of the contract from the City of Fairfield, the SELPA is scheduled to pick up the keys to the MTU on Monday, November 23, 2020 and begin surveying the building with the architects and engineers assigned to the project.

**6.2.1. 2020-2021 Independent Educational Evaluation (IEE) Cost Containment** – Andrew Ownby reported that the SELPA completed its annual survey of providers in a multi-county region and updated the recommended cost caps for various types of assessments.

**6.2.2. Solano County SELPA Procedural Manual** – Andrew Ownby reported the SELPA is continuing its efforts to update its procedures in collaboration with the Special Education Council (SEC). Andrew reviewed the procedures with the group.

Kim Parrott made the motion to move forward with a recommendation to the Council of Superintendents for the approval of the 2020-2021 Independent Educational Evaluation (IEE) Cost Containment and Solano County SELPA Procedural Manual Section K, while simultaneously deleting the policy it is replacing, including the deletion of prior Local Plan Policies 14 and 22 (Attachment 1). Deanna Brownlee seconded the motion, which passed unanimously.

## **7. SCOE Reports**

**7.1. Special Education Financial Report** – Becky Lentz reviewed SCOE's monthly financial report with the group and addressed questions throughout the report.

**7.2. Deaf and Hard of Hearing Program Considerations** – Siobhan Dill presented a report reflecting multi-year projected enrollment for the group to discuss the possibility of reopening a SCOE DHH middle school program. The SELPA Governance and Finance Committee will continue monitoring enrollment annually and consider a possible middle school program within the Solano SELPA in the 2022-2023 school year.

## **8. Governance and Finance Committee Member Requests**

**8.1. Benicia Unified School District – SELPA Funding Allocations** – Tim Rahill requested that the SELPA funding allocation be included in the monthly reports on the agenda as an information item. The consensus from the group was that this addition to the monthly reports would be beneficial.

**9. Adjournment** – The meeting was adjourned at 10:28 a.m.

Minutes submitted by Monica Hurtado. Reviewed by Russ Barrington and Andrew Ownby.

**Solano County  
Special Education Local Plan Area**

Benicia Unified School District  
Dixon Unified School District  
Fairfield-Suisun Unified School District  
Travis Unified School District  
Vacaville Unified School District  
Solano County Office of Education

It is recommended that the SELPA Governance and Finance Committee move forward with a recommendation to the Council of Superintendents (COS) for the approval of SELPA Procedural Manual Section K and the deletion of the prior Solano County SELPA Local Plan policies listed below.

The following procedures have been developed in collaboration with the Special Education Council (SEC).

	<b><u>Approval/Adoption</u> of Procedural Manual Sections:</b>	<b>Source/Explanation:</b>	<b>Prior Local Plan Policies, Recommended for <u>Deletion</u>:</b>
6.2.2.	Section K – Students with Disabilities Enrolled in Private Schools	Gamut Board Policy and Administrative Regulation 6164.41	Section 10 – Students with Disabilities Enrolled by their Parents in Private Schools

	<b><u>Deletion</u> of Prior Local Plan Policies:</b>	<b>Rationale:</b>
6.2.3.	Section 14 – Personnel Qualifications	The contents of this policy are referenced under the current Local Plan and Local Plan Narrative or are obsolete.
6.2.4.	Section 22 – Part C Interagency Agreement	There is no content in this policy, as it refers the reader to the SELPA agreements.

## 2020-2021 NPS FUND UPDATE - *January 2021 Meeting*

<u>Expenditures:</u>	20/21 Budget	1/13/2021	Projected as of 6/30/21
Non-Public School (NPS):	5,711,116	1,187,105	5,711,116
Parent Visitations (per IEP):	1,000	-	1,000
TOTAL:	<b>5,712,116</b>	<b>1,187,105</b>	<b>5,712,116</b>

### Direct District Contribution:

BUSD	198,908	66,127	205,483
DUSD	307,564	112,575	271,864
FSUSD	2,615,614	862,528	2,371,951
TUSD	840,460	258,886	711,935
VUSD	1,749,570	774,801	2,130,704
	<b>5,712,116</b>	<b>2,074,917</b>	<b>5,691,937</b>

**\*\* Direct District Contribution is charged back to districts based on actual usage.**

## 2020-2021 MHRS POOL UPDATE - January 2021 Meeting

Revenues & Fund Balance:	20/21 Budget	Projected as of 6/30/21	
19/20 Ending Balance	312,086		312,086
19/20 CARE Clinic Development (ending balance)	1,180,142		1,180,142
<i>Subtotal:</i>	<i>1,492,228</i>		<i>1,492,228</i>
20/21 IDEA MH (RS 3327) Award	532,113		532,113
20/21 AB114 (RS 6512) Award	2,937,841		2,937,841
<i>Subtotal:</i>	<i>3,469,954</i>		<i>3,469,954</i>
<b>TOTAL:</b>	<b>4,962,182</b>		<b>4,962,182</b>
<b>Expenditures:</b>			
	20/21 Budget	1/13/2021	Projected as of 6/30/21
20/21 - CARE Clinic Non-medicare Eligible	500,000	10,167	500,000
<i>Subtotal:</i>	<i>500,000</i>	<i>10,167</i>	<i>500,000</i>
District MH Allocation (RS 6512)	2,907,841	1,468,921	2,907,841
District MH Allocation (RS 3327)	532,113	-	532,113
SCOE JDF MH	30,000	-	30,000
SELPA MH Expenses	-	2,250	2,250
Residential Placements (2 placements)	300,000	16,411	300,000
<i>Subtotal:</i>	<i>3,769,954</i>	<i>1,487,582</i>	<i>3,772,204</i>
<b>TOTAL:</b>	<b>4,269,954</b>	<b>1,497,749</b>	<b>4,272,204</b>
<i>Projected Ending Balance:</i>			689,978
<i>20/21 CARE Clinic Ending Balance</i>			680,142
<i>20/21 Undesignated Fund Balance</i>			9,836

## Mental Health as a Related Service

2020 - 2021

### Sierra School of Solano County

Current Students		1/13/2021	End of Year Estimate
<b>BUSD</b>			
1	Day Treatment	9,615.23	20,980.00
0	Residential Placement	-	-
		\$ 9,615.23	\$ 20,980.00
<b>DUSD</b>			
0	Day Treatment	-	-
0	Residential Placements	-	-
		\$ -	\$ -
<b>FSUSD</b>			
5	Day Treatment	37,925.53	154,411.76
0	Residential Placements	16,410.58	16,410.58
		\$ 54,336.11	\$ 170,822.34
<b>SCOE - JDF</b>			
0	Outpatient	-	-
		\$ -	-
<b>TUSD</b>			
0	Day Treatment	4,578.16	4,578.16
0	Residential Placements	-	-
		\$ 4,578.16	4,578.16
<b>VUSD</b>			
3	Day Treatment	33,325.52	76,277.28
0	Residential Placements	-	-
		\$ 33,325.52	\$ 76,277.28
<b>Expenditures:</b>			
		\$ 101,855.02	\$ 272,657.78





# 2020-2021 Legal Education Breakdown by District - Fagen Friedman & Fulfrost (FFF)

## Solano County SELPA

Date	Month	Monthly Contract	SELPA	BUSD	DUSD	FSUSD	TUSD	VUSD	SCOE	Total hours used by month	Hours Remaining
20-21 Contribution (RS 3310)		\$ 36,000.00									
			160 Hours								
7/31/20	July	\$ 3,000.00	10.00	6.10	-	2.90	2.40	-	-	21.40	138.60
8/31/20	August	\$ 3,000.00	8.10	0.60	-	2.70	0.40	-	-	11.80	126.80
9/30/20	September	\$ 3,000.00	5.60	0.40	-	4.30	1.90	0.40	-	12.60	114.20
10/31/20	October	\$ 3,000.00	3.50	-	-	5.20	0.20	-	-	8.90	105.30
11/30/20	November	\$ 3,000.00	8.50	0.60	-	6.50	1.00	-	-	16.60	88.70
										-	88.70
										-	88.70
										-	88.70
										-	88.70
										-	88.70
										-	88.70
										-	
										-	
		<b>Total</b>	\$ 15,000.00	35.70	7.70	-	21.60	5.90	0.40	-	71.30
		<i>Usage of hours to Date</i>		50.07%	10.80%	0.00%	30.29%	8.27%	0.56%	0.00%	

## 2020 / 2021 SELPA Allocations

1/14/2021

<b>Revenue:</b>			<b>IDEA</b>	<b>IDEA Preschool</b>	<b>IDEA MHRS</b>	<b>AB602</b>	<b>AB114</b>
Revenue			\$ 9,167,750	\$ 348,357	\$ 532,113	\$ 28,872,774	\$ 2,937,841
<b>Deductions :</b>							
SCOE Direct Allocation			(1,017,962)			(21,769,274)	(30,000)
Pooled Allocations						(760,016)	
SELPA Allocation						(1,438,446)	
			\$ 8,149,788	\$ 348,357	\$ 532,113	\$ 4,905,038	\$ 2,907,841
DISTRICT	19/20 Annual ADA	% of Total ADA	District Allocation IDEA	District Allocation Preschool	District Allocation IDEA MHRS	District Allocation AB602	District Allocation AB 114
BUSD	4,422.88	9.79%	797,924	34,107	52,098	480,239	284,699
DUSD	2,905.85	6.43%	524,239	22,408	34,228	315,519	187,048
FSUSD	20,230.33	44.78%	3,649,716	156,005	238,297	2,196,621	1,302,218
TUSD	5,274.19	11.68%	951,507	40,671	62,125	572,675	339,497
VUSD	12,340.92	27.32%	2,226,402	95,166	145,365	1,339,984	794,379
Total:	45,174.17	100%	8,149,788	348,357	532,113	4,905,038	2,907,841



## Solano County Special Education Local Plan Area

Benicia Unified School District  
Dixon Unified School District  
Fairfield-Suisun Unified School District  
Travis Unified School District  
Vacaville Unified School District  
Solano County Office of Education

Item #	<u>Approval/Adoption</u> of Procedural Manual Sections:	Source/Explanation:	Prior Local Plan Policies, Recommended for <u>Deletion</u> :
6.2.1	Section B – Procedural Safeguards and Complaints for Special Education	Gamut Board Policy and Administrative Regulation 6159.1	N/A – This procedure is being updated.
6.2.2	Section J – Transition from Early Intervention Services under Part C of the IDEA	Complete revision of Local Plan Policy Section 9, which aligns with federal code	Section 9 – Transition from Early Intervention Services under Part C of IDEA
6.2.3	Section L – Hospitals, LCIs, Juvenile Detention Facilities, Adult Correctional Facilities	Updated existing procedure with current procedural manual format	Section 23 D – Hospitals, LCIs, Juvenile Courts, Adult Correctional Facilities
6.2.4	Section M – Low Incidence Equipment and Services	Revision of existing Local Plan Policy Section 23 F	Section 23 F – Specialized Equipment
6.2.5	Section N – Nonpublic School and Agency Policy	Gamut Board Policy and Administrative Regulation 56366.2 and prior SELPA policy	Section 23 E – NPS Monitoring

	<u>Deletion</u> of Prior Local Plan Policies:	Rationale:
6.2.6	Section 2 – Full Educational Opportunity	The contents of this policy are referenced under the current Local Plan Section B: Governance and Administration
6.2.7	Section 23 J – Identification Referral Assessment Planning Implementation Review	The contents of this policy are referenced under the current Local Plan Procedural Manual Section E – Identification and Evaluation of Individuals for Special Education and Section J – Transition from Early Intervention Services under Part C of the IDEA
6.2.8	Section 24 H – Fee for Service	There is no content in this policy, as it refers the reader to another section in the Local Plan

## **B. Procedural Safeguards and Complaints for Special Education**

The Solano County SELPA and the member LEAs recognize their obligation to provide a free appropriate public education (FAPE) to students with disabilities and to uphold the rights of parents/guardians to be involved in educational decisions regarding their child. Parents/guardians of students with disabilities shall receive written notice of their rights under the federal Individuals with Disabilities Education Act.<sup>2</sup>

### **B1. Prior Written Notice**

The Superintendent or designee shall send to the parents/guardians of any student with disabilities a prior written notice: (20 USC 1415(c); 34 CFR 300.102, 300.300, 300.503; Education Code 56500.4, 56500.5)

1. Before the district initially refers the student for assessment
2. Within a reasonable time before the district proposes to initiate or change the student's identification, assessment, educational placement, or the provision of a free appropriate public education (FAPE) to the student
3. Within a reasonable time before the district refuses to initiate or change the student's identification, assessment, or educational placement or the provision of FAPE to the student
4. Within a reasonable time before the student graduates from high school with a regular diploma, thus resulting in a change in placement
5. Upon receipt of the parent/guardian's written revocation of consent for the continued provision of special education and related services to the student

This notice shall include: (20 USC 1415(c); 34 CFR 300.503; Education Code 56500.4)

1. A description of the action proposed or refused by the district
2. An explanation as to why the district proposes or refuses to take the action
3. A description of each assessment procedure, assessment, record, or report the district used as a basis for the proposed or refused action
4. A statement that the parents/guardians of the student have protection under procedural safeguards and, if this notice is not an initial referral for assessment, the means by which a copy of the description of procedural safeguards can be obtained
5. Sources for parents/guardians to obtain assistance in understanding these provisions

---

<sup>2</sup> See corresponding member LEA board policy and administrative regulation 6159.1

6. A description of any other options that the individualized education program (IEP) team considered and why those options were rejected
7. A description of any other factors relevant to the district's proposal or refusal

## **B2. Procedural Safeguards Notice**

A procedural safeguards notice shall be made available to parents/guardians of students with disabilities once each school year and: (20 USC 1415(d)(1); 34 CFR 300.504; Education Code 56301)

1. Upon initial referral or parent/guardian request for assessment
2. Upon receipt of the first state compliance complaint in a school year, filed in accordance with the section "State Compliance Complaints" below
3. Upon receipt of the first due process hearing request in a school year
4. In accordance with the discipline procedures pursuant to 34 CFR 300.530(h), when removal of a student because of a violation of a code of conduct constitutes a change of placement
5. Upon request by a parent/guardian

The procedural safeguards notice shall include a full explanation of all of the procedural safeguards available under 34 CFR 300.148, 300.151-300.153, 300.300, 300.502-300.503, 300.505-300.518, 300.520, 300.530-300.536, and 300.610-300.625 relating to: (20 USC 1415(d)(2); 34 CFR 300.504; Education Code 56301)

1. Independent educational evaluation
2. Prior written notice
3. Parental consent, including a parent/guardian's right to revoke consent, in writing, to the student's continued receipt of special education and related services
4. Access to educational records
5. Opportunity to present complaints and resolve complaints through the due process complaint and state compliance complaint procedures, including the time period in which to file a complaint, the opportunity for the district to resolve the complaint, and the difference between a due process complaint and the state compliance complaint procedures, including the jurisdiction of each procedure, what issues may be raised, filing and decisional timelines, and relevant procedures
6. The availability of mediation
7. The student's placement during the pendency of any due process complaint
8. Procedures for students who are subject to placement in an interim alternative educational setting

9. Requirements for unilateral placement by parents/guardians of students in private schools at public expense
10. Hearings on due process complaints, including requirements for disclosure of assessment results and recommendations
11. State-level appeals
12. Civil actions, including the time period in which to file those actions
13. Availability of attorney's fees pursuant to 34 CFR 300.517

This notice shall also include the rights and procedures contained in Education Code 56500-56509, including: (Education Code 56321, 56321.5, 56321.6)

1. Information on the procedures for requesting an informal meeting, prehearing mediation conference, mediation conference, or due process hearing
2. The timelines for completing each process
3. Whether the process is optional
4. The type of representative who may be invited to participate
5. The right of the parent/guardian and/or the district to electronically record the proceedings of IEP meetings in accordance with Education Code 56341.1
6. Information regarding the state special schools for students who are deaf, hard of hearing, blind, visually impaired, or deaf-blind

A copy of this notice shall be attached to the student's assessment plan. At each IEP meeting, the Superintendent or designee shall inform the parent/guardian of the federal and state procedural safeguards that were provided in the notice. (Education Code 56321, 56500.1)

### **B3. Format of Parent/Guardian Notices**

The parents/guardians of a student with a disability shall be provided written notice of their rights in a language easily understood by the general public and in their native language or other mode of communication used by them, unless to do so is clearly not feasible. (34 CFR 300.503; Education Code 56341, 56506)

If the native language or other mode of communication of the parent/guardian is not a written language, the district shall take steps to ensure that: (34 CFR 300.503)

1. The notice is translated orally or by other means to the parent/guardian in his/her native language or other mode of communication
2. The parent/guardian understands the contents of the notice

3. There is written evidence that items #1 and #2 have been satisfied

The district may place a copy of the procedural safeguards notice on the district's web site. (20 USC 1415(d))

A parent/guardian of a student with disabilities may elect to receive the prior written notice or procedural safeguards notice by an electronic mail communication. (34 CFR 300.505)

#### **B4. Filing Due Process Complaints**

A parent/guardian and/or the district may initiate due process hearing procedures whenever: (20 USC 1415(b); Education Code 56501)

1. There is a proposal to initiate or change the student's identification, assessment, or educational placement or the provision of FAPE to the student
2. There is a refusal to initiate or change the student's identification, assessment, or educational placement or the provision of FAPE to the student
3. The parent/guardian refuses to consent to an assessment of the student
4. There is a disagreement between a parent/guardian and the district regarding the availability of a program appropriate for the student, including the question of financial responsibility, as specified in 34 CFR 300.148.

