

***Kentucky Educational Collaborative For State Agency Children (KECSAC)***  
***Eastern Kentucky University***  
***Memorandum of Agreement***  
***Overview***

Legislation enacted by the Kentucky General Assembly in 1992 (SB260) and 1994 (HB826) established KECSAC and defined “state agency children” (SAC) and the role of school districts in the provision of services to these youth (KRS 158.135). Subsequent regulations provide the foundation for the Memorandum of Agreement (MOA) between KECSAC (administered by the Eastern Kentucky University, College of Education) and the school district providing educational services to state agency children.

Working in cooperation with the Kentucky Departments of Education (KDE); Juvenile Justice (DJJ); Behavioral Health, Developmental and Intellectual Disabilities (BHDID); Community Based Services (DCBS); and Local Education Agencies, KECSAC annually requires that each school district submit the following items as attachments for each program to this MOA:

- **ATTACHMENT 1** - A total budget for the education of state agency children in the treatment programs in project budget report MUNIS format.
- **ATTACHMENT 2** - A comprehensive annual budget for the state agency children educational program.
- **ATTACHMENT 3** - A completed Program Educational Calendar Worksheet.
- **ATTACHMENT 4** - A plan for making up any of the 210 instructional days due to inclement weather or other district planned events.
- **ATTACHMENT 5** - A completed SEEK Calculation Worksheet.
- **ATTACHMENT 6** – A current 2016-2017 Interagency Agreement between the school district and treatment program (not required for Department of Juvenile Justice programs).
- **ATTACHMENT 7** – A 2016-2017 Program Improvement Plan (PIP).
- **ATTACHMENT 8** - Implementation and Impact Check, based upon 2015-2016 Program Improvement Plan.
- **ATTACHMENT 9** - A Student Transition Plan (STP).

The MOA and attachments form the basis for the operation and distribution of State Agency Children’s Funds (SACF) for the delivery of education services to SAC.

State Agency Children as defined in KRS 158.135 are:

1. (a). Those children of school age committed to or in the custody of the Cabinet for Families and Children and placed, or financed by the cabinet, in a Cabinet for Families and Children operated or contracted institution, treatment center, facility, including those for therapeutic foster care and excluding those for nontherapeutic foster care; or  
(b) Those children placed or financed by the Cabinet for Families and Children in a private facility pursuant to child care agreements including those for therapeutic foster care and excluding those for nontherapeutic foster care;
2. Those children of school age in home and community-based services provided as an alternative to intermediate care facility services for the mentally retarded; and
3. Those children committed to or in custody of Department of Juvenile Justice, and placed in a department operated or contracted facility or program.

The passage of SB260 in 1992 envisioned KECSAC as serving youth in state operated or contracted residential and day treatment programs. With the passage of HB826 in 1994, a diverse array of treatment programs were brought under the SAC definition. With the passage of HB117 in 1996, KECSAC services were extended to youth under the care of the Department of Juvenile Justice. For the purposes of this MOA and the operation of SAC education programs, the following definition of on-site education programs is provided:

**Definition of On-Site Education Programs**

An on-site state agency children education program exists when more than fifty percent (50%) of the eligible state agency children in the program are provided with educational services at the treatment program by a local school district on December 1st.

The educational programs that serve SAC must meet the special needs of students who, upon exiting a public or private treatment program in the Commonwealth, will return to a public school setting as well as those who will enter the work force or some other alternative program.

**The original signed copy of the KECSAC MOA and attachments should be returned to the KECSAC office at Eastern Kentucky University, prior to September 15, 2016. KECSAC and University officials will affix final signatures to the documents and return a final signed MOA to the School District.** The school district will not receive reimbursement until all required information is submitted to complete the MOA. A confirmation of receipt of the MOA will be sent to the school district by KECSAC. A final signed copy version will be returned to the school district after submission of completed MOA.

The local school district that contracts with KECSAC to provide educational services to SAC must provide an equal and equitable education to students in KECSAC programs. This includes equitable resources such as textbooks, teaching materials, technology materials, support and maintenance.

