



# Culpeper County Public Schools

*Office of the Division Superintendent*

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April 13, 2015

## Agenda Item Summary

TO: Dr. Bobbi Johnson, Superintendent

FROM: Angela Neely, Executive Director of Special Education *AN*

RE: Request for Approval of Special Education Annual Plan 2015-2016

**Area of Responsibility/Oversight:** Office of Special Education

**Background Information:** Each public school division in Virginia is required to submit a Local Special Education Annual Plan and Report for the upcoming school year. This annual plan is a requirement to be a recipient of federal funds under the Individuals with Disabilities Education Act (IDEA). It serves as the formal agreement between a local school board and the Virginia Department of Education (VDOE) for implementing federal and state laws and regulations governing special education and related services to children with disabilities. The federal regulations require that the school division, in providing for the education of children with disabilities within its jurisdiction, has in effect policies and procedures that are consistent with state regulations. These policies and procedures must be on file with the VDOE.

As required by the VDOE, the Special Education Advisory Committee was given the opportunity to review the Annual Plan during the week of March 30<sup>th</sup>.

**Current Considerations:** Federal funds are used to supplement the cost of special education and related services in Culpeper County Public Schools. Currently, federal funds are used to pay the salaries and benefits of selected special education staff members, hourly compensation for part-time special education staff members, contracted speech therapy services for parentally-placed private school students, and specialized instructional materials. The proposal for use of federal funds for 2015-2016 will be the same. The VDOE has projected an increase of approximately \$12,000 for Culpeper County Public Schools for next year over the current year grant amount.

School Board approval of the Special Education Annual Plan is required before submission to the VDOE.

**Budget Category/Acct. No:** VI-B funds

*“... equip and motivate all learners to maximize their potential.”*

**Timeline for Action(s):** The Annual Plan is due to the VDOE by May 15, 2015.

**Legal/Policy Reference:** Our special education policies and procedures are current except for an amendment to the requirement for IEP team member excusals. The amendment is attached.

See attached pages for the report on the proposed use of federal funds for the 2015-2016 school year. The complete annual plan document is available upon request and is maintained in the Office of Special Education located in the central administration building of Culpeper County Public Schools.

**Attachments:**

Selected Pages from 2015-2016 Special Education Annual Plan  
Amendment to the CCPS Special Education Procedures regarding IEP Team Member Excusal

**2015-2016 SPECIAL EDUCATION CEIS AND PROPORTIONATE SET ASIDE**

Each local school division shall ensure Coordinated Early Intervening Services and Proportionate Set-aside requirements have been addressed.

Is your school division required to set aside 15% or voluntarily setting aside Part B funds for Coordinated Early Intervening Services?

Enter Yes or No 

*If yes, provide narrative of how funds will be used.*

Is your school division required to set aside funds for parentally-placed students in private schools or students identified during child find?

Enter Yes or No 

*If no, explain why the division is not required and if yes, explain how funds will be used.*

Set-aside funds will be used for hourly contracted speech therapy delivered to students eligible for speech therapy services who are parentally placed in private schools, including students whose parents are providing home-instruction.

EXPENDITURE ACCOUNTS	OBJECT CODE	Section 611		Section 619	
		(D) CEIS	(E) Proportionate Set-Aside	(D) CEIS	(E) Proportionate Set-Aside
Personal Services	1000				
Employee Benefits	2000				
Purchased Services	3000		20,043.71		0.00
Internal Services	4000				
Other Services	5000				
Materials / Supplies	6000				
Capital Outlay	8000				
<b>TOTAL PROPOSED BUDGET</b>		<b>0.00</b>	<b>20,043.71</b>	<b>0.00</b>	<b>0.00</b>

**PROPOSED USE OF PART B, SECTION 611 FUNDS  
GRANT PERIOD: JULY 1, 2015 – SEPTEMBER 30, 2017**

In narrative format, please provide a description and budget outline of all personnel (i.e., teachers, instructional assistants, administrators, clerical, support personnel, and others) to be supported in whole or in part with IDEA, Part B, Section 611 grant funds (with proposed amounts and FTEs).

Part B, Section 611 grant funds will be used for salaries and benefits for the following positions: 3 curriculum specialists for special education who provide division-wide leadership and support for special education programs, 2 administrative assistant positions who provide division-wide support for special education programs and requirements, 1 school psychologist, 1 division-wide Autism/Behavior Specialist, 7 special education teachers, 14 special education paraeducators, hourly compensation for part-time job coaches (exact number to be determined by IEP needs), and hourly compensation for 2 part-time Parent Resource Teacher coordinators.

In narrative format, please provide a detailed description and budget outline of all additional activities, goods and services to be supported with IDEA, Part B, Section 611 grant funds.