Prior to having a due process hearing, the party requesting the hearing, or the party's attorney, shall provide the opposing party a due process complaint, which shall remain confidential, specifying: (20 USC 1415(b); 34 CFR 300.508; Education Code 56502)

1. The student's name
2. The student's address or, in the case of a student identified as homeless pursuant to 42 USC 11434, available contact information for that student
3. The name of the school the student attends
4. A description of the nature of the student's problem relating to the proposed or refused initiation or change, including facts relating to the problem
5. A proposed resolution to the problem to the extent known and available to the complaining party at the time

Parties filing a due process complaint shall file their request with state Office of Administrative Hearings, Special Education Division.

#### **B5. District's Response to Due Process Complaints**

If the district has sent prior written notice to the parent/guardian regarding the subject matter of the parent/guardian's due process complaint, the district shall, within 10 days of receipt of the complaint, send a response specifically addressing the issues in the complaint. (20 USC 1415(c)(1); 34 CFR 300.508)



If the district has not sent a prior written notice to the parent/guardian regarding the subject matter contained in the parent/guardian's due process complaint, the district shall send a response to the parent/guardian within 10 days of receipt of the complaint containing: (20 USC 1415(c)(1); 34 CFR 300.508):

1. An explanation of why the district proposed or refused to take the action raised in the complaint
2. A description of other options that the IEP team considered and the reasons that those options were rejected
3. A description of each assessment procedure, assessment, record, or report the district used as the basis for the proposed or refused action
4. A description of the factors that are relevant to the district's proposal or refusal

Upon the filing of a due process complaint by either party or upon request of the parent/guardian, the district shall inform the parent/guardian of any free or low-cost legal and other relevant services available in the area. (34 CFR 300.507)

#### **B6. Informal Process/Pre-Hearing Mediation Conference**

Prior to or upon initiating a due process hearing, the Superintendent or designee and a parent/guardian may, if the party initiating the hearing so chooses, agree to meet informally to resolve any issue(s) relating to the identification, assessment, education and placement, or provision of FAPE for a student with disabilities. The Superintendent or designee shall have the authority to resolve the issue(s).

In addition, either party may file a request with the state Office of Administrative Hearings for a mediation conference. (Education Code 56500.3)

If resolution is reached that resolves the due process issue(s), the parties shall enter into a legally binding agreement that satisfies the requirements of Education Code 56500.3. (Education Code 56500.3)

Attorneys may attend or otherwise participate only in those mediation conferences that are scheduled after the filing of a request for due process hearing. (Education Code 56500.3, 56501)

#### **B7. State Compliance Complaints**

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization may file with the California Department of Education (CDE) a written and signed statement alleging that, within the previous year, any of the following occurred: (5 CCR 3200, 3201)

1. The district violated Part B of the Individuals with Disabilities Education Act (20 USC 1411-1419) and its implementing regulations (34 CFR 300.1-300.818).
2. The district violated Part 30 of the Education Code (Education Code 56000-56865) and 5 CCR 3200-3205.
3. The district violated the terms of a settlement agreement related to the provision of FAPE, excluding any allegation related to an attorney fees provision in a settlement agreement.

4. The district failed or refused to implement a due process hearing order to which the district is subject.
5. Physical safety concerns interfered with the provision of FAPE.

The complaint shall include: (5 CCR 3202; 34 CFR 300.153)

1. A statement that the district has violated or failed to comply with any provision set forth in 5 CCR 3201
2. The facts on which the statement is based
3. The signature and contact information for the complainant
4. If alleging violations with respect to a specific student, the student's name and address (or other available contact information for a homeless student), the name of the school that the student is attending, a description of the nature of the student's problem and facts related to the problem, and a proposed resolution of the problem to the extent known and available to the party at the time the complaint is filed

The complainant shall forward a copy of the complaint to the Superintendent or designee at the same time the complaint is filed with CDE. (5 CCR 3202)

Within sixty days of the complaint, CDE will carry out an independent investigation.

Within 30 days of the date of CDE's investigation report, the district or complainant may request reconsideration of the decision in accordance with 5 CCR 3204. Pending CDE's response, any corrective actions set forth in the report shall remain in effect and enforceable, unless stayed by a court. (5 CCR 3204)

## Solano County SELPA Procedural Manual

**B. Procedural Safeguards and Complaints for Special Education**

The Solano County SELPA ~~and the member LEAs recognizes their obligation to protect the rights of~~ provide a free appropriate public education (FAPE) to students with disabilities in accordance with the ~~procedural safeguards set forth in state and federal law to uphold the rights of parents/guardians to be~~ involved in educational decisions regarding their child. Parents/guardians of students with disabilities ~~shall receive written notice of their rights in accordance under the federal Individuals with law, Board~~ policy, and administrative regulation. Disabilities Education Act. desires to protect the rights of students ~~with disabilities in accordance with the procedural safeguards set forth in state and federal law.~~ Parents/guardians shall receive written notice of their rights in accordance with law, Board policy, and ~~administrative regulation.~~<sup>2</sup>

**B1. Prior Written Notice**

The Superintendent or designee shall send to the parents/guardians of any student with disabilities a prior written notice ~~within a reasonable time:~~ (20 USC 1415(c); 34 CFR 300.102, 300.300, 300.503; Education Code 56500.4, 56500.5)

1. Before the district initially refers the student for assessment
2. Within a reasonable time ~~Before~~ the district proposes to initiate or change the student's identification, assessment, educational placement, or the provision of a free appropriate public education (FAPE) to the student
3. Within a reasonable time ~~Before~~ the district refuses to initiate or change the student's identification, assessment, or educational placement or the provision of FAPE to the student
4. Within a reasonable time ~~Before~~ the student graduates from high school with a regular diploma, thus resulting in a change in placement
5. Upon receipt of the parent/guardian's written revocation of consent for the continued provision of special education and related services to ~~his/her child~~ the student

This notice shall include: (20 USC 1415(c); 34 CFR 300.503; Education Code 56500.4)

1. A description of the action proposed or refused by the district
2. An explanation as to why the district proposes or refuses to take the action
3. A description of each assessment procedure, ~~test~~ assessment, record, or report the district used as a basis for the proposed or refused action

<sup>2</sup> See corresponding member LEA board policy and administrative regulation 6159.1

## Solano County SELPA Procedural Manual

4. A statement that the parents/guardians of the student have protection under procedural safeguards and, if this notice is not an initial referral for assessment, the means by which a copy of the description of procedural safeguards can be obtained
5. Sources for parents/guardians to obtain assistance in understanding these provisions
6. A description of any other options that the individualized education program (IEP) team considered and why those options were rejected
7. A description of any other factors relevant to the district's proposal or refusal

**B2. Procedural Safeguards Notice**

A procedural safeguards notice shall be made available to parents/guardians of students with disabilities once each school year and: (20 USC 1415(d)(1); 34 CFR 300.504; Education Code 56301)

1. Upon initial referral or parent/guardian request for assessment
2. Upon receipt of the first state compliance complaint in a school year, filed in accordance with the section "State Compliance Complaints" below
3. Upon receipt of the first due process hearing request in a school year
4. ~~In accordance with the discipline procedures pursuant to 34 CFR 300.530(h), when removal of a student because of a violation of a code of conduct constitutes a change of placement when a decision is made to remove a student because of a violation of a code of conduct constituting a change of placement~~  
4.
5. Upon request by a parent/guardian

The procedural safeguards notice shall include a full explanation of all of the procedural safeguards available under 34 CFR 300.148, 300.151-300.153, 300.300, 300.502-300.503, 300.505-300.518, 300.520, 300.530-300.536, and 300.610-300.625 relating to: (20 USC 1415(d)(2); 34 CFR 300.504; Education Code 56301)

1. Independent educational evaluation
2. Prior written notice
3. Parental consent, including a parent/guardian's right to revoke consent, in writing, to ~~his/her child~~ the student's continued receipt of special education and related services
4. Access to educational records
5. Opportunity to present complaints and resolve complaints through the due process complaint and state compliance complaint procedures, including the time period in which to file a complaint, the opportunity for the district to resolve the complaint, and the difference between a due process complaint and the state compliance complaint procedures, including the

## Solano County SELPA Procedural Manual

jurisdiction of each procedure, what issues may be raised, filing and decisional timelines, and relevant procedures

6. The availability of mediation
7. The student's placement during the pendency of any due process complaint
8. Procedures for students who are subject to placement in an interim alternative educational setting
9. Requirements for unilateral placement by parents/guardians of students in private schools at public expense
10. Hearings on due process complaints, including requirements for disclosure of assessment results and recommendations
11. State-level appeals
12. Civil actions, including the time period in which to file those actions
13. [Availability of Attorney's fees pursuant to 34 CFR 300.517](#)

This notice shall also include the rights and procedures contained in Education Code 56500-56509, including: [\(Education Code 56321, 56321.5, 56321.6\)](#)

1. [Information on the procedures for requesting an informal meeting, prehearing mediation conference, mediation conference, or due process hearing](#)
2. ~~2. The timelines for completing each process~~
3. ~~3. Whether the process is optional;~~
4. ~~4. The type of representative who may be invited to participate;~~
5. ~~5. The right of the parent/guardian and/or the district to electronically record the proceedings of IEP meetings in accordance with Education Code 56341.1; and~~
6. ~~6. Information regarding the state special schools for students who are deaf, hard of hearing, blind, visually impaired, or deaf-blind. (Education Code 56321, 56321.5, 56321.6)~~

[A copy of this notice shall be attached to the student's assessment plan. At each IEP meeting, the Superintendent or designee shall inform the parent/guardian of the federal and state procedural safeguards that were provided in the notice. \(Education Code 56321, 56500.1\)](#)

~~A copy of this notice shall be attached to the student's assessment plan and referred to at each IEP meeting. (Education Code 56321, 56321.5)~~

## Solano County SELPA Procedural Manual

**B3. Format of Parent/Guardian Notices**

The parents/guardians of a student with a disability shall be provided written notice of their rights in a language easily understood by the general public and in their native language or other mode of communication used by them, unless to do so is clearly not feasible. (34 CFR 300.503; Education Code 56341, 56506)

If the native language or other mode of communication of the parent/guardian is not a written language, the district shall take steps to ensure that: (34 CFR 300.503)

1. The notice is translated orally or by other means to the parent/guardian in his/her native language or other mode of communication
2. The parent/guardian understands the contents of the notice
3. There is written evidence that items #1 and #2 have been satisfied

The district may place a copy of the procedural safeguards notice on the district's web site. (20 USC 1415(d))

A parent/guardian of a student with disabilities may elect to receive the prior written notice or procedural safeguards notice by an electronic mail communication. (34 CFR 300.505)

**B4. Filing Due Process Complaints**

A parent/guardian and/or the district may initiate due process hearing procedures whenever: (20 USC 1415(b); Education Code 56501)

1. There is a proposal to initiate or change the student's identification, assessment, or educational placement or the provision of FAPE to the student
2. There is a refusal to initiate or change the student's identification, assessment, or educational placement or the provision of FAPE to the student
3. The parent/guardian refuses to consent to an assessment of ~~his/her child~~ the student
4. There is a disagreement between a parent/guardian and the district regarding the availability of a program appropriate for the student, including the question of financial responsibility, as specified in 34 CFR 300.148.

Prior to having a due process hearing, the party requesting the hearing, or the party's attorney, shall provide the opposing party a due process complaint, which shall remain confidential, specifying: (20 USC 1415(b); 34 CFR 300.508; Education Code 56502)

1. The student's name
2. The student's address or, in the case of a student identified as homeless pursuant to 42 USC 11434, available contact information for that student
3. The name of the school the student attends
4. A description of the nature of the student's problem relating to the proposed or refused initiation or change, including facts relating to the problem

16

~~Approved by Council of Superintendents 9/24/2020~~ Pending COS approval

## Solano County SELPA Procedural Manual

5. A proposed resolution to the problem to the extent known and available to the complaining party at the time

Parties filing a due process complaint shall file their request with ~~the Superintendent of Public Instruction or designated contracted agency. (Education Code 56502)~~ [state Office of Administrative Hearings, Special Education Division.](#)

#### **B5. District's Response to Due Process Complaints**

If the district has sent prior written notice to the parent/guardian regarding the subject matter of the parent/guardian's due process complaint, the district shall, within 10 days of receipt of the complaint, send a response specifically addressing the issues in the complaint. (20 USC 1415(c)(1); 34 CFR 300.508)

If the district has not sent a prior written notice to the parent/guardian regarding the subject matter contained in the parent/guardian's due process complaint, the district shall send a response to the parent/guardian within 10 days of receipt of the complaint containing: (20 USC 1415(c)(1); 34 CFR 300.508):

1. An explanation of why the district proposed or refused to take the action raised in the complaint
2. A description of other options that the IEP team considered and the reasons that those options were rejected
3. A description of each ~~evaluation~~ [assessment](#) procedure, assessment, record, or report the district used as the basis for the proposed or refused action
4. A description of the factors that are relevant to the district's proposal or refusal

Upon the filing of a due process complaint by either party or upon request of the parent/guardian, the district shall inform the parent/guardian of any free or low-cost legal and other relevant services available in the area. (34 CFR 300.507)

#### **B6. Informal Process/Pre-Hearing Mediation Conference**

Prior to or upon initiating a due process hearing, the Superintendent or designee and a parent/guardian may, if the party initiating the hearing so chooses, agree to meet informally to resolve any issue(s) relating to the identification, assessment, education and placement, or provision of FAPE for a student with disabilities. The Superintendent or designee shall have the authority to resolve the issue(s).

In addition, either party may file a request with the ~~Superintendent of Public Instruction~~ [state Office of Administrative Hearings](#) for a mediation conference ~~to be conducted by a person under contract with the California Department of Education.~~ (Education Code ~~56500.3~~ [56502](#))

If resolution is reached that resolves the due process issue(s), the parties shall enter into a legally binding agreement that satisfies the requirements of Education Code 56500.3. (Education Code 56500.3)

Attorneys may attend or otherwise participate only in those mediation conferences that are scheduled after the filing of a request for due process hearing. (Education Code 56500.3, 56501)

## Solano County SELPA Procedural Manual

**B7. State Compliance Complaints**

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization may file with the California Department of Education (CDE) a written and signed statement alleging that, within the previous year, any of the following occurred: (5 CCR 3200, 3201)

1. The district violated Part B of the Individuals with Disabilities Education Act (20 USC 1411-1419) and its implementing regulations (34 CFR 300.1-300.818).
2. The district violated Part 30 of the Education Code (Education Code 56000-56865) and 5 CCR 3200-3205.
3. The district violated the terms of a settlement agreement related to the provision of FAPE, excluding any allegation related to an attorney fees provision in a settlement agreement.
4. The district failed or refused to implement a due process hearing order to which the district is subject.
5. Physical safety concerns interfered with the provision of FAPE.

The complaint shall include: (5 CCR 3202; 34 CFR 300.153)

1. A statement that the district has violated or failed to comply with any provision set forth in 5 CCR 3201
2. The facts on which the statement is based
3. The signature and contact information for the complainant
4. If alleging violations with respect to a specific student, the student's name and address (or other available contact information for a homeless student), the name of the school that the student is attending, a description of the nature of the student's problem and facts related to the problem, and a proposed resolution of the problem to the extent known and available to the party at the time the complaint is filed

The complainant shall forward a copy of the complaint to the Superintendent or designee at the same time the complaint is filed with CDE. (5 CCR 3202)

Within sixty days of the complaint, CDE will carry out an independent investigation.

**Commented [A01]:** To address the noncompliance found in FSUSD's dispro review.

Within 30 days of the date of CDE's investigation report, the district or complainant may request reconsideration of the decision in accordance with 5 CCR 3204. Pending CDE's response, any corrective actions set forth in the report shall remain in effect and enforceable, unless stayed by a court. (5 CCR 3204)



## **J. Transition from Early Intervention Services under Part C of the IDEA**

### **J1. Definitions**

“Lead Agency” refers to the agency providing services to a student under Part C of the IDEA. In the Solano County SELPA this may be the North Bay Regional Center or, for students with solely a low incidence disability, the Solano County Office of Education. Refer to the annually renewed memorandum of understanding between Solano County SELPA, Vallejo SELPA and North Bay Regional Center regarding Part C to Part B coordination.

### **J2. Overview**

The Program for Infants and Toddlers with Disabilities (Part C of IDEA) is a federal grant program that assists states in operating a comprehensive statewide program of early intervention services for infants and toddlers with disabilities, ages birth through age 2 years, and their families. Infant services are to:

1. enhance the development of infants and toddlers with disabilities,
2. reduce educational costs by minimizing the need for special education through early intervention,
3. minimize the likelihood of institutionalization, and maximize independent living, *and*
4. enhance the capacity of families to meet their child's needs.

LEAs are responsible for providing Early Start Part C services to infants and toddlers with Solely Low Incidence (SLI) Disabilities, defined as severe disabling conditions that include hearing impairments, vision impairments, and severe orthopedic impairments, or any combination thereof. (Education Code 56425)

### **J3. Eligibility**

An infant or toddler shall be eligible for intervention services from birth to 36 months of age if he/she meets one of the following criteria as determined by means of evaluation: (Government Code 95014(a))

1. Infants and toddlers with a developmental delay in one or more of the following five areas: cognitive development; physical and motor development, including vision and hearing; communication development; social or emotional development; or adaptive development. Developmentally delayed infants and toddlers are those who are determined to have a significant difference between the expected level of development

for their age and their current level of functioning. This determination shall be made by qualified personnel who are recognized by, or part of, a multidisciplinary team, including the parents. A significant difference is defined as a 33-percent delay in one or more developmental areas.