Please submit a complete signed MOA with ALL attachments digitally to:

Kristine Smith email address: [Kristine.Smith@eku.edu](mailto:Kristine.Smith@eku.edu)

Or

Kaye Parker at [Kaye.Parker@eku.edu](mailto:Kaye.Parker@eku.edu)

**KECSAC  
Martin House  
Eastern Kentucky University  
521 Lancaster Avenue  
Richmond, KY 40475  
Phone (859) 622-6552  
Fax (859) 622-8051**

**MEMORANDUM OF AGREEMENT**  
**Kentucky Educational Collaborative For State Agency Children**  
**Eastern Kentucky University**  
**Fiscal Year 2017**  
**(July 1, 2016 - June 30, 2017)**

**I. INTRODUCTION**

This agreement is made and entered into this 1<sup>st</sup> day of July, 2016, by and between The Kentucky Educational Collaborative for State Agency Children (KECSAC), Eastern Kentucky University, (hereinafter called the FIRST PARTY), a non-profit educational institution, organized and existing by virtue of the Laws of the Commonwealth of Kentucky, and **School District Name**, (hereinafter called the SECOND PARTY), a non-profit educational institution, organized and existing by virtue of the Laws of the Commonwealth of Kentucky.

WHEREAS, the FIRST PARTY has been directed by the Justice Cabinet, Cabinet of Health and Family Services and Kentucky Department of Education (collectively referred to herein as “CABINETS”) to provide collaborative educational services; and

WHEREAS, the FIRST PARTY has concluded that it would not be feasible to provide some of such services from its facilities; and

WHEREAS, the SECOND PARTY is available and would be qualified to provide a system which would meet the approval of the aforementioned cabinets; and

WHEREAS, the FIRST PARTY desires to avail itself of the services of the SECOND PARTY;

NOW, THEREFORE, it is mutually agreed by and between the parties as follows:

**II. SCOPE OF WORK**

The SECOND PARTY will provide to state agency children in **Program’s Name** a 210 day instructional program that includes a traditional instructional school calendar, or equivalent hours as approved by KDE as well as an extended school program which is in compliance with the Statutes and Regulations governing the CABINETS as they relate to state agency children in the Commonwealth of Kentucky. In addition to the terms and conditions described below, the SECOND PARTY also agrees to abide by all terms and conditions set forth under the Master Agreement between FIRST PARTY and the CABINETS.

**III. PERIOD OF PERFORMANCE**

Each Memorandum of Agreement is for a period of twelve months, beginning July 1, 2016, with an end date of June 30, 2017. The education program may continue for multiple years and each subsequent year will be dealt with separately and will require a new Memorandum of Agreement. Initiation and continuation of this agreement are contingent upon FIRST PARTY’S receipt of funding from the CABINETS.

#### IV. DUTIES OF THE FIRST PARTY

1. The FIRST PARTY will provide the services of the Director of KECSAC or other KECSAC personnel to facilitate the distribution of the funds as described herein.
2. The FIRST PARTY will provide for all of the normal administrative requirements as established by the CABINETS.

#### V. DUTIES OF THE SECOND PARTY – School District

1. The SECOND PARTY will provide the services of a school administrator as the overall school district program(s) director, or a substitute acceptable to both parties.
2. Time and effort sheets will be maintained by the school administrator for staff providing services for each program under this Agreement. All wages and fringe benefits required hereunder will be provided within the terms of funding in this Agreement.
3. Personnel assigned by the school district to the education program will be afforded all of the amenities of **School District** faculty and/or staff. Such project personnel will be employees of the SECOND PARTY with selection dismissal, and all other employment decisions the responsibility of the SECOND PARTY.
4. Normal SECOND PARTY accounting procedures will be employed and records will be made available for inspection at the request of the FIRST PARTY for a period of up to five years beyond the termination date of a program.
5. The SECOND PARTY shall sign and return the Memorandum of Agreement, including all attachments, to the FIRST PARTY within ninety (90) days of issuance or no later than September 15. The FIRST PARTY may decrease funding by quarterly increments for noncompliance with the submission deadline. If the Memorandum of Agreement is submitted but is incomplete, the FIRST PARTY has the authority to hold reimbursement for expenses until a completed Memorandum of Agreement is submitted to the FIRST PARTY.
6. The SECOND PARTY shall maintain an inventory of all items purchased with KECSAC funds. All items purchased with KECSAC funds remain the property of FIRST PARTY.
7. The SECOND PARTY shall notify the FIRST PARTY in writing, no less than 30 days in advance, when a state agency program will be closed.
8. The SECOND PARTY agrees to return all purchased items to the FIRST PARTY within 30 days of the closing date of a program.
9. The SECOND PARTY shall submit a new application for funds should an existing KECSAC program move to the SECOND PARTY'S district and if the SECOND PARTY is seeking funding for any activities or items not specified herein.
10. The SECOND PARTY shall immediately notify FIRST PARTY in writing of any problems, complaints or allegations relating to the use or administration of KECSAC funds or any program supported, in whole or part, by KECSAC funds. SECOND PARTY shall send such notification to FIRST PARTY at:

KECSAC  
Martin House  
Eastern Kentucky University  
521 Lancaster Avenue  
Richmond, KY 40475

11. The parties recognize that FIRST PARTY is an agency of the state and as such is vested with sovereign immunity, and nothing in this agreement shall be construed as a waiver of such immunity. SECOND PARTY agrees, to the extent permitted by law, to indemnify and hold harmless the FIRST PARTY from any and all liability, loss or damage that FIRST PARTY may suffer resulting from the acts or omissions of SECOND PARTY'S employees or agents relating to this Agreement.

## **VI. COSTS AND PAYMENTS**

1. On a quarterly cost reimbursement basis, the FIRST PARTY will request that payments be made by Kentucky Department of Education to the SECOND PARTY the cost, not to exceed approved requested funds, for direct labor, supplies, subcontracts, and incidental expenses necessary for the execution of the work. The SECOND PARTY will bill the FIRST PARTY in MUNIS **project budget report** format quarterly for expenditures as actual expenses are incurred (*as requested*). The budget is attached as ATTACHMENT 1 and incorporated herein by reference. New Memorandum of Agreements with an updated annual budget will be completed each year for each program.
2. The SECOND PARTY will provide documentation, in MUNIS format, that itemizes all funds that the SAC education program generates including KECSAC and SEEK funds. Any KECSAC funds not expended by June 30<sup>th</sup> of the current fiscal year will be deducted from the program's next fiscal year allocation amount.
3. The SECOND PARTY agrees that if an education program closes during the year, the SECOND PARTY will be reimbursed up to 25% of the allocated amount if the program closed on or before September 30<sup>th</sup>, up to 50% if the program closed on or before December 31<sup>st</sup> and up to 75% if the program closed on or before April 30<sup>th</sup>.
4. If an education program receives the full amount of allotted funds and that education program closes without having spent all of the funds, the SECOND PARTY agrees to return any unspent funds.

## **VII. RENEWAL**

The parties hereby understand that each education program may be renewed for additional periods under these terms as may be mutually agreed upon in writing.

## **VIII. CABINETS**

The SECOND PARTY will comply with all provisions of the CABINETS included in the attachments to this Memorandum of Agreement and all applicable provisions of the Master Agreement between the CABINETS and FIRST PARTY.

## **IX. ENDORSEMENTS**

Both parties have executed this Agreement by duly authorized officers.

## **X. PROGRAM GUIDELINES**

KRS 605.110 requires that children maintained in a facility or program operated, contracted or financed by the CABINETS shall as far as possible, maintain a common school education.

In this regard, SECOND PARTY'S educational administrative staff, supervisors and teachers:

1. Shall meet Kentucky educational certification requirements and be evaluated in accordance with local school district policy.

2. Shall complete a formal or informal academic assessment of the educational needs of all SAC, and vocational needs of SAC aged fourteen (14) and up or in eighth grade and above, within the first 30 days after admission to an on-site program.
3. Shall, at on-site education programs, provide the treatment program director an opportunity to interview prospective new teachers for the on-site state agency education program when filling a teacher vacancy. At on-site education programs, the treatment program director shall provide the local school district with interview results regarding the applicants' suitability for teaching in the on-site state agency education program.
4. Shall designate a school administrator who will be the instructional leader of the state agency children educational program(s). School administrators shall attend two statewide meetings of the State Agency Children School Administrators Association (SACSAA) scheduled by the FIRST PARTY with the advice of the KECSAC Interagency Advisory Group and SACSAA. The SACSAA meetings are scheduled as follows:

**Fall Statewide Meeting:                      September 19, 2016**

**Spring Statewide Meeting:                      March 3, 2017**

5. Shall ensure school administrators attend additional meetings upon thirty (30) days written notification from the FIRST PARTY or the CABINETS.
6. Shall be responsible to ensure school administrators complete and timely submit information upon request from the CABINETS and/or the FIRST PARTY.
7. Shall ensure the school administrator, or a designee, participates in treatment planning conferences and team meetings for state agency children in programs they serve.
8. Shall comply with all policies of the CABINETS relative to the care and treatment of state agency children.
9. Shall, at on-site education programs, provide a professional development plan for all certified staff working in state agency children programs. All educators new to a state agency children's education program shall attend the "*New Educators Training*," which is scheduled for **August 24, 2016**. 505 KAR 1:080 recommends that three (3) non-instructional days per year be used for professional development designed for state agency children teachers.
10. Shall, at on-site education programs, maintain average teacher pupil ratios not to exceed: No more than ten (10) students to one (1) teacher without a classroom aide; and no more than fifteen (15) students to one (1) teacher with a classroom aide; and shall comply with 505 KAR 1:080 relating to students with educational disabilities. This ratio must be maintained during the regular and extended school calendar.
11. Shall provide the state required days of direct educational services for each state agency child. Students enrolled in a KECSAC program are also required to attend an extended school program for an annual total of 210 instructional days which is in compliance with 505 KAR 1:080. A minimum of four hours of direct instruction is required for each of the extended school days.
12. Shall develop, in coordination with the Individual Treatment Plan (ITP) for each state agency child, an Individual Plan of Instruction (IPI) or for youth determined to have an educational disability, an Individual Educational Plan as governed by 505 KAR 1:080.
13. Shall recognize state agency children status as it relates to the administration and testing of the GED®.
14. Shall administer to state agency children the same assessments administered to other public school youth and shall be included in the accountability as specified in Inclusion of Special Populations in the State-Required Assessment and Accountability Programs 703 KAR 5:070.

15. Shall, at on-site education programs, develop portfolios consistent with the content requirements of the state's assessment program. Shall send the state agency child's portfolio to the receiving school as part of the education records when youth transition from a program.
16. Shall request of sending school the educational records for all state agency children. Upon receipt of the school records, the SECOND PARTY shall notify within five (5) days the sending school of the state agency child's enrollment. Upon receipt of the school records, the state agency program shall notify the sending school district office of the pupil personnel director that the child is now in school attendance and not a drop out.
17. Shall ensure that the educational records of state agency children be forwarded to the receiving schools within five (5) school days following the release of the youth from the program.
18. Shall prepare an Educational Passport as required by KRS 158.137 and 605.110(3)(e).
19. Shall comply with all provisions of KRS Chapters 158, 161, 610, 635, 640, 645, 505 KAR 1:080, 922 KAR 1:300 and 922 KAR 1:305.
20. Shall maintain a **current** copy of the "Child Caring Facility License" issued by the State of Kentucky documenting the license capacity and type of program for **each** non-state operated or non-state contracted program for which the SECOND PARTY is requesting funding or otherwise have filed for a renewal sufficiently in advance of the expiration of any license.
21. Shall submit to the FIRST PARTY, a total educational budget in project budget report MUNIS format for **each** program providing education to state agency children as **Attachment 1** and a comprehensive annual budget as **Attachment 2**, attached hereto and incorporated herein by reference.
22. Shall provide to all state agency children an extended school calendar of two hundred and thirty (230) days with two hundred and ten (210) instructional days in accordance to 505 KAR 1:080. An Educational Calendar Worksheet outlining the two hundred and thirty (230) days shall be submitted as **Attachment 3**, incorporated herein by reference, with the annual Memorandum of Agreement. The calendar must include the legislatively required number of instructional days, or the equivalent hours, as approved by KDE, and thirty-three (33) KECSAC extended days. Infinite Campus, the state attendance program, shall show the entire school calendar, including the extended days. In addition, shall attach a copy of its plan to make up days missed due to adverse weather or other district planned activities as **Attachment 4**, incorporated herein by reference.
23. Shall submit the SEEK Calculation Worksheet as **Attachment 5**. Such SEEK Calculation Worksheet, as may be amended, is attached as **Attachment 5**, hereto and incorporated herein by reference.
24. Shall submit and maintain a current copy of the Interagency Agreement between the SECOND PARTY and the facility, or documentation explaining why such interagency agreement is not required. If the program is a Mental Health Day Treatment facility, a current copy of the Interagency Agreement between the education program and the approved service provider is required, including a copy of the current service provider's contract. Such Interagency Agreement, as may be amended, is attached as **Attachment 6**, hereto and incorporated herein by reference.
25. Shall attach a copy of the Program Improvement Plan (PIP) developed using state assessment data, KECSAC Program Reviews and any other surveys or data collected by individual programs. The implementation and assessment of the PIP is solely the responsibility of the SECOND PARTY. Such Program Improvement Plan, as may be amended, is attached as **Attachment 7**, hereto and incorporated herein by reference.
26. Shall attach a copy of the Implementation and Impact Check based upon the submitted 2015-2016 Program Improvement Plan for the education program. Such Implementation and Impact Check, as may be amended, is attached as **Attachment 8**, hereto and incorporated herein by reference.