Funds will be used for contracted speech therapy services for private school children who qualify for speech-language therapy. Funds will also be used to purchase equipment, consumable specialized instructional materials needed in special education classrooms, sensory integration materials and incentive and reinforcer items for students' Behavior Intervention Plans, particularly in Autism and ED classrooms where students are working within a very structured and intensive behavior program.

**Virginia Department of Education  
SPECIAL EDUCATION FEDERAL PROGRAM  
PROPOSED GRANT BUDGET**

**Part B, Section 611, Flow-Through Funds (July 1, 2015-September 30, 2017)**

Complete column C, by allocating PROPOSED grant funds to object code categories 1000 through 8000. A description of the object code categories is available on the VDOE's Web site. See the instruction tab for the Web address. In determining appropriate assignment of items to object codes, applicants are strongly encouraged to consult with the individual(s) within the LEA who have responsibility for completing the Annual School Report – Financial Section.

List all equipment items costing five thousand dollars (\$5,000) or more and also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc., to be purchased with grant funds, and provide information on proposed out-of-state/country travel to be supported with grant funds.

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) Budget	(D) CEIS	(E) Proportionate Set-aside	(F) Total Budget
Personal Services	1000	1,030,174.00	0.00	0.00	1,030,174.00
Employee Benefits	2000	352,263.00	0.00	0.00	352,263.00
Purchased Services	3000		0.00	20,043.71	20,043.71
Internal Services	4000		0.00	0.00	0.00
Other Services	5000		0.00	0.00	0.00
Materials / Supplies	6000	113,552.29	0.00	0.00	113,552.29
Capital Outlay	8000		0.00	0.00	0.00
<b>TOTAL PROPOSED BUDGET</b>		<b>1,495,989.29</b>	<b>0.00</b>	<b>20,043.71</b>	<b>1,516,033.00</b>

**Proposed Equipment: List items costing \$5,000 or more. Also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc.**

Ipads, laptops, and printers will be purchased using Section 611 grant funds, along with software and apps for the laptops and iPads.

**Proposed Out-of State/Country Travel (destination, purpose, estimated cost, number of people):**

No out of state or country travel will be purchased with Section 611 grant funds.

**PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT)  
GRANT PERIOD: JULY 1, 2015 – SEPTEMBER 30, 2017**

In narrative format, please provide a description and budget outline of all personnel (i.e., teachers, instructional assistants, administrators, clerical, support personnel, and others) to be supported in whole or in part with IDEA, Part B, Section 619 grant funds (with proposed budget amounts and FTEs).

The Part B, Section 619 grant funds will be used to pay part of the salary of an Early Childhood Special Education Teacher for the 2015-2016 school year.

In narrative format, please provide a detailed description and budget outline of all additional activities, goods and services to be supported with IDEA, Part B, Section 619 grant funds.

No Section 619 grant funds will be used for activities, goods, or services.

**Virginia Department of Education  
PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT) APPLICATION  
PROPOSED GRANT BUDGET**

**Part B, Section 619, Preschool Funds (July 1, 2015-September 30, 2017)**

Complete column C, by allocating PROPOSED grant funds to object code categories 1000 through 8000. A description of the object code categories is available on the VDOE's Web site. See the instruction tab for the Web address. In determining appropriate assignment of items to object codes, applicants are strongly encouraged to consult with the individual(s) within the LEA who have responsibility for completing the Annual School Report – Financial Section.

List all equipment items costing five thousand dollars (\$5,000) or more, and also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc., to be purchased with grant funds, and provide information on proposed out-of-state/country travel to be supported with grant funds.

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) Budget	(D) CEIS	(E) Proportionate Set-aside	(F) Total Budget
Personal Services	1000	38,593.00	0.00	0.00	38,593.00
Employee Benefits	2000		0.00	0.00	0.00
Purchased Services	3000		0.00	0.00	0.00
Internal Services	4000		0.00	0.00	0.00
Other Services	5000		0.00	0.00	0.00
Materials / Supplies	6000		0.00	0.00	0.00
Capital Outlay	8000		0.00	0.00	0.00
<b>TOTAL PROPOSED BUDGET</b>		<b>38,593.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38,593.00</b>

**Proposed Equipment: List items costing \$5,000 or more. Also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc.**

N/A

**Proposed Out-of State/Country Travel (destination, purpose, estimated cost, number of people):**

N/A

**Amendment to the Culpeper County Public Schools' Special Education Procedures  
April 13, 2015**

**IEP Team member excusal  
8 VAC 20-81-110D**

CCPS permits required members of the IEP team to be excused from attending IEP team meetings, in part or whole.