2. Infants and toddlers with established risk conditions, who are infants and toddlers with conditions of known etiology or conditions with established harmful developmental consequences. The conditions shall be diagnosed by qualified personnel recognized by, or part of, a multidisciplinary team, including the parents. The condition shall be certified as having a high probability of leading to developmental delay if the delay is not evident at the time of diagnosis.
3. Infants and toddlers who are at high risk of having substantial developmental disability due to a combination of biomedical risk factors, the presence of which are diagnosed by qualified personnel recognized by, or part of, a multidisciplinary team, including the parents.

#### **J4. Evaluation and Assessment of the Child and Family**

The lead agency must ensure that, subject to obtaining parental consent in accordance with 34 CFR § 303.420(a)(2), each child under the age of three who is referred for evaluation or early intervention services under this part and suspected of having a disability, receives:

1. A timely, comprehensive, multidisciplinary evaluation of the child
2. If the child is determined eligible as an infant or toddler with a disability as defined in 34 CFR § 303.21
  - a. A multidisciplinary assessment of the unique strengths and needs of that infant or toddler and the identification of services appropriate to meet those needs;
  - b. A family-directed assessment of the resources, priorities, and concerns of the family and the identification of the supports and services necessary to enhance the family's capacity to meet the developmental needs of that infant or toddler.

A child's medical and other records may be used to establish eligibility (without conducting an evaluation of the child) under this part if those records indicate that the child's level of functioning in one or more of the developmental areas identified in 34 CFR § 303.21(a)(1) constitutes a developmental delay or that the child otherwise meets the criteria for an infant or toddler with a disability under 34 CFR § 303.21. If the child's Part C eligibility is

established under this paragraph, the lead agency or early intervention service (EIS) provider must conduct assessments of the child and family.

Qualified personnel must use informed clinical opinion when conducting an evaluation and assessment of the child. In addition, the lead agency must ensure that informed clinical opinion may be used as an independent basis to establish a child's eligibility under this part even when other instruments do not establish eligibility; however, in no event may informed clinical opinion be used to negate the results of evaluation instruments used to establish eligibility.

All evaluations and assessments of the child and family must be conducted by qualified personnel, in a nondiscriminatory manner, and selected and administered so as not to be racially or culturally discriminatory.

Unless clearly not feasible to do so, all evaluations and assessments of a child must be conducted in the native language of the child, in accordance with the definition of *native language* in 34 CFR § 303.25.

Unless clearly not feasible to do so, family assessments must be conducted in the native language of the family members being assessed, in accordance with the definition of “native language” in 34 CFR § 303.25.

#### **Procedures for evaluation of the child.**

In conducting an evaluation, no single procedure may be used as the sole criterion for determining a child's eligibility under this part. Procedures must include:

1. Administering an evaluation instrument;
2. Taking the child's history (including interviewing the parent);
3. Identifying the child's level of functioning in each of the developmental areas in 34 CFR § 303.21(a)(1);
4. Gathering information from other sources such as family members, other caregivers, medical providers, social workers, and educators, if necessary, to understand the full scope of the child's unique strengths and needs; and
5. Reviewing medical, educational, or other records.

#### **Procedures for assessment of the child and family.**

1. An assessment of each infant or toddler with a disability must be conducted by qualified personnel in order to identify the child's unique strengths and needs and the early intervention services appropriate to meet those needs. The assessment of the child must include the following:
  - a. A review of the results of the evaluation conducted under paragraph (b) of this section;

- b. Personal observations of the child; and
  - c. The identification of the child's needs in each of the developmental areas in 34 CFR § 303.21(a)(1).
2. A family-directed assessment must be conducted by qualified personnel in order to identify the family's resources, priorities, and concerns and the supports and services necessary to enhance the family's capacity to meet the developmental needs of the family's infant or toddler with a disability. The family-directed assessment must:
- a. Be voluntary on the part of each family member participating in the assessment;
  - b. Be based on information obtained through an assessment tool and also through an interview with those family members who elect to participate in the assessment; and
  - c. Include the family's description of its resources, priorities, and concerns related to enhancing the child's development.

#### **J5. Individualized Family Service Plan (IFSP) 34 CFR §303.114**

For each infant or toddler with a disability and his or her family an IFSP is developed and implemented that meets the requirements of 34 CFR §303.340 through 34 CFR § 303.345, and that includes service coordination services, as defined in 34 CFR §303.34.

#### **J6. Early Intervention Services in Natural Environments**

Each system must include policies and procedures to ensure, consistent with 34 CFR §303.13(a)(8) (early intervention services), 34 CFR §303.26 (natural environments), and 34 CFR §303.344(d)(1)(ii) (content of an IFSP), that early intervention services for infants and toddlers with disabilities are provided:

- 1. To the maximum extent appropriate, in natural environments; and
- 2. In settings other than the natural environment that are most appropriate, as determined by the parent and the IFSP Team, only when early intervention services cannot be achieved satisfactorily in a natural environment.

**J7. Notification to the SEA and appropriate LEA (34 CFR 303.209 (b))**

1. The lead agency must ensure that:
  - a. Not fewer than 90 days before the third birthday of the toddler with a disability if that toddler may be eligible for preschool services under Part B of the IDEA, the lead agency notifies the LEA for the area in which the toddler resides that the toddler on his or her third birthday will reach the age of eligibility for services under Part B;
  - b. If the lead agency determines that the toddler is eligible for early intervention services under Part C of the IDEA more than 45 but less than 90 days before that toddler's third birthday and if that toddler may be eligible for preschool services under part B of the IDEA, the lead agency, as soon as possible after determining the child's eligibility, notifies the LEA for the area in which the toddler with a disability resides that the toddler on his or her third birthday will reach the age of eligibility for services under part B of the IDEA; or
  - c. If a toddler is referred to the lead agency fewer than 45 days before that toddler's third birthday and that toddler may be eligible for preschool services under part B of the IDEA, the lead agency, with parental consent, refers the toddler to the LEA for the area in which the toddler resides; but, the lead agency is not required to conduct an evaluation, assessment, or an initial IFSP meeting under these circumstances.

**J8. Transition Planning Meeting (34 CFR 303.209 (c))**

The lead agency must ensure that:

1. If a toddler with a disability may be eligible for preschool services under Part B of the IDEA, the lead agency, with the approval of the family of the toddler, convenes a conference (i.e., Transition Planning Meeting), among the lead agency, the family, and the LEA not fewer than 90 days - and, at the discretion of all parties, not more than 9 months - before the toddler's third birthday to discuss any services the toddler may receive under Part B of the IDEA; and.
2. If the lead agency determines that a toddler with a disability is not potentially eligible for preschool services under part B of the IDEA, the lead agency, with the approval of the family of that toddler, makes reasonable efforts to convene a conference (i.e., Transition Planning Meeting) among the lead agency, the family, and providers of other appropriate services for the toddler to discuss appropriate services that the toddler may receive.

**J9. Transition Plan (34 CFR 303.209(d))**

The lead agency must ensure that for all toddlers with disabilities:

1. It reviews the program options for the toddler with a disability for the period from the toddler's third birthday through the remainder of the school year; and each family of a toddler with a disability who is served under this part is included in the development of the transition plan;

2. It establishes a transition plan in the IFSP not fewer than 90 days - and, at the discretion of all parties, not more than 9 months - before the toddler's third birthday; and
3. The transition plan in the IFSP includes, as appropriate
  - a. Steps for the toddler with a disability and his or her family to exit from the Part C program; and
  - b. Any transition services that the IFSP Team identifies as needed by that toddler and his or her family.

#### **J10. Participation of LEA of Residence**

A representative from the local education agency of residence shall attend an IFSP/Transition Planning Meeting held by 90 days of the child turning 3 years of age. If the child is receiving IFSP services coordinated by North Bay Regional Center (NBRC), the local education agency of residence, upon receiving a referral from the NBRC service coordinator, shall be responsible for transition to preschool assessments as necessary to determine eligibility for special education services. If IFSP services are coordinated by the Solano County Office of Education Me Too Infant Program, the assessments shall be determined and conducted by that providing LEA, with collaboration of the resident LEA.

#### **J11. Completion of IEP and Provision of Services**

An IEP shall be scheduled by the District of Special Education Accountability and services initiated upon the child's third birthday, or at the beginning of the next school term after the child's third birthday during a period when the LEA special education preschool program is not in session.

## **L. Hospitals, LCIs, Juvenile Detention Facilities, Adult Correctional Facilities**

Every student eligible to receive special education services pursuant to an IEP shall receive them regardless of where they live within the SELPA.

### **L1. Coordinating Services with Other Local Public Agencies That Are Funded to Serve Individuals with Exceptional Needs and Adult Correctional Institutions**

To ensure that individuals with exceptional needs receive services from other local agencies that are funded to provide services to students, the Solano County SELPA and these agencies enter into interagency agreements that describe in detail the processes by which eligible students receive appropriate services. Solano County SELPA maintains interagency agreements with Solano County Mental Health, California Children's Services, North Bay Regional Center and Head Start. These agreements are on file locally.

To ensure that eligible students with exceptional needs incarcerated in adult correctional facilities (i.e., Solano County Jail) continue to receive services, the Solano County SELPA shall coordinate enrollment and service provision between the Solano County Sheriff's Department and the district of parent residence.

### **L2. Public Hospitals, Proprietary Hospitals, and Other Residential Medical Facilities**

LEAs within the SELPA provide free appropriate public education to individuals with exceptional needs who have been placed in public hospitals, proprietary hospitals, and other residential medical facilities located within the LEAs. Services are provided pursuant to IEP's designed to meet the student's unique needs. LEAs assign a case manager who serves as the liaison person to the facility that a student is placed in and who is responsible for monitoring the implementation of the student's IEP.

### **L3. Licensed Children's Institutions (LCI) and Foster Homes**

Students who reside in LCIs and foster homes who are eligible for special education instruction and/or services are provided the same procedural safeguards as all other students enrolled throughout the SELPA. The same procedures for identification, referral, placement and review apply. Free appropriate public education is provided pursuant to IEPs designed to meet the students' unique needs.

### **L4. Juvenile Court and Community Schools**

Students with disabilities placed in Juvenile Court and Community School (JCCS) programs are provided the same procedural safeguards as those students enrolled throughout the SELPA. Free appropriate public education is provided pursuant to IEPs that are designed to meet their unique needs. Detailed procedures are following.

The JCCS located in Solano County SELPA include:

1. the County Community School (CCS) and
2. the Juvenile Detention Facility (JDF).

#### **L5. County Community Schools**

Generally, enrollment in CCS occurs via:

1. Expulsion pursuant to Education Code 48915 et seq.,
2. Probation referral or
3. School Attendance Review Board (SARB) placement order

When a pupil with an IEP is expelled and enrolls in CCS, a properly constituted IEP team shall meet to address the offer of a Free and Appropriate Public Education (FAPE) in that setting.

When a pupil with an IEP is referred for enrollment in CCS as a result of a probation or SARB referral, an expanded IEP team including staff from the CCS shall meet to address the change in placement. Enrollment of probation and SARB referred students shall only occur after a manifestation determination meeting.

The District of Special Education Accountability (DSEA) remains responsible for implementation of the local plan for students at CCS including, but not limited to, child find, assessment and the provision of FAPE for students.

When a student is recommended to return to the DSEA, case manager will convene an expanded IEP team meeting, to include the staff of the DSEA to address the potential change of placement. The IEP team will include student, parent(s), and probation officer as appropriate.

#### **L6. Juvenile Detention Facility (JDF)**

Upon entrance into the school program at the JDF, each student will be interviewed by the Solano County Office of Education (SCOE) intake staff. As part of that interview, staff will inquire into the student's enrollment in special programs, including special education.

JDF staff shall request the pupil's records from the prior district, including special education records.

The Solano County Office of Education is responsible for implementation of the local plan for students in the JDF including, but not limited to, child find, assessment and the provision of FAPE for students.



## **L7. Record Keeping and Continuation of Services**

Student records are maintained by SCOE for each student.

Should any student for whom the identification, referral, assessment, instructional planning, implementation, and review process has been initiated as it related to special education needs or services re-enter the JDF, such processes shall be continued from the last step taken, as reflected by the records.

Special education services will be provided by a qualified staff. This service will be provided in individual/small group instruction pursuant to the IEP. This instruction should be interfaced with the education programs at the facility to promote LRE and maximum access to core instruction.

In an effort to ensure child find, SCOE will notify the student's previous district upon release of the student from JDF.

## **L8. Adult Correctional Facilities**

Students who were found eligible for special education services prior to incarceration in the Solano County Detention Center, shall be identified by the Solano County Sheriff, the adult student or the adult student's appointed representative.

Upon referral from the Solano County Sheriff, the Solano County SELPA shall ensure the provision of special education services for inmates who remain eligible for such services, and (a) whose parent or conservator currently resides within the Solano County SELPA's boundaries; or (b) whose parents resided within the Solano County SELPA's boundaries when the inmate turned 18, and who remain residents of the SELPA.

It shall be the responsibility of the DSEA to provide services to the identified individual in the Solano County Detention Center.

If the Solano SELPA is not the responsible SELPA for an inmate identified by the Sheriff, the Solano SELPA shall make every effort to identify and contact the responsible district/SELPA.

## Solano County SELPA Procedural Manual

**L. Hospitals, LCI's, Juvenile Detention Facilities, Adult Correctional Facilities**

Every student eligible to receive special education services pursuant to an IEP shall receive them regardless of where they live within the SELPA.

**L1. Coordinating Services with Other Local Public Agencies That Are Funded to Serve Individuals with Exceptional Needs and Adult Correctional Institutions**

To ensure that individuals with exceptional needs receive services from other local agencies that are funded to provide services to students, the Solano County SELPA and these agencies enter into interagency agreements that describe in detail the processes by which eligible students receive appropriate services. Solano County SELPA maintains interagency agreements with Solano County Mental Health, California Children's Services, North Bay Regional Center and Head Start. These agreements are on file locally.

To ensure that eligible students with exceptional needs incarcerated in adult correctional facilities (i.e., Solano County Jail) continue to receive services, the Solano County SELPA shall coordinate enrollment and service provision between the Solano County Sheriff's Department and the district of parent residence.

**L2. Public Hospitals, Proprietary Hospitals, and Other Residential Medical Facilities**

LEAs within the SELPA provide free appropriate public education to individuals with exceptional needs who have been placed in public hospitals, proprietary hospitals, and other residential medical facilities located within the LEAs. Services are provided pursuant to IEP's designed to meet the student's unique needs. LEAs assign a case manager who serves as the liaison person to the facility that a student is placed in and who is responsible for monitoring the implementation of the student's IEP.

**L3. Licensed Children's Institutions (LCI) and Foster Homes**

Students who reside in LCIs and foster homes who are eligible for special education instruction and/or services are provided the same procedural safeguards as all other students enrolled throughout the SELPA. The same procedures for identification, referral, placement and review apply. Free appropriate public education is provided pursuant to IEPs designed to meet the students' unique needs.

**L4. Juvenile Court and Community Schools**

Students with disabilities placed in Juvenile Court and Community School (JCCS) programs are provided the same procedural safeguards as those students enrolled throughout the SELPA. Free appropriate public education is provided pursuant to IEPs that are designed to meet their unique needs. Detailed procedures are following.

Deleted: ci

Deleted: POLICY¶

¶  
It is the policy of each LEA within the Solano County SELPA that e

Deleted: ¶

23.D.1. INTERAGENCY AGREEMENTS¶

Deleted: , Area IV Board,

Deleted: (see Section 25 of Local Plan).

Deleted: develop and maintain an agreement with the Solano County Sheriff's Office (see Section 25 of Local Plan).

Deleted: ¶

This section of the local plan shall be attached to the above interagency agreements to ensure that other agencies that are funded to provide services to students and those eligible individuals incarcerated in adult correctional facilities are aware that students residing in the placements listed in the following sections are to receive services indicated in their IEPs.¶

## Solano County SELPA Procedural Manual

The JCCS located in Solano County SELPA include:

1. the County Community School (CCS) and
2. the Juvenile Detention Facility (JDF).

#### L5. County Community Schools

Generally, enrollment in CCS occurs via:

1. Expulsion pursuant to Education Code 48915 et seq.,
2. Probation referral or
3. School Attendance Review Board (SARB) placement order

When a pupil with an IEP is expelled and enrolls in CCS, a properly constituted IEP team shall meet to address the offer of a Free and Appropriate Public Education (FAPE) in that setting.

When a pupil with an IEP is referred for enrollment in CCS as a result of a probation or SARB referral, an expanded IEP team including staff from the CCS shall meet to address the change in placement. Enrollment of probation and SARB referred students shall only occur after a manifestation determination meeting.

The District of Special Education Accountability (DSEA) remains responsible for implementation of the local plan for students at CCS including, but not limited to, child find, assessment and the provision of FAPE for students.

When a student is recommended to return to the DSEA, case manager will convene an expanded IEP team meeting, to include the staff of the DSEA to address the potential change of placement. The IEP team will include student, parent(s), and probation officer as appropriate.

#### L6. Juvenile Detention Facility (JDF)

Upon entrance into the school program at the JDF, each student will be interviewed by the Solano County Office of Education (SCOE) intake staff. As part of that interview, staff will inquire into the student's enrollment in special programs, including special education.

JDF staff shall request the pupil's records from the prior district, including special education records.

The Solano County Office of Education is responsible for implementation of the local plan for students in the JDF including, but not limited to, child find, assessment and the provision of FAPE for students.

**Deleted:** ¶  
Enrollment and Intake Procedures¶

**Deleted:** ¶  
Responsible Agency¶

**Deleted:** Residence

**Deleted:** OR

**Deleted:** ¶  
Exit Procedures¶

**Deleted:** OR

**Deleted:** OR

**Deleted:** ¶  
Enrollment and Intake Procedures¶

**Deleted:** ¶  
Responsible Agency¶

## Solano County SELPA Procedural Manual

**L7. Record Keeping and Continuation of Services**

Student records are maintained by SCOE for each student.