Shall attach a copy of the education program's Student Transition Plan (STP) that outlines the transition procedures for state agency children. The implementation and assessment of the STP is solely the responsibility of the SECOND PARTY. The transition planning to a post school setting shall comply with the STP and service requirements of the Individuals with Disabilities Education Act (IDEA), enacted as 20 USC 1400 to 1491o, and 707 KARA 1:220 for students with educational disabilities. Such Student Transition Plan, as may be amended, is attached as **Attachment 9**, hereto and incorporated herein by reference.

**SECOND PARTY**

School District

**FIRST PARTY**

Eastern Kentucky University

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Name \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent

---

Dr. Gerald J. Pogatshnik \_\_\_\_\_ Date \_\_\_\_\_  
Associate Vice President for Research

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Dr. Ronnie Nolan \_\_\_\_\_ Date \_\_\_\_\_  
KECSAC Director

## **ATTACHMENT 1**

### **Kentucky Educational Collaborative For State Agency Children Budget For 2017 Fiscal Year July 1, 2016 - June 30, 2017**

The total educational budget must be submitted in project budget report MUNIS format. The State Agency Children's Fund and SEEK must be included in the MUNIS report which is submitted with this MOA.

**If a program does not receive SEEK funds a memo must be submitted stating that the state agency children are taught at the local school district.**

**ATTACHMENT 2**  
**Comprehensive Budget For 2017 Fiscal Year**  
**July 1, 2016 - June 30, 2017**

All budget information must be complete and accurate for each KECSAC program within the school district. The proposed budget was tentatively approved by the school board on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and approved as to form and classification by the school district’s finance officer on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

The following budget is adopted for **PROGRAM’S NAME** the Fiscal Year for \_\_\_\_\_ and the amounts stated are appropriated for the purposed indicated for the **PROGRAM’S NAME**.

| <b>Federal Programs Allocation FY17</b>               |           |
|---|-----------|
| Title I, Part A                                       | \$        |
| Title I Part D, Subpart 2<br>Neglected & Delinquent   | \$        |
| Title I School Improvement                            | \$        |
| Title I Part B Even Start                             | \$        |
| Title I Part B Reading First                          | \$        |
| Title I Part C Migrant                                | \$        |
| Stewart B. McKinney Homeless                          | \$        |
| Title II, Part A, Teach Quality                       | \$        |
| Title I, Part D, Education<br>Technology              | \$        |
| Title II, Part D, Education<br>Technology-Competitive | \$        |
| Title III Limited English<br>Proficiency              | \$        |
| Title III Immigrant                                   | \$        |
| Title IV Part A Safe & Drug<br>Free Schools           | \$        |
| Title IV Part B, 21 <sup>st</sup> Century             | \$        |
| Title V, Innovation Strategies                        | \$        |
| Title VI Rural & Low Income                           | \$        |
| IDEA B Basic Plus Capacity &<br>Improvement           | \$        |
| IDEA B Preschool                                      | \$        |
| Federal Jobs for America’s<br>Graduates (JAG)         | \$        |
| Services Learning                                     | \$        |
| Title II C Perkins                                    | \$        |
| Other:  | \$        |
| <b>Total</b>  | <b>\$</b> |