Should any student for whom the identification, referral, assessment, instructional planning, implementation, and review process has been initiated as it related to special education needs or services re-enter the JDF, such processes shall be continued from the last step taken, as reflected by the records.

Special education services will be provided by a qualified staff. This service will be provided in individual/small group instruction pursuant to the IEP. This instruction should be interfaced with the education programs at the facility to promote LRE and maximum access to core instruction.

In an effort to ensure child find, SCOE will notify the student's previous district upon release of the student from JDF.

**L8. Adult Correctional Facilities**

Students who were found eligible for special education services prior to incarceration in the Solano County Detention Center, shall be identified by the Solano County Sheriff, the adult student or the adult student's appointed representative.

Upon referral from the Solano County Sheriff, the Solano County SELPA shall ensure the provision of special education services for inmates who remain eligible for such services, and (a) whose parent or conservator currently resides within the Solano County SELPA's boundaries; or (b) whose parents resided within the Solano County SELPA's boundaries when the inmate turned 18, and who remain residents of the SELPA.

It shall be the responsibility of the DSEA to provide services to the identified individual in the Solano County Detention Center.

If the Solano SELPA is not the responsible SELPA for an inmate identified by the Sheriff, the Solano SELPA shall make every effort to identify and contact the responsible district/SELPA.

**Deleted: 0****Deleted: ¶****Deleted: ¶**

Should any student who has been provided special education services re-enter the JDF, special education services shall immediately be recommended for that student, as reflected in the IEP or the modified IEP, which is on file.¶

**Deleted: ¶**

Serving Students in JDF¶

**Deleted:** special education teacher**Deleted: ¶**

Students Released From JDF¶

**Deleted: ¶**

Enrollment and Intake Procedures¶

**Deleted: ¶**

Responsible Agency¶

**Deleted:** district of residence

**Deleted:** , or the SCOE, on behalf of the responsible district, may provide services at the Solano County Detention Center.

**Deleted:** -----Section Break (Next Page)-----**Full Educational Opportunity¶****Full Educational Opportunity¶**

¶

¶

**Provision Of Access To A Variety Of Programs and Services¶**

¶

Participating Local Education Agencies (LEAs) will be responsible for assuring this access utilizing monitoring practices during IEP reviews, program reviews, or as specified, elsewhere in this section.¶

¶

**Provision Of All Iep Services To Suspended And Expelled Students¶**

¶

Districts are responsible for monitoring the pattern in frequency of suspension for all special education students. An IEP meeting is held to review the functional behavior assessment or the behavior plan and to conduct a manifestation determination for all special education students with a pattern in frequency of suspension and for those being considered for expulsion. If the IEP team determines that the behavior is not related to a student's disability, program placement, or services the expulsion can proceed, unless the parent/guardian files for due process to determine if the student's disability, program or placement was related to the behavior. If a student with a disability has been removed from his/her current placement for more than 10 school days in that school year, the district of residence must continue to provide all IEP services pending the outcome of the manifestation determination and { ... [2]

## **M. Low Incidence Equipment and Services**

Each participating district and the county office operating under the Solano County SELPA recognizes the need to utilize funding for the purchase of specialized equipment, materials, books, and services as specified in the IEPs of students with low incidence disabilities.

Low incidence disabilities are defined in EC Section 56026.5 as hearing impairments, vision impairments, severe orthopedic impairments, or any combination thereof. Vision impairments do not include disabilities within the function of vision specified in Section 56338 (i.e., specific learning disability resulting from visual perceptual or visual motor dysfunction). Students with more than one disabling condition may access low incidence services and equipment if one of the student's disabilities is a qualifying low incidence disability.

Equipment, material, and books purchased with low incidence funds are the property of the State of California and not the property of students, parents, member LEAs, or the Solano County SELPA. These materials are on loan to the students for whom the purchases were made and will be utilized according to individual needs.

### **M1. Low Incidence Pupils and Funding**

Education Code Section 56771(d) provides funds to purchase specialized books, materials, and equipment required under the IEP for each student (as appropriately identified) with a low incidence disability.

Education Code Section 56363(b)(16) states that Related Services "may include but not be limited to: Specialized services for low-incidence disabilities, such as readers, transcribers, and vision and hearing services."

The California Code of Regulations under Title 5, Section 3051.16 further defines these services: "Specialized services for low-incidence disabilities may include:

1. Specially designed instruction related to the unique needs of pupils with low-incidence disabilities provided by teachers credentialed pursuant to Education Code 44265.
2. Specialized services related to the unique needs of pupils with low-incidence disabilities provided by qualified individuals such as interpreters, note takers, readers, transcribers, and other individuals who provide specialized materials and equipment."

### **M2. Limitations of Expenditures**

Funds may be expended only to purchase specialized equipment, materials, supplies, and services for students with a low incidence disability.

1. Equipment funds may not be used:

- a. to furnish CCS medical therapy units
- b. to purchase medical equipment needed for providing specialized health care procedures

- c. to construct or alter facilities or to acquire storage units
  - d. to supplant funding for books, materials, and equipment provided through the base program to students or to furnish classrooms
  - e. to supplant books, equipment and materials which have been provided by other agencies
2. Services are limited to direct services to the student or students with low-incidence disabilities. Specialized services must relate to the unique educational needs resulting from the student's low incidence disability or disabilities. Funds may not be used:
- a. for services to staff or for any other purpose
  - b. to provide services to meet other special education needs of these students or regular education needs provided through the base program
  - c. to supplant existing services
  - d. to supplant services which may have been provided by another agency
3. Funds may be expended for any pupil who qualifies as a low incidence student.

The equipment/materials/supplies will transfer with the student if the student transfers to a district operating program within the Solano County SELPA. Except as specified in Education Code 56040.3, if the student transfers out of the Solano County SELPA, the equipment/material/supplies remain unless release is obtained from the Assistant Superintendent, SELPA.

Funds may be expended for equipment required by a student's IEP to complete goals and objectives or to access general education. It may be further determined that the student requires access to this equipment during specific non-school hours in order to maintain skills and complete school related assignments. This use of equipment will be determined on an individual basis.

Low incidence funds received will be allocated by the Council of Superintendents (COS) to include a Low Incidence Pool available to provide reimbursement to member LEAs for low incidence expenditures based on recommendation of the Solano County SELPA Low Incidence Committee.

Funds not expended in a current year are to be carried over to the following year if allowable by state and federal regulations.

### **M3. The SELPA Low Incidence Committee and Functions**

The Low Incidence Committee consists of the two directors from member LEAs; the Assistant Superintendent, SELPA; and the appropriate SELPA staff. A meeting will be held monthly to review all requests. The purpose of the Low Incidence Committee is to review and approve/deny requests for Low Incidence reimbursement requests. The Assistant Superintendent, SELPA will approve requests based upon the committee's input.

1. Before submitting any request, it is the responsibility of the district/county to check with the CDE Clearinghouse Depository for Specialized Media and Technology at (916) 445-5103 and

other member LEAs within the Solano County SELPA to determine if the item is available from those sources.

2. The district/county will complete the appropriate Request for Low Incidence Funds form including the following:
  - a. all required identifying information
  - b. a short needs justification specifying the intended use
  - c. specific IEP documentation
  - d. identification of the primary and alternate sources--manufacturer, supplier, etc., for the item
  - e. a description of the item
  - f. all costs, including shipping/handling and tax
  - g. administrator's/director's signature
3. The completed application is submitted to the SELPA office and will be reviewed at the next committee meeting.
4. Approval Process:
  - a. The Solano County SELPA program staff member reviews requests and provide a recommendation to the Low Incidence Committee.
  - b. The Low Incidence Committee will review the applications and recommendations and determine the disposition of the requests.
  - c. The Solano County SELPA office will inform member LEA of the outcome of the applications and the amount of the approved purchase, as appropriate.
  - d. Member LEAs may claim reimbursement for approved purchases by submitting a district invoice and a copy of the vendor invoice to the Solano County SELPA.

Requests for reimbursements will only be considered for the fiscal year the items and/or services are purchased.

Regardless of Low Incidence Fund reimbursement, member LEAs are responsible for providing equipment and services documented in individual student IEP.

#### **M4. Inventory Procedure**

Each member LEA will maintain an inventory of all materials and equipment purchased with low incidence funds, including item, vendor, cost, and location.

A comprehensive list of approved low incidence requests will be maintained by the Solano County SELPA.

## **N. Nonpublic School and Agency Policy**

The Solano County SELPA and member LEAs recognizes its responsibility to provide a free appropriate public education to students with disabilities in accordance with law. When the district is unable to provide direct special education and/or related services to students with disabilities, the Solano County SELPA may, on behalf of the member LEA, enter into a contract with a nonpublic, nonsectarian school (NPS) or agency (NPA) (collectively NPS/A) to meet student needs consistent with the comprehensive local plan.<sup>6</sup>

Prior to entering into a contract to place any student in an NPS/A, the Assistant Superintendent, SELPA, or designee shall verify that the school or agency is certified to provide special education and related services to individuals with disabilities and complies with staff training requirements in accordance with Education Code 56366 and 56366.1. In accordance with Education Code 56026.3, a special education local plan area is considered a local education agency. When the Solano County SELPA is the contracting local education agency for NPS/A Master Contracts on behalf of its member districts, the Solano County SELPA must verify all contracted NPS/A compliance with the mandatory behavior training. In addition, the Assistant Superintendent, SELPA, or designee, shall monitor, on an ongoing basis, the certification of any NPS/A with which the Solano County SELPA has a contract to ensure that the school or agency's certification has not expired.

No district student shall be placed in an NPS/A unless the student's individualized education program (IEP) team has determined that an appropriate public education alternative does not exist, and that the placement is appropriate for the student. (Education Code 56342.1)

The Solano County SELPA shall pay to the NPS/A the full amount of the tuition or fees, as applicable, for students with disabilities who are enrolled in programs or receiving services provided by the NPS/A. (Education Code 56365)

In accordance with law, any student with disabilities placed in an NPS/A shall have all the rights and protections to which students with disabilities are generally entitled, including, but not limited to, procedural safeguards, due process rights, and periodic review of the student's IEP.

During the period when any student with disabilities is placed in an NPS/A, the student's IEP team shall retain responsibility for monitoring the student's progress towards meeting the goals identified in the student's IEP.

The Assistant Superintendent, SELPA, or designee may apply to the Superintendent of Public Instruction to waive any of the requirements of Education Code 56365, 56366, and 56366.6. (Education Code 56366.2)

---

<sup>6</sup> See corresponding member LEA board policy and administrative regulation 6159.2



## **N1. Master Contract**

Every master contract between the Solano County SELPA and an NPS/A shall specify the general administrative and financial agreements for providing special education and designated instruction and services. The master contract shall be for a term not to exceed one year and shall be renegotiated prior to June 30. Provisions of the contract shall include, but not be limited to: (Education Code 56366; 5 CCR 3062)

1. Student-teacher ratios
2. Transportation specified in a student's individualized education program (IEP)  
  
The contract shall not include special education transportation provided through the use of services or equipment owned, leased, or contracted by the district for students enrolled in the NPS/A unless provided directly or subcontracted by that NPS/A.
3. Procedures for recordkeeping and documentation
4. The maintenance of school records by the district to ensure that appropriate high school graduation credit is received by any participating student
5. An Individual Services Agreement (ISA) for each student, which will be negotiated for the length of time for which NPS/A special education and designated instruction and services are specified in the student's IEP
6. A description of the process to be utilized by the district to oversee and evaluate placements in the NPS/A, including a method for evaluating whether each student is making appropriate educational progress
7. Procedures and responsibilities for attendance and unexcused absences
8. General provisions related to modifications and amendments to the contract, waivers, disputes, contractor's status, conflicts of interest, termination, inspection and audits, compliance with applicable state and federal laws and regulations, and indemnification and insurance requirements
9. Payment schedules, including, but not limited to, payment amounts, payment demand, right to withhold, and audit exceptions

The contract may allow for partial or full-time attendance at the NPS/A. (Education Code 56366)

With mutual agreement of the Solano County SELPA and NPS/A, changes may be made to the administrative and financial agreements in the master contract at any time, provided the change does not alter a student's educational instruction, services, or placement as outlined in the student's ISA. (Education Code 56366)

The master contract or ISA may be terminated for cause if either party gives 20 days' notice. However, the availability of a public education program initiated during the period of the contract shall not give cause for termination unless the parent/guardian agrees to transfer the student to the program. (Education Code 56366)

## **N2. Placement and Services**

For any student to be placed in an NPS/A, the Assistant Superintendent, SELPA, or designee shall develop an individual services agreement based on the student's IEP. Each individual services agreement shall specify the length of time authorized in the student's IEP for the NPS/A services, not to exceed one year. Changes in a student's educational instruction, services, or placement shall be made only on the basis of revisions to the student's IEP. (Education Code 56366)

At least once each year, the placing district shall: (Education Code 56366)

1. Evaluate the educational progress of each student placed in an NPS/A, including a review of state assessment results
2. During the annual meeting held to review the student's IEP pursuant to Education Code 56343, consider whether the student's needs continue to be best met at the NPS/A and whether changes to the student's IEP are necessary, including whether the student may be transitioned to a public-school setting

When a special education student meets the district requirements for completion of the prescribed course of study as designated in the student's IEP, the district shall award the student a diploma of graduation. (5 CCR 3070)

## **N3. Out-of-State Placements**

Before contracting with a nonpublic, nonsectarian school or agency outside California, the Assistant Superintendent, SELPA, or designee shall document the Solano County SELPA's efforts to find an appropriate program offered by an NPS/A within California. (Education Code 56365)

Within 15 days of any decision for an out-of-state placement, the student's IEP team shall submit to the Superintendent of Public Instruction a report with information about the services provided by the out-of-state program, the costs of the special education and related services provided, and the district's efforts to locate an appropriate public school or NPS/A within California. (Education Code 56365)

If the district decides to place a student with an NPS/A outside the state, the district shall indicate the anticipated date of the student's return to a placement within California and shall document efforts during the previous year to return the student to California. (Education Code 56365)

## **N4. On-Site Visits**

The Superintendent or designee shall conduct an on-site visit to an NPS/A before the placement of a student at the school or agency, if the district does not have any other students currently enrolled at the NPS/A. (Education Code 56366.1)

At least once per year, the Assistant Superintendent, SELPA, or designee shall conduct an on-site monitoring visit to each NPS/A at which the district has a student attending and with which it maintains a master contract. The monitoring visit shall include, but is not limited to: (Education Code 56366.1)

1. A review of services provided to the student through the individual services agreement
2. A review of progress the student is making toward the goals set forth in the student's IEP
3. A review of progress the student is making toward the goals set forth in the student's behavioral intervention plan, if applicable
4. An observation of the student during instruction
5. A walkthrough of the facility

The Solano County SELPA shall report the findings resulting from the monitoring visit to CDE within 60 calendar days of the on-site visit. (Education Code 56366.1)

## **N5. Participation in the Bay Area Collaborative**

The Solano County SELPA is a member SELPA of the Bay Area Collaborative. As a member of the Bay Area Collaborative, master contract with an NPS/A shall follow the Bay Area Collaborative Master Contract Template.

## **N6. SELPA Notification of Placement**

Within seventy-two (72) hours of an IEP meeting that places a student in an NPS, the district administrator shall complete the NPS Placement Form and submit it to the Solano County SELPA office. The district must provide access to the documents authorizing the placement (e.g., upload the IEP in special education database or provide a copy of pertinent portions of a settlement agreement).

For each student enrolled in an NPS, the Solano SELPA will develop an ISA based upon the NPS Placement Form and the current, consented to signed IEP; an interim placement form for transfer students; or pertinent documentation from a settlement agreement.

Information from the NPS Placement Form is consolidated into a report and presented to the COS for ratification on a regular basis.

## **N7. SELPA Assistance with NPS Placements**

Member districts may place students in an NPS without assistance from the Solano County SELPA, however, the Solano County SELPA is available to assist member districts. Member districts may request assistance by submitting a Request for SELPA Program Assistance. Solano County SELPA program staff are available to assist member districts by:

1. Locating an appropriate NPS based upon the unique needs of a student
2. Conducting a case review to ensure that an NPS is the least restrictive environment for the student
3. Assist parents with arranging a site visit to proposed NPS placements with or without district staff

In addition to the monitoring requirements and reporting required under Education Code 56366.1, the Solano County SELPA provides assistance to member districts through ongoing monitoring as follows:

1. Conducting eight (8) site visits per school year; site visits may be unannounced or scheduled
2. Observe Solano County SELPA students during NPS sites
3. Review attendance and service logs of Solano County SELPA students to ensure all services necessary are being provided
4. Monitor/review teacher credentials of NPS staff at least 3 times a year
5. Review Solano County SELPA student files stored at NPS during site visits
6. Participating in CDE NPS monitoring

Member LEA special education directors and the COS will be provided a summary of NPS monitoring visits.

## **N8. Residential Placements**

Solano County SELPA staff shall co-case manage all placements in residential settings act as a liaison between the NPS and the other agencies. The Solano County SELPA maintains a residential placement risk pool for the purpose of funding the board and care portion of residential placements. To access this pool, the placing district must coordinate the placement with the Solano County SELPA. The failure to include the Solano County SELPA in residential placement decisions precludes the member LEA from accessing the residential placement risk pool.