| <b>State Programs Allocation FY17</b>     |           |
|---|-----------|
| General/District Funds                    | \$        |
| Local Tax Dollars                         | \$        |
| Family Resources Youth<br>Service Centers | \$        |
| Gifted talented                           | \$        |
| Extended School Services                  | \$        |
| Preschool                                 | \$        |
| Professional Development                  | \$        |
| Textbooks                                 | \$        |
| Safe Schools                              | \$        |
| KECSAC                                    | \$        |
| Read to Achieve                           | \$        |
| Dropout Prevention                        | \$        |
| Community Education                       | \$        |
| Local Area Vocational                     | \$        |
| 20% Vocational Funds                      | \$        |
| Commonwealth School<br>Improvement        | \$        |
| Elementary Arts &<br>Humanities           | \$        |
| Math, Achievement Fund                    | \$        |
| Other:                                    | \$        |
| <b>Total</b>                              | <b>\$</b> |

**ATTACHMENT 3**  
**2016-2017 School Calendar for School District Name and Program Name**  
**210 Instructional Days / 230 Total Days**

|   | M    | T    | W    | T    | F    | M     | T     | W     | T     | F     | M     | T     | W     | T     | F     | M     | T     | W     | T     | F     | M     | T     | W     | T     | F        | Inst. Days | Extended Days | Non-Inst Days | Vac Days | Total Days |
|---|------|------|------|------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|----------|------------|---------------|---------------|----------|------------|
| <b>July 2016</b>                          |      |      |      |      | 7/1  | 7/4   | 7/5   | 7/6   | 7/7   | 7/8   | 7/11  | 7/12  | 7/13  | 7/14  | 7/15  | 7/18  | 7/19  | 7/20  | 7/21  | 7/22  | 7/25  | 7/26  | 7/27  | 7/28  | 7/29     | 0          | 0             | 0             | 0        | 0          |
| <b>Aug</b>                                | 8/1  | 8/2  | 8/3  | 8/4  | 8/5  | 8/8   | 8/9   | 8/10  | 8/11  | 8/12  | 8/15  | 8/16  | 8/17  | 8/18  | 8/19  | 8/22  | 8/23  | 8/24  | 8/25  | 8/26  | 8/29  | 8/30  | 8/31  |       |          | 0          | 0             | 0             | 0        | 0          |
| <b>Sept</b>                               |      |      |      | 9/1  | 9/2  | 9/5   | 9/6   | 9/7   | 9/8   | 9/9   | 9/12  | 9/13  | 9/14  | 9/15  | 9/16  | 9/19  | 9/20  | 9/21  | 9/22  | 9/23  | 9/26  | 9/27  | 9/28  | 9/29  | 9/30     | 0          | 0             | 0             | 0        | 0          |
| <b>Oct</b>                                | 10/3 | 10/4 | 10/5 | 10/6 | 10/7 | 10/10 | 10/11 | 10/12 | 10/13 | 10/14 | 10/17 | 10/18 | 10/19 | 10/20 | 10/21 | 10/24 | 10/25 | 10/26 | 10/27 | 10/28 | 10/31 |       |       |       |          | 0          | 0             | 0             | 0        | 0          |
| <b>Nov</b>                                |      | 11/1 | 11/2 | 11/3 | 11/4 | 11/7  | 11/8  | 11/9  | 11/10 | 11/11 | 11/14 | 11/15 | 11/16 | 11/17 | 11/18 | 11/21 | 11/22 | 11/23 | 11/24 | 11/25 | 11/28 | 11/29 | 11/30 |       |          | 0          | 0             | 0             | 0        | 0          |
| <b>Dec</b>                                |      |      |      | 12/1 | 12/2 | 12/5  | 12/6  | 12/7  | 12/8  | 12/9  | 12/12 | 12/13 | 12/14 | 12/15 | 12/16 | 12/19 | 12/20 | 12/21 | 12/22 | 12/23 | 12/26 | 12/27 | 12/28 | 12/29 | 12/30    | 0          | 0             | 0             | 0        | 0          |
| <b>Jan 2017</b>                           | 1/2  | 1/3  | 1/4  | 1/5  | 1/6  | 1/9   | 1/10  | 1/11  | 1/12  | 1/13  | 1/16  | 1/17  | 1/18  | 1/19  | 1/20  | 1/23  | 1/24  | 1/25  | 1/26  | 1/27  | 1/30  | 1/31  |       |       |          | 0          | 0             | 0             | 0        | 0          |
| <b>Feb</b>                                |      |      | 2/1  | 2/2  | 2/3  | 2/6   | 2/7   | 2/8   | 2/9   | 2/10  | 2/13  | 2/14  | 2/15  | 2/16  | 2/17  | 2/20  | 2/21  | 2/22  | 2/23  | 2/24  | 2/27  | 2/28  |       |       |          | 0          | 0             | 0             | 0        | 0          |
| <b>Mar</b>                                |      |      | 3/1  | 3/2  | 3/3  | 3/6   | 3/7   | 3/8   | 3/9   | 3/10  | 3/13  | 3/14  | 3/15  | 3/16  | 3/17  | 3/20  | 3/21  | 3/22  | 3/23  | 3/24  | 3/27  | 3/28  | 3/29  | 3/30  | 3/31     | 0          | 0             | 0             | 0        | 0          |
| <b>April</b>                              | 4/3  | 4/4  | 4/5  | 4/6  | 4/7  | 4/10  | 4/11  | 4/12  | 4/13  | 4/14  | 4/17  | 4/18  | 4/19  | 4/20  | 4/21  | 4/24  | 4/25  | 4/26  | 4/27  | 4/28  |       |       |       |       |          | 0          | 0             | 0             | 0        | 0          |
| <b>May</b>                                | 5/1  | 5/2  | 5/3  | 5/4  | 5/5  | 5/8   | 5/9   | 5/10  | 5/11  | 5/12  | 5/15  | 5/16  | 5/17  | 5/18  | 5/19  | 5/22  | 5/23  | 5/24  | 5/25  | 5/26  | 5/29  | 5/30  | 5/31  |       |          | 0          | 0             | 0             | 0        | 0          |
| <b>June</b>                               |      |      |      | 6/1  | 6/2  | 6/5   | 6/6   | 6/7   | 6/8   | 6/9   | 6/12  | 6/13  | 6/14  | 6/15  | 6/16  | 6/19  | 6/20  | 6/21  | 6/22  | 6/23  | 6/26  | 6/27  | 6/28  | 6/29  | 6/30     | 0          | 0             | 0             | 0        | 0          |
| <b>Total Days MUST Equal 230 or More:</b> |      |      |      |      |      |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       | <b>0</b> | <b>0</b>   | <b>0</b>      | <b>0</b>      | <b>0</b> |            |

**Instructions:** Please fill out the calendar by using the following letters to indicate the type of day for the program. The calendar must include the required number of instructional days, or the equivalent hours, as approved by KDE and thirty-three (33) KECSAC extended days.

**A=Administrative Days/No School**    **I=Instructional (177 Days or Equivalent Hours)**    **E=Extended KECSAC (33 Days)**  
**H=Holidays**    **PD=Professional Development Days**    **V=Vacation Day**    **M=Make Up Day**    **O=Opening Day**    **C=Closing Day**

## **ATTACHMENT 4**

### **Make Up Day Plan**

Include a plan with your MOA for making up any of the 210 instructional days, or the equivalent hours, as approved by KDE, missed due to inclement weather or other district planned events.

Programs will be asked to:

- Have a schedule that is consistent with the contracted school district.
- Be responsible for meeting the KDE approved educational calendar and the extended educational calendar days necessary to meet the 210 educational days required by 505 KAR 1:080. A minimum of four (4) hours of direct instruction is required for each of the extended school days. “Banked” time may not be used to fulfill the extended days. Students enrolled in a KECSAC program are required to attend the extended school days.
- Follow the inclement weather schedule with the contracted school district.
- Take a proactive approach and plan for additional instructional days and plan for at least ten (10) of those days for inclement weather. For example, a day treatment cannot open for an instructional day when a school district has closed due to inclement weather; however, professional development for teachers can be coordinated and planned for those unexpected days in order to meet the 210 instructional days.
- Submit the school district approved inclement weather plan with the approved KDE school calendar email (Attachment 3).