## **N9. Case management**

LEA case manager responsibilities include the following:

1. Monitor and supervise the student's IEP, including scheduling and conducting IEP review meetings.
2. Monitor student academic achievement testing and progress towards either graduation or a certificate of completion.
3. Inform the Solano County SELPA Office within 72 hours of any IEP meeting to allow for development of updated ISAs.
4. During the period when any student with disabilities is placed in an NPS, the student's IEP team shall retain responsibility for monitoring the student's progress towards meeting the goals identified in his/her IEP.

**Solano County SELPA**  
**District to District Fee for Service Schedule - FY 2020-2021**  
**Starting July 1, 2020**

SELPA Governance and Finance Committee 1/20/2021  
Item #6.3

<b><u>Fee for Service</u></b>	<b><u>SCIL</u></b>	<b><u>TAP</u></b>	<b><u>FA</u></b>	<b><u>PERL</u></b>	<b><u>AdPE*</u></b>	<b><u>Vision*</u></b>	<b><u>O&amp;M*</u></b>	<b><u>Speech*</u></b>	<b><u>OT*</u></b>	<b><u>Behavior*</u></b>
Salary & Benefits - Teacher	\$ 82,309	\$ 80,927	\$ 96,912	\$ 86,748	\$ 113,695	\$ 105,885	\$ 83,079	\$ 110,750	\$ 126,896	\$ 100,515
Salary & Benefits - Instructional Aide	\$ 45,976	\$ 46,702	\$ 51,803	\$ 40,975						
Salary & Benefits - Instructional Aide	\$ 45,976	\$ 46,702	\$ 51,803	\$ 40,975						
Salary & Benefits - Psych/MHC				40% \$ 49,518						
Salary & Benefits - Behaviorist	20% \$ 20,099	20% \$ 20,099								
	\$ 194,361	\$ 194,430	\$ 200,518	\$ 218,216	\$ 113,695	\$ 105,885	\$ 83,079	\$ 110,750	\$ 126,896	\$ 100,515
PLUS Direct Costs - 5%	\$ 9,718	\$ 9,721	\$ 9,721	\$ 10,911	\$ 5,685	\$ 5,294	\$ 4,154	\$ 5,538	\$ 6,345	\$ 5,026
<i>Direct Costs cover...</i>										
<i>Clerical, Principal, SE Director,</i>										
<i>Prog. Spec., travel, mileage, supplies,</i>										
<i>materials, equipment, start-up, events,</i>										
<i>staff training and all other direct costs.</i>										
Subtotal	\$ 204,079	\$ 204,151	\$ 210,240	\$ 229,127	\$ 119,380	\$ 111,180	\$ 87,233	\$ 116,288	\$ 133,241	\$ 105,541
PLUS Indirect Costs - 5%	\$ 9,718	\$ 9,721	\$ 10,026	\$ 10,911	\$ 5,685	\$ 5,294	\$ 4,154	\$ 5,538	\$ 6,345	\$ 5,026
Total	\$ 213,798	\$ 213,872	\$ 220,265	\$ 240,038	\$ 125,065	\$ 116,474	\$ 91,387	\$ 121,825	\$ 139,586	\$ 110,567
Divided by Billing Factor	6	7	7	10	33	12	20	45	25	25
Gross COST per Student	\$ 35,633	\$ 30,553	\$ 31,466	\$ 24,004	\$ 3,790	\$ 9,706	\$ 4,569	\$ 2,707	\$ 5,583	\$ 4,423
LESS LCFF Transfer Factor	\$ -	\$ (7,309)	\$ (7,309)	\$ (7,309)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
COST per Student										
Charged to District for Full Year	\$ 35,633	\$ 23,244	\$ 24,157	\$ 16,695	\$ 3,790	\$ 9,706	\$ 4,569	\$ 2,707	\$ 5,583	\$ 4,423
<b><u>Fee for Service</u></b>	<b><u>SCIL</u></b>	<b><u>TAP</u></b>	<b><u>FA</u></b>	<b><u>PERL</u></b>	<b><u>AdPE*</u></b>	<b><u>Vision*</u></b>	<b><u>O&amp;M*</u></b>	<b><u>Speech*</u></b>	<b><u>OT*</u></b>	<b><u>Behavior*</u></b>
<i>COST per Student</i>										
Daily Rate (based on 180 days)	\$ 197.96	\$ 129.13	\$ 134.21	\$ 92.75	\$ 21.05	\$ 53.92	\$ 25.39	\$ 15.04	\$ 31.02	\$ 24.57
Pay up to 50% of full year cost at Mid-Year	\$ 17,816	\$ 11,622	\$ 12,079	\$ 8,347	\$ 1,895	\$ 4,853	\$ 2,285	\$ 1,354	\$ 2,792	\$ 2,211
Pay up to 50% of full year cost at Year-End	\$ 17,816	\$ 11,622	\$ 12,079	\$ 8,347	\$ 1,895	\$ 4,853	\$ 2,285	\$ 1,354	\$ 2,792	\$ 2,211
	\$ 35,632	\$ 23,244	\$ 24,158	\$ 16,694	\$ 3,790	\$ 9,706	\$ 4,570	\$ 2,708	\$ 5,584	\$ 4,422

**NOTE: Fee for Service bills are prorated based on days of enrollment, and are billed on enrollment to date at Mid-Year (Dec) with the balance at Year-End (June).**

**\* Responsible LEA will charge 50% of the approved rate for consultation services @ 10 hrs/yr or less.**

<b>Acronyms</b>	
SCIL.....	Preschool Structured Class for Intensive Learning
TAP.....	Elementary Transitional Academic Program
FA.....	Functional Academics
PERL.....	Program for Emotional Regulation & Learning
AdPE.....	Adaptive Physical Education
O&M.....	Orientation & Mobility
OT.....	Occupational Therapy

**Solano County SELPA Budget Adoption  
Process: FY 2021-2022 Budget Development  
Calendar**

January	20	Governance and Finance Committee: Budget Development Calendar Discussion
	21	COS: Budget Development Calendar Approval
February	24	Governance and Finance Committee: Develop/Approve Budget Assumptions
	25	COS: Budget Assumptions for Approval
March	25	Joint COS/Governance and Finance Committee: SCOE Special Education Operation Proposed FY 21-22 Budget Review
	25	Joint COS/Governance and Finance Committee: SELPA FY 21-22 Proposed Budget Review
	25	COS: Possible Budget Adoption
April	21	Governance and Finance Committee: Continue Budget Review (if needed)
	22	COS: Budget Adoption Item (if needed)
May	26	Governance and Finance Committee: Continue Budget Review (if needed)
	27	COS: Budget Adoption Item (if needed)

**Solano County Office of Education  
Special Education  
Funded Services Outside of Solano SELPA  
Through the Month of Dec - 20-21**

**Solano County Office of Education  
Special Education  
20-21 Outside Services**

<b>DHH Program Provided to Districts Vallejo Pennycook</b>	<b>Adopted Budget 20-21</b>	<b>Revised Budget 20-21</b>	<b>Revised Inc (Dec) Adopted</b>	<b>Actuals &amp; Encum thru Dec</b>	<b>Remaining Budget</b>	<b>% Remaining</b>
<b>Revenue:</b>						
<b>AB602 Revenue</b>	<b>475,000</b>	<b>570,000</b>	<b>95,000</b>	<b>230,745</b>	<b>339,255</b>	<b>59.52%</b>
<b>Expenses:</b>						
1000 Certificated	-	-	-	-	-	N/A
2000 Classified	-	-	-	-	-	N/A
3000 Employee Benefits	-	-	-	-	-	N/A
4000 Books & Supplies	-	-	-	-	-	N/A
5000 Services & Operating Exp	475,000	570,000	95,000	-	570,000	100.00%
6000 Capital Outlay	-	-	-	-	-	N/A
5% Indirect Costs	-	-	-	-	-	N/A
<b>Total Expenditures</b>	<b>475,000</b>	<b>570,000</b>	<b>95,000</b>	<b>-</b>	<b>570,000</b>	<b>100.00%</b>
<b>Net Increase/(Decrease)</b>	<b>-</b>	<b>-</b>	<b>-</b>			

	<b>Adopted No. Students</b>	<b>Revised No. Students</b>
<b>Expenses:</b>		
Preschool Students	0	0
School Age Students	5	6
Total Students	5	6
<b>Cost Per Student</b>	<b>95,000</b>	<b>95,000</b>



**Solano County Office of Education  
Special Education  
Other Funding  
Through the Month of Dec - 20-21**

**Solano County Office of Education  
Special Education  
20-21 Infant, Part C**

<b>Infant Program</b>	<b>Adopted Budget 20-21</b>	<b>Revised Budget 20-21</b>	<b>Revised Inc (Dec) Adopted</b>	<b>Actuals &amp; Encum thru Dec</b>	<b>Remaining Budget</b>	<b>% Remaining</b>
<b>Revenue:</b>						
Infant J50	1,057,416	1,089,012	31,596	402,935	686,077	63.00%
Early Start	47,966	47,966	-	-	47,966	100.00%
Infant Discretionary	23,123	23,123	-	-	23,123	100.00%
SCOE Contribution to Indirect	55,091	55,091	-	-	55,091	100.00%
<b>Total Revenues</b>	<b>1,183,596</b>	<b>1,215,192</b>	<b>31,596</b>	<b>402,935</b>	<b>812,257</b>	<b>66.84%</b>
<b>Expenses:</b>						
1X00 Certificated Positional	550,690	576,850	26,160	576,452	398	0.07%
1XXX Certificated Non-Positional	15,498	15,498	-	6,393	9,105	58.75%
<b>Total Certificated</b>	<b>568,188</b>	<b>594,348</b>	<b>26,160</b>	<b>582,846</b>	<b>11,502</b>	<b>1.94%</b>
2X00 Classified	164,625	167,530	2,905	159,096	8,434	5.03%
2XXX Classified Non Positional	7,000	7,000	-	635	6,365	90.93%
<b>Total Classified</b>	<b>171,625</b>	<b>174,530</b>	<b>2,905</b>	<b>159,731</b>	<b>14,799</b>	<b>8.48%</b>
3000 Employee Benefits	278,642	269,080	(9,562)	257,238	11,842	4.40%
4000 Books & Supplies	7,050	7,400	350	998	6,402	86.51%
5000 Services & Operating Exp	52,604	51,590	(1,014)	24,587	27,003	52.34%
6000 Capital Outlay	-	-	-	-	-	N/A
5% Indirect Costs	53,905	53,905	-	-	53,905	100.00%
Indirect Cost Over 5%	55,091	55,091	-	-	55,091	100.00%
<b>Total Expenditures</b>	<b>1,187,105</b>	<b>1,205,944</b>	<b>18,839</b>	<b>1,025,400</b>	<b>180,544</b>	<b>-</b>
Net Increase/(Decrease)	(3,509)	9,248				
Beginning Balance (20-21)	298,659	359,898				
<b>Ending Balance</b>	<b>295,150</b>	<b>369,146</b>				

**Solano County Office of Education  
Special Education  
20-21 Mental Health**

	<b>Adopted Budget 20-21</b>	<b>Revised Budget 20-21</b>	<b>Revised Inc (Dec) Adopted</b>	<b>Actuals &amp; Encum thru Dec</b>	<b>Remaining Budget</b>	<b>% Remaining</b>
<b>Mental Health - JDF</b>						
<b>Revenue:</b>						
Mental Health Contribution	30,000	30,000	-	-	30,000	100.00%
SCOE Contribution to Indirect	1,460	1,460	-	-	1,460	100.00%
<b>Total Revenue</b>	<b>31,460</b>	<b>31,460</b>	<b>-</b>	<b>-</b>	<b>31,460</b>	<b>100.00%</b>
<b>Expenses:</b>						
1000 Certificated Positional	-	-	-	-	-	N/A
10XX Non Positional	22,900	22,900	-	1,800	21,100	92.14%
<b>Total Certificated</b>	<b>22,900</b>	<b>22,900</b>	<b>-</b>	<b>1,800</b>	<b>21,100</b>	<b>92.14%</b>
<b>Total Classified</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
3000 Employee Benefits	5,671	5,671	-	104	5,567	98.16%
4000 Books & Supplies	-	-	-	-	-	N/A
5000 Services & Operating Exp	-	-	-	-	-	N/A
6000 Capital Outlay	-	-	-	-	-	N/A
5% Indirect Costs	1,429	1,429	-	-	1,429	100.00%
Indirect Cost Over 5%	1,460	1,460	-	-	1,460	100.00%
<b>Total Expenditures</b>	<b>31,460</b>	<b>31,460</b>	<b>-</b>	<b>1,904</b>	<b>29,556</b>	<b>93.95%</b>

**Solano County Office of Education  
Special Education  
20-21 Lottery**

	<b>Adopted Budget 20-21</b>	<b>Revised Budget 20-21</b>	<b>Revised Inc (Dec) Adopted</b>	<b>Actuals &amp; Encum thru Dec</b>	<b>Remaining Budget</b>	<b>% Remaining</b>
<b>Lottery</b>						
<b>Revenue:</b>						
Lottery Unrestricted	40,288	40,288	-	-	40,288	100.00%
Lottery Restricted	14,748	14,748	-	-	14,748	100.00%
<b>Total Revenues</b>	<b>55,036</b>	<b>55,036</b>	<b>-</b>	<b>-</b>	<b>55,036</b>	<b>100.00%</b>
<b>Expenses:</b>						
1X00 Certificated Positional	-	-	-	-	-	N/A
1XXX Certificated Non-Positional	-	-	-	-	-	N/A
<b>Total Certificated</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
2X00 Classified	-	-	-	-	-	N/A
2XXX Classified Non Positional	-	-	-	-	-	N/A
<b>Total Classified</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
3000 Employee Benefits	-	-	-	-	-	N/A
4000 Books & Supplies	32,748	19,000	(13,748)	6,000	13,000	68.42%
5000 Services & Operating Exp	20,370	49,545	29,175	42,191	7,354	14.84%
6000 Capital Outlay	-	-	-	-	-	N/A
5% Indirect Costs	1,918	1,918	-	-	1,918	100.00%
<b>Total Expenditures</b>	<b>55,036</b>	<b>70,463</b>	<b>15,427</b>	<b>48,191</b>	<b>22,272</b>	<b>-</b>
Net Increase/(Decrease)	-	(15,427)				
Beginning Balance (20-21)	15,427	15,427				
<b>Ending Balance</b>	<b>15,427</b>	<b>-</b>				

**Solano County Office of Education  
Special Education  
AB 602 Funded Programs  
Through the Month of Dec - 20-21**

**Solano County Office of Education  
Special Education  
20-21 Summary of SCOE AB 602 Funded Programs**

<b>Combined Special Ed 3-22 Programs and Services</b>	<b>Adopted Budget 20-21</b>	<b>Revised Budget 20-21</b>	<b>Revised Inc (Dec) Adopted</b>	<b>Actuals &amp; Encum thru Dec</b>	<b>Remaining Budget</b>	<b>% Remaining</b>
<b>Revenue:</b>						
AB602 Rents & Leases	509,473	509,473	-	206,242	303,231	59.52%
AB602 SH 3-22, Part B	11,528,019	9,003,881	(2,524,138)	3,644,906	5,358,975	59.52%
Property Tax	4,979,146	6,423,141	1,443,995	-	6,423,141	100.00%
Other Local	7,700	7,700	-	1,400	6,300	81.82%
SE Transfer from Districts, Part B	1,878,487	1,878,487	-	695,040	1,183,447	63.00%
Impact Aid	115,000	270,083	155,083	270,082	1	-
Deferred Maintenance	(112,009)	(112,009)	-	-	(112,009)	100.00%
IDEA, Part B	1,017,962	1,017,962	-	-	1,017,962	100.00%
Routine Maintenance	(265,027)	(265,027)	-	-	(265,027)	100.00%
AB602 Outside Related Services	467,105	360,500	(106,605)	145,936	214,564	59.52%
AB602 DHH SDC, Itinerant, Audiology	1,097,588	1,067,685	(29,903)	432,215	635,470	59.52%
SE Transfer from Districts, DHH	573,647	603,550	29,903	-	603,550	100.00%
SE Transfer from SELPA (Low Incidence)	100,000	100,000	-	-	100,000	100.00%
AB602 Related Services	2,195,056	3,295,481	1,100,425	1,334,061	1,961,420	59.52%
AB602 Juvenile Detention Facility	101,315	101,315	-	41,014	60,301	59.52%
Vallejo Portion of JDF	6,195	6,195	-	-	6,195	100.00%
AB602 SCIL Preschool	166,612	187,838	21,226	76,040	111,798	59.52%
SCIL Preschool FFS	482,720	417,208	(65,512)	-	417,208	100.00%
AB602 Physical Therapy	249,960	249,960	-	101,188	148,772	59.52%
Physical Therapy FFS	79,801	79,801	-	-	79,801	100.00%
SCOE Contribution to Indirect	1,160,950	1,164,289	3,339	-	1,164,289	100.00%
<b>Total Revenues</b>	<b>26,339,700</b>	<b>26,367,513</b>	<b>27,813</b>	<b>6,948,124</b>	<b>19,419,389</b>	<b>73.65%</b>
<b>Expenses:</b>						
1X00 Positional Certificated	6,688,093	6,588,993	(99,100)	6,087,334	501,659	7.61%
1XXX Non Positional Certificated *	362,616	367,978	5,362	117,499	250,479	68.07%
<b>Total Certificated</b>	<b>7,050,709</b>	<b>6,956,971</b>	<b>(93,738)</b>	<b>6,204,833</b>	<b>752,138</b>	<b>10.81%</b>
2X00 Positional	6,767,863	6,748,179	(19,684)	6,289,260	458,919	6.80%
2XXX Non Positional *	555,698	560,475	4,777	26,319	534,156	95.30%
<b>Total Classified</b>	<b>7,323,561</b>	<b>7,308,654</b>	<b>(14,907)</b>	<b>6,315,579</b>	<b>993,075</b>	<b>13.59%</b>
3000 Employee Benefits	6,436,820	6,319,225	(117,595)	5,468,995	850,230	13.45%
4000 Books & Supplies	248,984	259,638	10,654	127,661	131,977	50.83%
5000 Services & Operating Exp	2,279,116	2,373,026	93,910	1,733,167	639,859	26.96%
6000 Capital Outlay	-	-	-	-	-	N/A
5% Indirect Costs	1,135,959	1,139,225	3,266	-	1,139,225	100.00%
Indirect Cost Over 5%	1,160,950	1,164,289	3,339	-	1,164,289	100.00%
<b>Total Expenditures</b>	<b>25,636,099</b>	<b>25,521,028</b>	<b>(115,071)</b>	<b>19,850,235</b>	<b>5,670,793</b>	<b>22.22%</b>
Net Increase/(Decrease)	703,601	846,485				
Beginning Balance	-	-				
<b>Ending Balance</b>	<b>703,601</b>	<b>846,485</b>				
<b>Components Ending Fund Balance:</b>						
Reserve RS 6500	703,601	703,601				
Unappropriated	-	142,884				
<b>Total Components Ending Fund Bal</b>	<b>703,601</b>	<b>846,485</b>				

\*Non-Positional includes ESY

**Solano County Office of Education  
Special Education  
20-21 Summary AB 602 Revenue**

<b>Part B, SCOE Operated Regionalized Programs</b>	<b>Adopted Budget 20-21</b>	<b>Revised Budget 20-21</b>	<b>Revised Inc (Dec) Adopted</b>	<b>Actuals &amp; Encum thru Dec</b>	<b>Remaining Budget</b>	<b>% Remaining</b>
<b>SCOE Operated Programs</b>						
AB602 SH 3-22	11,528,019	9,003,881	(2,524,138)	3,644,906	5,358,975	59.52%
AB602 DHH SDC	1,097,588	1,067,685	(29,903)	432,215	635,470	59.52%
AB602 Related Services	2,195,056	3,295,481	1,100,425	1,334,061	1,961,420	59.52%
AB602 Juvenile Detention Fac	101,315	101,315	-	41,014	60,301	59.52%
AB602 SCIL Preschool	166,612	187,838	21,226	76,040	111,798	59.52%
AB602 Physical Therapy	249,960	249,960	-	101,188	148,772	59.52%
<b>Total SCOE Operated Programs</b>	<b>15,338,550</b>	<b>13,906,160</b>	<b>(1,432,390)</b>	<b>5,629,424</b>	<b>8,276,736</b>	<b>59.52%</b>
<b>Payments to Districts</b>						
AB602 Rents & Leases	509,473	509,473	-	206,242	303,231	59.52%
AB602 Outside Related Services	467,105	360,500	(106,605)	145,936	214,564	59.52%
<b>Total Payments to Districts</b>	<b>976,578</b>	<b>869,973</b>	<b>(106,605)</b>	<b>352,178</b>	<b>517,795</b>	<b>59.52%</b>
<b>Outside Services</b>						
AB602 Vallejo DHH	475,000	570,000	95,000	230,745	339,255	59.52%
<b>Total Outside DHH</b>	<b>475,000</b>	<b>570,000</b>	<b>95,000</b>	<b>230,745</b>	<b>339,255</b>	<b>59.52%</b>
<b>Total AB602 Revenue</b>	<b>16,790,128</b>	<b>15,346,133</b>	<b>(1,443,995)</b>	<b>6,212,347</b>	<b>9,133,786</b>	<b>59.52%</b>
<b>Total Property Tax</b>	<b>4,979,146</b>	<b>6,423,141</b>	<b>1,443,995</b>	<b>-</b>	<b>6,423,141</b>	<b>100.00%</b>
<b>Total AB602 &amp; Property Tax</b>	<b>21,769,274</b>	<b>21,769,274</b>	<b>-</b>	<b>6,212,347</b>	<b>15,556,927</b>	<b>71.46%</b>

**Solano County Office of Education  
Special Education  
20-21 Rents and Leases**

<b>Rents and Leases</b>	<b>Adopted Budget 20-21</b>	<b>Revised Budget 20-21</b>	<b>Revised Inc (Dec) Adopted</b>	<b>Actuals &amp; Encum thru Dec</b>	<b>Remaining Budget</b>	<b>% Remaining</b>
<b>Revenue:</b>						
AB602 Revenue	509,473	509,473	-	206,242	303,231	59.52%
SCOE Contribution to Indirect	24,794	24,794	-	-	24,794	100.00%
<b>Total Revenue</b>	<b>534,267</b>	<b>534,267</b>	<b>-</b>	<b>206,242</b>	<b>328,025</b>	<b>61.40%</b>
<b>Expenses:</b>						
1000 Certificated	-	-	-	-	-	N/A
2000 Classified	-	-	-	-	-	N/A
3000 Employee Benefits	-	-	-	-	-	N/A
4000 Books & Supplies	-	-	-	-	-	N/A
5000 Services & Operating Exp	485,212	485,212	-	485,212	-	-
6000 Capital Outlay	-	-	-	-	-	N/A
5% Indirect Costs	24,261	24,261	-	-	24,261	100.00%
Indirect Cost Over 5%	24,794	24,794	-	-	24,794	100.00%
<b>Total Expenditures</b>	<b>534,267</b>	<b>534,267</b>	<b>-</b>	<b>485,212</b>	<b>49,055</b>	<b>9.18%</b>



**Solano County Office of Education  
Special Education  
20-21 SH 3-22, Part B**

	<b>Adopted Budget 20-21</b>	<b>Revised Budget 20-21</b>	<b>Revised Inc (Dec) Adopted</b>	<b>Actuals &amp; Encum thru Dec</b>	<b>Remaining Budget</b>	<b>% Remaining</b>
<b>SH 3-22 Year Olds</b>						
<b>Revenue:</b>						
AB602	11,528,019	9,003,881	(2,524,138)	3,644,906	5,358,975	59.52%
Property Tax	4,979,146	6,423,141	1,443,995	-	6,423,141	100.00%
Other Local	7,700	7,700	-	1,400	6,300	81.82%
LCFF Transfer from Districts	1,878,487	1,878,487	-	695,040	1,183,447	63.00%
Impact Aid	115,000	270,083	155,083	270,082	1	-
Deferred Maintenance	(112,009)	(112,009)	-	-	(112,009)	100.00%
IDEA	1,017,962	1,017,962	-	-	1,017,962	100.00%
Routine Maintenance	(265,027)	(265,027)	-	-	(265,027)	100.00%
SCOE Contribution to Indirect	895,781	842,615	(53,166)	-	842,615	100.00%
<b>Total Revenues</b>	<b>20,045,059</b>	<b>19,066,833</b>	<b>(978,226)</b>	<b>4,611,429</b>	<b>14,455,404</b>	<b>75.81%</b>
<b>Expenses:</b>						
1X00 Certificated Positional	5,826,116	5,042,365	(783,751)	4,705,334	337,031	6.68%
1XXX Certificated Non Positional	341,084	339,313	(1,771)	102,571	236,742	69.77%
<b>Total Certificated</b>	<b>6,167,200</b>	<b>5,381,678</b>	<b>(785,522)</b>	<b>4,807,905</b>	<b>573,773</b>	<b>10.66%</b>
2X00 Classified Positional	4,778,942	4,785,201	6,259	4,442,763	342,438	7.16%
2XXX Classified Non-Positional	528,548	532,665	4,117	22,233	510,432	95.83%
<b>Total Classified</b>	<b>5,307,490</b>	<b>5,317,866</b>	<b>10,376</b>	<b>4,464,996</b>	<b>852,870</b>	<b>16.04%</b>
3000 Employee Benefits	5,128,123	4,865,591	(262,532)	4,141,345	724,246	14.89%
4000 Books & Supplies	204,340	206,777	2,437	106,157	100,620	48.66%
5000 Services & Operating Exp	922,803	905,627	(17,176)	481,305	424,322	46.85%
6000 Capital Outlay	-	-	-	-	-	N/A
5% Indirect Costs	876,497	824,476	(52,021)	-	824,476	100.00%
Indirect Cost Over 5%	895,781	842,615	(53,166)	-	842,615	100.00%
<b>Total Expenditures</b>	<b>19,502,234</b>	<b>18,344,630</b>	<b>(1,157,604)</b>	<b>14,001,709</b>	<b>4,342,921</b>	<b>23.67%</b>
Net Increase/(Decrease)	542,825	722,203				
<b>Total Program</b>	<b>20,045,059</b>	<b>19,066,833</b>				
<b>Component Ending Fund Balance:</b>						
Reserve	542,825	542,825				
Unappropriated	-	179,378				
<b>Ending Fund Balance</b>	<b>542,825</b>	<b>722,203</b>				

<b>LCFF Transfer from Districts ADA</b>	273.56	273.56
<b>LCFF Transfer from Districts \$ per ADA</b>	7,309	7,309

**Solano County Office of Education  
Special Education  
20-21 DHH**

<b>DHH Programs: Regionalized Classes, Itinerant &amp; Audiology</b>	<b>Adopted Budget 20-21</b>	<b>Revised Budget 20-21</b>	<b>Revised Inc (Dec) Adopted</b>	<b>Actuals &amp; Encum thru Dec</b>	<b>Remaining Budget</b>	<b>% Remaining</b>
<b>Revenue:</b>						
AB602	1,097,588	1,067,685	(29,903)	432,215	635,470	59.52%
Local Revenue	573,647	603,550	29,903	-	603,550	100.00%
Tuition Out of County	-	-	-	-	-	N/A
SE Transfer from SELPA (Low Incidence)	100,000	100,000	-	-	100,000	100.00%
SCOE Contribution to Indirect	83,690	83,691	1	-	83,691	100.00%
<b>Total Revenues</b>	<b>1,854,925</b>	<b>1,854,926</b>	<b>1</b>	<b>432,215</b>	<b>1,422,711</b>	<b>76.70%</b>
<b>Expenses:</b>						
1X00 Certificated Positional	505,666	493,819	(11,847)	468,778	25,041	5.07%
1XXX Certificated Non Positional	9,932	9,968	36	3,172	6,796	68.18%
<b>Total Certificated</b>	<b>515,598</b>	<b>503,787</b>	<b>(11,811)</b>	<b>471,950</b>	<b>31,837</b>	<b>6.32%</b>
2X00 Classified Positional	451,801	456,674	4,873	413,574	43,100	9.44%
2XXX Classified Non Positional	11,650	11,650	-	899	10,751	92.29%
<b>Total Classified</b>	<b>463,451</b>	<b>468,324</b>	<b>4,873</b>	<b>414,473</b>	<b>53,851</b>	<b>11.50%</b>
3000 Employee Benefits	434,168	417,621	(16,547)	378,472	39,149	9.37%
4000 Books & Supplies	4,822	5,012	190	1,578	3,434	68.51%
5000 Services & Operating Exp	219,718	243,013	23,295	132,763	110,250	45.37%
6000 Capital Outlay	-	-	-	-	-	N/A
5% Indirect Costs	81,889	81,888	(1)	-	81,888	100.00%
Indirect Cost Over 5%	83,690	83,691	1	-	83,691	100.00%
<b>Total Expenditures</b>	<b>1,803,336</b>	<b>1,803,336</b>	<b>-</b>	<b>1,399,236</b>	<b>404,100</b>	<b>22.41%</b>
Net Increase/(Decrease)	51,589	51,590				
<b>Total Program</b>	<b>1,854,925</b>	<b>1,854,926</b>				
<b>Component Ending Fund Balance:</b>						
Reserve	51,589	51,589				
Unappropriated	-	1				
<b>Ending Fund Balance</b>	<b>51,589</b>	<b>51,590</b>				

	<b>Adopted</b>	<b>Revised</b>
<b>No. of SCOE Students</b>	4	4
<b>No. of students Out of SELPA</b>	5	5
<b>Rev per MOU for Out of SELPA student</b>	114,729	120,710

\*Calculation based on 3.7 due to a student enrolling mid-year

Local Revenue=No. of Students out of SELPA X Rev per MOU for Out of SELPA students

**Solano County Office of Education  
Special Education  
20-21 Outside Related Services**

	Adopted Budget	Revised Budget	Revised Inc (Dec)	Actuals & Encum thru	Remaining	%
<b>Outside Related Services Provided by Districts *</b>	<b>20-21</b>	<b>20-21</b>	<b>Adopted</b>	<b>Dec</b>	<b>Budget</b>	<b>Remaining</b>
<b>Revenue:</b>						
AB602 Revenue	467,105	360,500	(106,605)	145,936	214,564	59.52%
SCOE Contribution to Indirect	3,577	5,110	1,533	-	5,110	100.00%
<b>Total Revenue</b>	<b>470,682</b>	<b>365,610</b>	<b>(105,072)</b>	<b>145,936</b>	<b>219,674</b>	<b>60.08%</b>
<b>Expenses:</b>						
1000 Certificated	-	-	-	-	-	N/A
2000 Classified	-	-	-	-	-	N/A
3000 Employee Benefits	-	-	-	-	-	N/A
4000 Books & Supplies	-	-	-	-	-	N/A
5000 Services & Operating Exp	450,000	345,000	(105,000)	345,000	-	-
6000 Capital Outlay	-	-	-	-	-	N/A
5% Indirect Costs	3,500	5,000	1,500	-	5,000	100.00%
Indirect Cost Over 5%	3,577	5,110	1,533	-	5,110	100.00%
<b>Total Expenditures</b>	<b>457,077</b>	<b>355,110</b>	<b>(101,967)</b>	<b>345,000</b>	<b>10,110</b>	<b>2.85%</b>
Net Increase/Decrease	13,605	10,500				
<b>Total Program</b>	<b>470,682</b>	<b>365,610</b>				
<b>Component Ending Fund Balance:</b>						
Reserve	13,605	13,605				
Unappropriated	-	(3,105)				
<b>Ending Fund Balance</b>	<b>13,605</b>	<b>10,500</b>				

\*Vision, Speech, AdPE, O&M, OT

**Solano County Office of Education  
Special Education  
20-21 Related Services**

	<b>Adopted Budget 20-21</b>	<b>Revised Budget 20-21</b>	<b>Revised Inc (Dec) Adopted</b>	<b>Actuals &amp; Encum thru Dec</b>	<b>Remaining Budget</b>	<b>% Remaining</b>
<b>Related Services*</b>						
<b>Revenue:</b>						
AB602 Revenue	2,195,056	3,295,481	1,100,425	1,334,061	1,961,420	59.52%
Local Revenue	-	-	-	-	-	N/A
SCOE Contribution to Indirect	101,767	157,972	56,205	-	157,972	100.00%
<b>Total Revenue</b>	<b>2,296,823</b>	<b>3,453,453</b>	<b>1,156,630</b>	<b>1,334,061</b>	<b>2,119,392</b>	<b>61.37%</b>
<b>Expenses:</b>						
1X00 Certificated Positional	174,028	866,818	692,790	727,231	139,587	16.10%
1XXX Non Positional	600	5,425	4,825	4,862	563	10.38%
<b>Total Certificated</b>	<b>174,628</b>	<b>872,243</b>	<b>697,615</b>	<b>732,093</b>	<b>140,150</b>	<b>16.07%</b>
2X00 Classified Positional	1,058,380	1,035,866	(22,514)	983,884	51,982	5.02%
2XXX Classified Non Positional	14,300	14,960	660	3,187	11,773	78.70%
<b>Total Classified</b>	<b>1,072,680</b>	<b>1,050,826</b>	<b>(21,854)</b>	<b>987,071</b>	<b>63,755</b>	<b>6.07%</b>
3000 Employee Benefits	557,125	740,452	183,327	682,589	57,863	7.81%
4000 Books & Supplies	35,482	43,509	8,027	19,889	23,620	54.29%
5000 Services & Operating Exp	191,630	384,421	192,791	288,641	95,780	24.92%
6000 Capital Outlay	-	-	-	-	-	N/A
5% Indirect Costs	99,577	154,573	54,996	-	154,573	100.00%
Indirect Cost Over 5%	101,767	157,972	56,205	-	157,972	100.00%
<b>Total Expenditures</b>	<b>2,232,889</b>	<b>3,403,996</b>	<b>1,171,107</b>	<b>2,710,283</b>	<b>693,713</b>	<b>20.38%</b>
Net Increase/(Decrease)	63,934	49,457				
<b>Total Program</b>	<b>2,296,823</b>	<b>3,453,453</b>				
<b>Component Ending Fund Balance:</b>						
Reserve	63,934	63,934				
Usage	-	(14,477)				
<b>Ending Fund Balance</b>	<b>63,934</b>	<b>49,457</b>				

\* Assistive Tech, OT, Behavior, Speech, Vision, O&M

**Solano County Office of Education  
Special Education  
20-21 Juvenile Detention Facility**

	<b>Adopted Budget 20-21</b>	<b>Revised Budget 20-21</b>	<b>Revised Inc (Dec) Adopted</b>	<b>Actuals &amp; Encum thru Dec</b>	<b>Remaining Budget</b>	<b>% Remaining</b>
<b>Juvenile Detention Facility</b>						
<b>Revenue:</b>						
AB602	101,315	101,315	-	41,014	60,301	59.52%
Vallejo portion of Juvenile Detention Facility	6,195	6,195	-	-	6,195	100.00%
SCOE Contribution to Indirect	5,080	5,080	-	-	5,080	100.00%
<b>Total Revenues</b>	<b>112,590</b>	<b>112,590</b>	<b>-</b>	<b>41,014</b>	<b>71,576</b>	<b>63.57%</b>
<b>Expenses:</b>						
1X00 Certificated Positional	36,633	36,633	-	36,633	-	-
1XXX Certificated Non Positional	7,000	7,000	-	4,544	2,456	35.08%
<b>Total Certificated</b>	<b>43,633</b>	<b>43,633</b>	<b>-</b>	<b>41,178</b>	<b>2,456</b>	<b>5.63%</b>
2X00 Classified Positional	26,129	26,129	-	26,129	-	-
2XXX Classified Non Positional	-	-	-	-	-	N/A
<b>Total Classified</b>	<b>26,129</b>	<b>26,129</b>	<b>-</b>	<b>26,129</b>	<b>-</b>	<b>-</b>
3000 Employee Benefits	28,512	28,512	-	24,664	3,848	13.50%
4000 Books & Supplies	500	500	-	-	500	100.00%
5000 Services & Operating Exp	635	635	-	228	407	64.10%
6000 Capital Outlay	-	-	-	-	-	N/A
5% Indirect Costs	4,970	4,970	-	-	4,970	100.00%
Indirect Cost Over 5%	5,080	5,080	-	-	5,080	100.00%
<b>Total Expenditures</b>	<b>109,459</b>	<b>109,459</b>	<b>-</b>	<b>92,199</b>	<b>17,260</b>	<b>15.77%</b>
Net Increase/(Decrease)	3,131	3,131				
<b>Total Program</b>	<b>112,590</b>	<b>112,590</b>				
<b>Component Ending Fund Balance:</b>						
Reserve	3,131	3,131				
Unappropriated	-	-				
<b>Ending Fund Balance</b>	<b>3,131</b>	<b>3,131</b>				

**Solano County Office of Education  
Special Education  
20-21 SCIL Preschool**

	<b>Adopted Budget 20-21</b>	<b>Revised Budget 20-21</b>	<b>Revised Inc (Dec) Adopted</b>	<b>Actuals &amp; Encum thru Dec</b>	<b>Remaining Budget</b>	<b>% Remaining</b>
<b>SCIL Preschool</b>						
<b>Revenue:</b>						
AB602	166,612	187,838	21,226	76,040	111,798	59.52%
SCIL FFS	482,720	417,208	(65,512)	-	417,208	100.00%
SCOE Contribution to Indirect	30,680	29,446	(1,234)	-	29,446	100.00%
<b>Total Revenue</b>	<b>680,012</b>	<b>634,492</b>	<b>(45,520)</b>	<b>76,040</b>	<b>558,452</b>	<b>88.02%</b>
<b>Expenses:</b>						
1000 Certificated	145,650	149,358	3,708	149,358	-	-
10XX Certificated Non Positional	4,000	6,272	2,272	2,350	3,922	62.54%
<b>Total Certificated</b>	<b>149,650</b>	<b>155,630</b>	<b>5,980</b>	<b>151,707</b>	<b>3,923</b>	<b>2.52%</b>
2X00 Classified Positional	237,279	228,977	(8,302)	207,578	21,399	9.35%
20XX Classified Non Positional	1,200	1,200	-	-	1,200	100.00%
<b>Total Classified</b>	<b>238,479</b>	<b>230,177</b>	<b>(8,302)</b>	<b>207,578</b>	<b>22,599</b>	<b>9.82%</b>
3000 Employee Benefits	209,070	187,227	(21,843)	166,630	20,597	11.00%
4000 Books & Supplies	3,200	3,200	-	37	3,163	98.86%
5000 Services & Operating Exp	-	-	-	-	-	N/A
6000 Capital Outlay	-	-	-	-	-	N/A
5% Indirect Costs	30,020	28,812	(1,208)	-	28,812	100.00%
Indirect Cost Over 5%	30,680	29,446	(1,234)	-	29,446	100.00%
<b>Total Expenditures</b>	<b>661,099</b>	<b>634,492</b>	<b>(26,607)</b>	<b>525,952</b>	<b>108,540</b>	<b>17.11%</b>
Net Increase/(Decrease)	18,913	-				
<b>Total Program</b>	<b>680,012</b>	<b>634,492</b>				

<b>Preschool SCIL Fee For Service (billed)</b>	34,480	34,480
<b>Preschool SCIL District Total</b>	14	13

\*Based on 19/20 FFS Scheduled and will be updated when 20/21 is released

\*\*Calculation based on 12.1 students due to some students starting mid-year

**Solano County Office of Education  
Special Education  
20-21 Physical Therapists**

	<b>Adopted Budget 20-21</b>	<b>Revised Budget 20-21</b>	<b>Revised Inc (Dec) Adopted</b>	<b>Actuals &amp; Encum thru Dec</b>	<b>Remaining Budget</b>	<b>% Remaining</b>
<b>Physical Therapists</b>						
<b>Revenue:</b>						
AB602	249,960	249,960	-	101,188	148,772	59.52%
FFS Districts	79,801	79,801	-	-	79,801	100.00%
SCOE Contribution to Indirect	15,581	15,581	-	-	15,581	100.00%
<b>Total Revenue</b>	<b>345,342</b>	<b>345,342</b>	<b>-</b>	<b>101,188</b>	<b>244,154</b>	<b>70.70%</b>
<b>Expenses:</b>						
2000 Classified Positional	215,332	215,332	-	215,332	-	-
20XX Classified Non Positional	-	-	-	-	-	N/A
<b>Total Classified</b>	<b>215,332</b>	<b>215,332</b>	<b>-</b>	<b>215,332</b>	<b>-</b>	<b>-</b>
3000 Employee Benefits	79,822	79,822	-	75,295	4,527	5.67%
4000 Books & Supplies	640	640	-	-	640	100.00%
5000 Services & Operating Exp	9,118	9,118	-	18	9,100	99.80%
6000 Capital Outlay	-	-	-	-	-	N/A
5% Indirect Costs	15,245	15,245	-	-	15,245	100.00%
Indirect Cost Over 5%	15,581	15,581	-	-	15,581	100.00%
<b>Total Expenditures</b>	<b>335,738</b>	<b>335,738</b>	<b>-</b>	<b>290,645</b>	<b>45,093</b>	<b>13.43%</b>
Net Increase/(Decrease)	9,604	9,604				
<b>Total Program</b>	<b>345,342</b>	<b>345,342</b>				

**Solano County Office of Education (SCOE) Special Education Program Overview: Budget**

Class Type	Description
Mod to Severe: PreK to 12 <sup>th</sup> *	SCOE moderate to severe classrooms provide specialized instruction for children from preschool through twelfth grade who have developmental delays in cognitive, motor, language, social, and/or adaptive skills. Supports including related services, administration, books/supplies, equipment, and other operating expenses are distributed between programs.
Mod to Severe: Adult Transition Regional Program*	SCOE Adult Program serves 18-22 year old students typically with intellectual disabilities and/or autism who have received a Certificate of Completion from high school and have significant needs for support as they transition to adulthood. Program components offer significant support in independent and daily living skills, vocational training, community integration, functional academics, social skill development, self-advocacy, and recreational activities.
DHH Program + Services	<b>Regionalized services</b> that currently include: 2 high school classrooms, 2.5 itinerant DHH teachers, district interpreters, DHH paraeducators, captioning, and audiology. Regional related services including assistive technology specialist, audiologist, interpreters, captioning, and itinerant DHH teachers.
Related Services	Per COS decision 2019-2020, all related services (except transportation) are provided per student need for students enrolled in the SCOE programs. SCOE related service providers are a combination of internal staff and contract with districts for related service (outside) providers.
Juvenile Detention Facility (JDF) and Mental Health	SCOE provides educational services to youth who are incarcerated. These services include related services per the IEP. Mental health services are provided to the incarcerated youth.
Physical Therapist	<b>Regionalized service</b> , resulting in mixed funding. SCOE provides physical therapy (PT) to the moderate-severe program and Districts as a regionalized service. Districts are invoiced directly for students who are not enrolled in SCOE programs. Costs are combined on the PT budget page.
SCIL: Preschool	<b>Regionalized service</b> , preschool program, provided at the request of the districts for students requiring more intense services than district SCIL programs while continuing to need the structure of the SELPA SCIL model. Analyzed in 2019-2020, identified by SELPA as a SCIL Regionalized Program, notably different programming than the moderate to severe preschool model. The 2019-20 discussion was to separate out costs and determine if it should remain on the fee for service (FFS) schedule, with the difference covered by AB602 funds or charge full cost.



**Solano County Office of Education (SCOE) Special Education Program Overview: Budget**

Infant Services: Me Too*	SCOE Me Too Program operates as part of California's Interagency Early Start Program (Part C of the Individuals with Disabilities Education Act) serving students age 0 to 3 <sup>rd</sup> birthday. Special education services provided through this program are based on the Individualized Family Service Plan (IFSP). The Me Too Program collaborates with other agencies to provide early intervention services. SCOE serves infants with solely low incidence disability such as a visual impairment, a hearing impairment, an orthopedic impairment, or a combination of these disabilities. An average of 73 infants are served by SCOE within the Solano County SELPA boundaries. Infants are also served through regional center vendors across Solano County.
--------------------------	--

\*Student numbers per program are provided monthly to SEC

OVERVIEW - CLASS/PROGRAM  
BY TYPE/DISTRICT

Overview of SCOE School Age (3-22) Class/Program by Type and Program Location  
Related Services and Regionalized Services are not included

Classes by Type/District			# of Classes by Type by District/Program Location					
Class Type	Enrollment Factor	Estimated Enrollment	Benicia	Dixon	Fairfield-Suisun	Travis	Vacaville	Total
SCIL Pre K	6	12	0	0	1	0	1	2
Moderate/Severe Pre K^	6	23	0	1	2	0	1	4
Moderate/Severe Elem	8	92	1	2	4	2	5	14
Moderate/Severe Secondary	10	82	1.5	1	5	*	3	10.5
Moderate/Severe Adult Transition	12	110	0.5	1	8	*	4	13.5
Deaf and Hard of Hearing	8	9 + 2	0	0	2	*	0	2
<b>Total by District</b>			<b>3</b>	<b>5</b>	<b>22</b>	<b>2</b>	<b>14</b>	<b>46</b>

^ Fairfield-Suisun Inclusion teachers identified as (1) program, students attend multiple sites

\* Travis students attend secondary and adult program located outside the district

Benicia has a secondary/adult blended classroom, total programs is (3)

Other

District	Home Hospital Student Count	Deaf & Hard of Hearing Itinerant	Juvenile Detention Facility	Me Too Teacher - PS Assess.
Benicia	1	5		
Dixon	1	16		
Fairfield-Suisun	3	30		
Travis	1	10		
Vacaville	2	30		
<b>Total Students</b>	<b>8</b>	<b>91</b>		
Teacher FTE	1.5	2.5	0.5	0.83
Caseload	5	24		

Sample format for review and approval; some data points are different than at 20/21 budget

Agreement is to seek additional service contract with existing teacher prior to hiring for Home Hospital  
Home Hospital not filled during distance learning for students whose needs match current caseload

## SAMPLE CLASS/ENROLLMENT WHICH IS PROVIDED TO SPECIAL EDUCATION DIRECTORS MONTHLY

SCOE Enrollment\*  
Date pulled January 4, 2021

Enrollment January = 391 (385 + 6 JDF)  
Enrollment December = 402 (394 + 8 JDF)  
Enrollment November = 407 (400 + 7 JDF)  
Enrollment October = 402 (399 + 3 JDF)  
Enrollment September = 409 (403 + 6 JDF)  
Enrollment August = 409 (402 + 7 JDF)

\*Numbers may vary slightly as enrollments continue to be processed.

**\*For the majority of teachers, numbers reflect "case manager" status in SEIS. There are a few exceptions, such as ##### as she also carries an itinerant case load and the DHH Itinerants ##### and ##### who do not case manage.**

Site	Teacher	August Number	September Number	October Number	November Number	December Number	January Number
<b>BENICIA</b>							
Benicia Adult @ Benicia High		6	6	6	6	6	6
Benicia Middle		5	5	5	5	5	5
Mary Farmar		6	6	6	6	6	5
<b>DIXON</b>							
Dixon Adult		5	6	5	5	5	5
Dixon High		10	10	10	10	10	10
Gretchen Higgins		6	6	6	6	6	6
Gretchen Higgins		7	7	7	7	7	7
Silveyville Preschool		2	2	2	2	2	2
<b>FAIRFIELD-SUISUN</b>							
Anna Kyle I		6	6	6	6	6	6
Anna Kyle II		8	8	8	8	8	8
Armijo High I		6	6	6	6	6	6
Armijo High II		6	6	5	5	5	5
Dan O. Root		6	6	6	6	6	6
Fairfield High		8	8	8	8	8	8
Fairfield Preschool Inclusion		6	6	6	6	7	7
FS Adult I		7	7	7	7	7	7
FS Adult II		7	7	7	7	7	6
FS Adult III		10	10	10	11	10	9
FS Adult IV		11	11	11	9	9	9
FS Adult V		10	9	9	9	9	8
Golden Hills Adult I		11	10	10	10	10	10
Golden Hills Adult II		11	11	11	11	11	10
Golden Hills Adult III		10	10	10	10	10	10
Golden Hills DHH		32	34	33	33	32	30
Golden Hills DHH		49	50	49	53	54	54
Grange		8	9	9	9	9	9
Green Valley		5	5	4	4	4	4
JDF		7	6	3	7	8	6
KI Jones		6	6	6	6	6	6
KI Jones SCIL		6	7	6	6	6	6
Me Too - TC McDaniel		11	12	13	16	13	14
Me Too - TC McDaniel DHH		22	21	19	21	15	15
Me Too - TC McDaniel SLP		6	6	4	4	5	4
Rodriguez High DHH		3	4	4	4	4	4
Rodriguez High DHH		6	4	4	4	5	5
Solano College Preschool (a.m.)		6	7	7	7	7	7

Site	Teacher	August Number	September Number	October Number	November Number	December Number	January Number
<b>VACAVILLE</b>							
Alamo I		6	8	8	8	8	8
Alamo II		6	6	6	6	6	6
Browns Valley I		8	8	8	8	8	8
Browns Valley II		5	5	6	6	6	6
Jepson		7	7	8	8	9	9
Larsen Adult I		8	8	8	7	7	7
Larsen Adult II		9	9	9	9	7	6
Larsen Adult III		12	12	12	11	11	9
Larsen Adult IV		9	9	9	10	10	8
Larsen Preschool		5	6	6	5	6	7
Larsen SCIL		6	4	4	4	6	6
Me Too - T.C. McDaniel		7	4	6	6	3	3
Me Too - Larsen		11	11	12	12	10	10
Me Too - T.C. McDaniel		3	3	3	3	2	2
Me Too - Larsen		12	12	14	13	13	13
Me Too - Larsen		-	-	-	-	2	2
Me Too - Larsen SLP		6	6	4	4	3	3
Sierra Vista		9	9	9	9	9	9
Vaca High		10	10	9	9	9	9
Will C. Wood		8	8	8	8	8	8
<b>TRAVIS</b>							
Travis I		6	5	5	5	5	5
Travis II		7	7	6	6	6	6

FROM 20/21 BUDGET  
DEVELOPMENT - ORIGINAL  
FORMAT

**Solano County Office of Education  
Special Education  
20-21 FTE Summary for SCOE Operated Programs**

	<b>Revised FTE 19-20</b>	<b>Proposed FTE 20-21</b>	<b>Revised - Proposed</b>
Teachers	53.6003	55.3578	1.7575
Pupil Support	8.6827	16.0969	7.4142
Supervisor & Admin	5.8000	5.6500	(0.1500)
Other Certificated	2.0000	2.0000	-
<b>Total Certificated</b>	<b>70.0830</b>	<b>79.1047</b>	<b>9.0217</b>
Instructional	136.1408	136.0917	(0.0491)
Support	3.8363	3.8363	-
Supervisor & Admin	-	-	-
Clerical, Tech & Office	7.4771	7.7571	0.2800
Other Classified	12.6407	26.6893	14.0486
<b>Total Classified</b>	<b>160.0949</b>	<b>174.3744</b>	<b>14.2795</b>
<b>Total FTE</b>	<b>230.1779</b>	<b>253.4791</b>	<b>23.3012</b>

FROM 20/21 BUDGET  
DEVELOPMENT -  
REVISED FORMAT

**Solano County Office of Education  
Special Education  
20-21 FTE Summary for SCOE Operated Programs**

FTE Summary For 3-22 Budget

		<b>Revised FTE 19-20</b>	<b>Proposed FTE 20-21</b>	<b>Revised - Proposed</b>
<b>Teachers</b>		53.6003	55.3578	1.7575
<b>Pupil Support</b>		8.6827	16.0969	7.4142
<i>Audiologist</i>	0.25			
<i>Psychologist</i>	4.80			
<i>School Nurse</i>	2.65			
<i>Speech &amp; Language Pathologist</i>	8.40			
<b>Supervisor &amp; Admin</b>		5.8000	5.6500	(0.1500)
<i>Executive Director, Specialized Services</i>	0.85			
<i>Director, Special Education</i>	1.00			
<i>Program Administrator, Special Education</i>	3.80			
<b>Other Certificated</b>		2.0000	2.0000	-
<i>Assistive Technology Specialist</i>	2.00			
<b>Total Certificated</b>		<b>70.0830</b>	<b>79.1047</b>	<b>9.0217</b>
<b>Instructional</b>		136.1408	136.0917	(0.0491)
<i>Interpreter - DHH</i>	8.00			
<i>Interpreter/Translator</i>	2.00			
<i>Paraeducator - DHH</i>	2.64			
<i>Paraeducator - Special Education</i>	123.45			
<b>Support (Custodial &amp; Grounds)</b>		3.8363	3.8363	-
<b>Supervisor &amp; Admin</b>		-	-	-
<b>Clerical, Tech &amp; Office</b>		7.4771	7.7571	0.2800
<b>Other Classified</b>		12.6407	26.6893	14.0486
<i>Behavior Assistant</i>	6.00			
<i>Behavior Intervention Specialist</i>	3.00			
<i>Health Assistant/Paraeducator</i>	10.00			
<i>Occupational Therapist</i>	5.19			
<i>Physical Therapist</i>	2.00			
<i>Vocational Specialist</i>	0.50			
<b>Total Classified</b>		<b>160.0949</b>	<b>174.3744</b>	<b>14.2795</b>
<b>Total FTE</b>		<b>230.1779</b>	<b>253.4791</b>	<b>23.3012</b>

NEW FORMAT  
FTE BY PROGRAM

**Solano County Office of Education  
Special Education  
20-21 FTE Summary for SCOE Operated Programs**

**FTE by Program:**

**Moderate/Severe 3-22**

		<b>Budgeted FTE 20-21</b>
<b>Teachers</b>		48.3578
<b>Pupil Support</b>		15.4469
<i>Audiologist</i>		
<i>Psychologist</i>	4.79897	
<i>School Nurse</i>	2.6500	
<i>Speech &amp; Language Pathologist</i>	8.0000	
<b>Supervisor &amp; Admin</b>		5.3500
<i>Executive Director, Specialized Services</i>	0.8500	
<i>Director, Special Education</i>	0.7000	
<i>Program Administrator, Special Education</i>	3.8000	
<b>Other Certificated</b>		-
<i>Assistive Technology Specialist</i>	-	
<b>Total Certificated</b>		<b>69.1547</b>
<b>Instructional</b>		119.4489
<i>Interpreter - DHH</i>	-	
<i>Interpreter/Translator</i>	2.0000	
<i>Paraeducator - DHH</i>	-	
<i>Paraeducator - Special Education</i>	117.4489	
<b>Support (Custodial &amp; Grounds)</b>		3.8363
<b>Supervisor &amp; Admin</b>		-
<b>Clerical, Tech &amp; Office</b>		5.9000
<b>Other Classified</b>		10.8571
<i>Behavior Assistant</i>	-	
<i>Behavior Intervention Specialist</i>	-	
<i>Campus Monitor</i>	0.8571	
<i>Health Assistant/Paraeducator</i>	10.0000	
<i>Occupational Therapist</i>	-	
<i>Physical Therapist</i>	-	
<i>Vocational Specialist</i>	-	
<b>Total Classified</b>		<b>140.0423</b>
<b>Total FTE</b>		<b>209.1970</b>

ORIGINAL FROM 20/21  
BUDGET DEVELOPMENT

**Solano County Office of Education**  
**Special Education**  
**20-21 SH 3-22, Part B**

Cost by Program:  
Moderate/Severe 3-22

	Adopted Budget 19-20	Revised Budget 19-20	Proposed Budget 20-21	Proposed Inc (Dec) Adopted	Proposed Inc (Dec) Revised
<b>SH 3-22 Year Old</b>					
<b>Revenue:</b>					
AB602	9,579,940	7,659,795	11,528,019	1,948,079	3,868,224
Property Tax - Reporting Period P-1	4,673,028	6,117,106	4,979,146	306,118	(1,137,960)
LCFF Transfer from Districts	1,999,450	1,999,450	1,878,487	(120,963)	(120,963)
IDEA	502,630	502,630	1,017,962	515,332	515,332
Impact Aid	220,000	135,000	115,000	(105,000)	(20,000)
Preschool SCIL FFS	345,820	482,720	-	(345,820)	(482,720)
Other Local	3,500	3,500	7,700	4,200	4,200
VV Non Severe Rent-Larsen	14,989	14,989	-	(14,989)	(14,989)
Deferred Maintenance	(112,009)	(112,009)	(112,009)	-	-
Routine Maintenance	(260,000)	(260,000)	(265,027)	(5,027)	(5,027)
SCOE Contribution to Indirect	755,740	743,998	896,498	140,758	152,500
<b>Total Revenues</b>	<b>17,723,088</b>	<b>17,287,179</b>	<b>20,045,776</b>	<b>2,322,688</b>	<b>2,758,597</b>
<b>Expenses:</b>					
1000 Certificated Positional	5,057,965	4,735,245	5,826,114	768,149	1,090,869
1000 Certificated Non-Positional	338,878	379,335	341,084	2,206	(38,251)
Total 1000 Certificated	5,396,843	5,114,580	6,167,198	770,355	1,052,618
2000 Classified Positional	4,420,987	4,312,501	4,778,451	357,464	465,950
2000 Classified Non-Positional	594,652	649,534	528,548	(66,104)	(120,986)
Total 2000 Classified	5,015,639	4,962,035	5,306,999	291,360	344,964
3000 Employee Benefits	4,474,420	4,453,026	5,142,642	668,222	689,616
4000 Books & Supplies	226,600	234,086	204,340	(22,260)	(29,746)
5000 Services & Operating Exp	756,925	773,928	922,803	165,878	148,875
6000 Capital Outlay	-	-	-	-	-
5% Indirect Costs	795,459	779,522	877,199	81,740	97,677
Indirect Cost over 5%	755,740	743,998	896,498	140,758	152,500
<b>Total Expenditures</b>	<b>17,421,626</b>	<b>17,061,175</b>	<b>19,517,679</b>	<b>2,096,053</b>	<b>2,456,504</b>
Reserve	301,462	226,004	528,097	226,635	302,093
<b>Total Program</b>	<b>17,723,088</b>	<b>17,287,179</b>	<b>20,045,776</b>	<b>2,322,688</b>	<b>2,758,597</b>

LCFF Transfer from Districts ADA	273.56	273.56	257.01
LCFF Transfer from Districts \$ per ADA	7,309.00	7,309.00	7,309.00
Preschool SCIL Fee For Service (billed)	35,841	34,582	n/a
Preschool SCIL District Total	11	14	n/a

	<del>Revised FTE</del> 19-20	<del>Proposed FTE</del> 20-21	<del>Proposed</del> Revised
<del>Teachers</del>	<del>48.5978</del>	<del>48.3578</del>	<del>(0.2400)</del>
<del>Pupil Support</del>	<del>8.4327</del>	<del>15.4469</del>	<del>7.0142</del>
<del>Supervisor &amp; Admin</del>	<del>5.2000</del>	<del>5.3500</del>	<del>0.1500</del>
<del>Other Certificated</del>	<del>-</del>	<del>-</del>	<del>-</del>
<del>Total Certificated</del>	<del>62.2305</del>	<del>69.1547</del>	<del>6.9242</del>
<del>Instructional</del>	<del>127.0044</del>	<del>119.4489</del>	<del>(7.5555)</del>
<del>Support</del>	<del>3.8363</del>	<del>3.8363</del>	<del>-</del>
<del>Supervisor &amp; Admin</del>	<del>-</del>	<del>-</del>	<del>-</del>
<del>Clerical, Tech &amp; Office</del>	<del>5.6200</del>	<del>5.9000</del>	<del>0.2800</del>
<del>Other Classified</del>	<del>0.5227</del>	<del>10.8571</del>	<del>10.3344</del>
<del>Total Classified</del>	<del>136.9834</del>	<del>140.0423</del>	<del>3.0589</del>
<del>Total FTE</del>	<del>199.2139</del>	<del>209.1970</del>	<del>9.9831</del>



ORIGINAL FROM 20/21  
BUDGET  
DEVELOPMENT

**Solano County Office of Education  
Special Education  
20-21 SCIL Preschool**

**COST AND FTE BY PROGRAM**  
(Excludes support & related services)

	Adopted Budget 19-20	Revised Budget 19-20	Proposed Budget 20-21	Proposed Inc (Dec) Adopted	Proposed Inc (Dec) Revised
<b>SCIL Preschool</b>					
<b>Revenue:</b>					
AB602	-	-	166,612	166,612	166,612
Fee-for-service	-	-	482,720	482,720	482,720
SCOE Contribution to Indirect	-	-	30,680	30,680	30,680
<b>Total Revenues</b>	-	-	<b>680,012</b>	<b>680,012</b>	<b>680,012</b>
<b>Expenses:</b>					
1000 Certificated Positional	-	-	145,650	145,650	145,650
1000 Certificated Non-Positional	-	-	4,000	4,000	4,000
Total 1000 Certificated	-	-	149,650	149,650	149,650
2000 Classified Positional	-	-	237,279	237,279	237,279
2000 Classified Non-Positional	-	-	1,200	1,200	1,200
Total 2000 Classified	-	-	238,479	238,479	238,479
3000 Employee Benefits	-	-	209,070	209,070	209,070
4000 Books & Supplies	-	-	3,200	3,200	3,200
5000 Services & Operating Exp	-	-	-	-	-
6000 Capital Outlay	-	-	-	-	-
5% Indirect Costs	-	-	30,020	30,020	30,020
Indirect Cost over 5%	-	-	30,680	30,680	30,680
<b>Total Expenditures</b>	-	-	<b>661,099</b>	<b>661,099</b>	<b>661,099</b>
Reserve	-	-	18,913	18,913	18,913
<b>Total Program</b>	-	-	<b>680,012</b>	<b>680,012</b>	<b>680,012</b>

	Revised FTE 19-20	Proposed FTE 20-21	Proposed - Revised
Teachers	-	2.0000	2.0000
Pupil Support	-	-	-
Supervisor & Admin	-	-	-
Other Certificated	-	-	-
<b>Total Certificated</b>	-	<b>2.0000</b>	<b>2.0000</b>
Instructional	-	7.7143	7.7143
Support	-	-	-
Supervisor & Admin	-	-	-
Clerical, Tech & Office	-	-	-
Other Classified	-	-	-
<b>Total Classified</b>	-	<b>7.7143</b>	<b>7.7143</b>
<b>Total FTE</b>	-	<b>9.7143</b>	<b>9.7143</b>

<i>Cost Per Student</i>	<i>n/a</i>	<i>n/a</i>	<i>48,572</i>
<i>Preschool SCIL Fee For Service</i>	<i>35,841</i>	<i>34,582</i>	<i>34,480</i>
<i>Preschool SCIL District Total</i>	<i>11</i>	<i>14</i>	<i>14</i>

[Click Here for COVID-19 Related Resources](#)

## FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

### Initial Impressions from Governor Newsom's 2021–22 State Budget Proposal



Copyright 2021 School Services of California, Inc.

posted January 8, 2021

Today, January 8, 2021, Governor Gavin Newsom released his proposal for the 2021–22 State Budget, his third budget proposal as California's chief executive. The Governor is proposing significant revisions to the budget forecast and additional investments in several education areas including reopening schools for in-person instruction, early learning, and educator training programs.

The purpose of this article is to provide a quick overview of Governor Newsom's proposals regarding the 2021–22 State Budget. We address the education topics highlighted by Governor Newsom this morning in his press conference, press release, and high-level State Budget summary, but reserve our commentary and in-depth details for inclusion in our *Special Fiscal Report*, to be released later today.

#### Economic Outlook

As the Department of Finance has been signaling in recent monthly *Finance Bulletins*, the revenue forecast has drastically improved from the 2020 State Budget Act. As a result, before accounting for transfers such as to the Budget Stabilization Account, General Fund revenue is higher than the 2020 Budget Act projections by nearly \$71 billion from 2019–20 through 2021–22. Over the three fiscal years, the personal income tax is up almost \$58 billion, the sales and use tax is up almost \$9 billion, and the corporation tax is up \$1.3 billion.

While the 2020 State Budget Act drew down \$8.8 billion from reserve accounts in order to balance the Budget, the Governor's 2021–22 State Budget is proposing to refill those reserves with a total of \$15.6 billion in the Proposition 2 Budget Stabilization Account (Rainy Day Fund), \$450 million in the Safety Net Reserve, \$3 billion in the Public School System Stabilization Account, and an estimated \$2.9 billion in the state's operating reserve.

#### Level of Proposition 98 Funding

The proposed 2021–22 State Budget includes Proposition 98 funding of \$85.8 billion for 2021–22, which Governor Newsom notes as an "all-time high." The Proposition 98 funding levels for the current budget year (2020–21) and last year (2019–20) have been revised upward to \$82.8 billion and \$79.5 billion, respectively.

While there are many representations of the actual per-student funding provided, Governor Newsom's State Budget Proposal asserts that total per-pupil expenditures for K–12 education from all sources are projected to be \$18,837 in 2020–21 and \$18,000 in 2021–22.

Due largely to projected increases in revenues and year-over-year declines in average daily attendance (ADA), Test 1 is projected to be operative for fiscal years 2019–20 through 2021–22.  
Local Control Funding Formula (LCFF)

Governor Newsom proposes a \$2 billion increase for the LCFF in 2021–22. The Budget proposes to make up for the lack of a cost-of-living adjustment (COLA) in 2020–21 by including a compounding-COLA for the LCFF of 3.84%, derived from a 1.5% statutory COLA in 2021–22 and the foregone 2.31% statutory COLA from 2020–21.

As referenced in his veto message of Assembly Bill 1835 (see "[Governor Newsom Vetoes LCFF and Ethnic Studies Bills](#)" in the October 2020 *Fiscal Report*), the Governor is proposing statutory changes to establish guardrails for the use of supplemental and concentration grant funds to increase and improve services for the students that generate the additional funds. Details for this proposal are not expected until the implementing budget language is released in a few weeks.

## Deferrals

The 2020 Budget Act shielded local educational agencies (LEAs) from cuts by relying on deferrals. The proposed 2021–22 State Budget repays most of the deferrals, preserving \$3.7 billion of the deferral balance. Only the June 2022 apportionment will be subject to deferral, which will be delayed into July 2022.

## Student Learning During COVID-19

As detailed in previous *Fiscal Report* articles, Governor Newsom proposes to use at least \$2 billion, available as early as February, to compel schools to reopen for in-person instruction (see "[Newsom Proposes Incentive Grants to Reopen Schools](#)" in the December 2020 *Fiscal Report* and "[Newsom's Reopening Schools Proposal—More Details Emerge](#)" in the January 2020 *Fiscal Report*). LEAs that continue offering or begin offering in-person instruction for elementary school students, students with disabilities, foster youth, homeless youth, and students without access to technology for online learning are eligible to receive grants of at least \$450 per ADA as long as specified requirements are met. In addition, the 2021–22 State Budget Proposal sets aside \$4.6 billion in one-time funding for unspecified interventions to address learning loss, such as an extended school year or summer school.

## Special Education

The 2020 State Budget Act increased special education base rates to \$625 per pupil, pursuant to a new funding formula for students with disabilities. In his 2021–22 Budget Proposal, the Governor is proposing a COLA of

1.5% to augment these funds. The State Budget Proposal also invests \$300 million in ongoing resources for the Special Education Early Intervention Grant.

### **Early Learning**

The Governor continues to make early learning a priority by proposing to expand access to transitional kindergarten (TK) for all four-year-olds and public preschool for all income-eligible three-year-olds. The Budget proposes \$250 million one-time funds to provide grants to LEAs that offer families early access to TK prior to the state-funded December 2 birthday cut off. In addition, training for TK and kindergarten teachers is supported with \$50 million of one-time resources, and \$200 million is proposed for school districts to construct and retrofit existing facilities to support TK and full-day kindergarten programs.

### **Teacher Training**

Recognizing the continued challenges of the teacher shortage and how the pandemic has exacerbated the impacts, Governor Newsom's Budget proposes to invest \$315.3 million for a package of educator professional development. This amount includes \$250 million for the Educator Effectiveness Block Grant to provide LEAs with resources for expedited professional development in the high-need areas of accelerated learning, re-engaging students, restorative practices, and implicit bias training, as well as \$50 million to provide resources for social-emotional learning and trauma-informed practices.

In addition, a separate investment of \$225 million is ear-marked for improving the teacher pipeline using existing programs. This would fund an additional \$100 million for the Golden State Teacher Grant Program, \$100 million for the Teacher Residency Program, and \$25 million for the Classified School Employees Credentialing Program.

### **Community Schools**

The Governor continues to recognize the value of the community schools model to help mitigate the educational disadvantages associated with poverty by making schools a hub for coordinated access to a range of community services. The 2021–22 State Budget Proposal invests an additional \$264.9 million in one-time Proposition 98 General Funds to LEAs to expand existing and establish new community schools.

### **Retirement Systems**

Governor Newsom does not include any new funding for the California State Teachers' Retirement System (CalSTRS) or the California Public Employees' Retirement System (CalPERS) for LEAs, but previous investments to assist employers reduce the employer rate for CalSTRS from 18.1% to 15.92% in 2021–22 and for CalPERS from 24.9% to 23%.

### **Public School System Stabilization Account (PSSSA)**

The 2020–21 State Budget Act drew down the entirety of the PSSSA, and this year, Governor Newsom proposes to instead make deposits into the account because of the upward revision in the Proposition 98 minimum guarantee. The Budget projects deposits are required in the amount of \$747 million in 2020–21 and \$2.2 billion in 2021–22 for a projected PSSSA balance of \$3 billion. This balance triggers a cap of ten percent on school district reserves beginning in 2022–23.

## Summary

This very broad extract of the Governor's State Budget proposals is provided to keep you informed. Over the next few hours and days, we will be working to distill the information and make it actionable for LEAs.

Stay tuned for our *Special Fiscal Report* and for our [Governor's Budget Workshop](#). These forums provide us with an opportunity to add the details and clarifications that allow you to assess the impact of the Governor's 2021–22 State Budget Proposal on your LEA.