## ATTACHMENT 5

### State Agency Children SEEK Calculation Worksheet 2016-2017 School Year

All programs must submit a completed worksheet even if the program does not receive SEEK funds. The school district receives SEEK funds for those state agency children that are taught at the local on-site programs. Do not leave any category blank. Insert \$0 for categories with no dollars or NA if a category is not applicable.

**School District:** \_\_\_\_\_

**Name of Treatment Program:** \_\_\_\_\_

**School Code:** \_\_\_\_\_

- |            |  |                 |
|------------|--|-----------------|
| <b>A.</b>  | Projected 2016-2017 School Year Average Daily Attendance (ADA)                                     | _____           |
| <b>B.</b>  | Projected Base SEEK \$3,981 x ADA  | \$ _____        |
| <b>C.</b>  | Projected At-Risk Add-on \$3,981 x 0.15 x ADA for residential & group home youth*                  | \$ _____        |
| <b>D.</b>  | December 1, 2014 Child Count: Severe (Low) _____ Moderate _____ Speech (High) _____                |                 |
| <b>D1.</b> | Projected Low Incidence Add-On <sup>1</sup> \$3,981 x 2.35 = \$9,355.35 x 12-1-14 Child Count      | \$ _____        |
| <b>D2.</b> | Projected Moderate Incidence Add-On <sup>2</sup> \$3,981 x 1.17 = \$4,657.77 x 12-1-14 Child Count | \$ _____        |
| <b>D3.</b> | Projected High Incidence Add-On <sup>3</sup> \$3,981 x 0.24 = \$955.44 x 12-1-14 Child Count       | \$ _____        |
| <b>E.</b>  | <b>Total Projected SEEK for 2016-2017 School Year</b>  | <b>\$ _____</b> |
|            | SEEK Funds to be provided by Kentucky Department of Education                                      | \$ _____        |
|            | State Ratio** _____ x Total Projected SEEK (Line E)  |                 |

\* Other day treatment youth may be eligible for at-risk add-on if they qualify for free lunch program.

\*\* To determine state ratio, divide the Calculated State Portion by the Calculated Base Funding from the district's SEEK Forecast provided to the school superintendent.

<sup>1</sup>Low Incident Disabilities, 2.35 weight - Functional Mental Disability, Hearing Impairment, Emotional-Behavioral Disability, Visual Impairment, Multiple Disabilities, Deaf-Blind, Autism, and Traumatic Brain Injury;

<sup>2</sup>Moderate Incident Disabilities, 1.17 weight - Mild Mental Disability, Orthopedic Impairment or Physically Disabled, Other Health Impaired, Specific Learning Disabilities, and Developmental Delay;

<sup>3</sup>High Incident Disability, 0.24 weight - Communication Disorders of Speech or Language.

**NOTE: THESE CALCULATIONS ARE CONTINGENT ON THE FINAL APPROVAL OF THE STATE BUDGET**

**ATTACHMENT 6**  
**2016-2017 Interagency Agreement between School District**  
**And Treatment Program**

A current Interagency Agreement between **School District** and each contracted program for Cabinet for Health and Family Services should be attached and returned with the MOA. A sample copy of an interagency agreement can be found at [www.kecsac.eku.edu](http://www.kecsac.eku.edu), under Documents.

**Mental Health Day Treatment programs are required to comply with the KECSAC Mental Health Day Treatment Program Standards of Practice.**

**DJJ Interagency Agreements are provided to us by DJJ and do not need to be included with the MOA.**

## **ATTACHMENT 7**

### **Program Improvement Plan**

Per the Kentucky Board of Education (April 6, 2005), all KECSAC programs are required to submit an updated Program Improvement Plan for the academic year. This plan should be based on CATS data, KECSAC program improvement visits and other surveys or data collected by individual programs. In addition, the Program Improvement Plan should be specific to the individual program and address the educational needs of state agency children.

## **ATTACHMENT 8**

### **Implementation and Impact Check**

As part of the Program Improvement Planning process, KECSAC is requiring each program to complete an Implementation and Impact Check Report based upon the submitted 2015-2016 Program Improvement Plan. The report should include updates on the goals set from the previous academic year.

## **ATTACHMENT 9**

### **Student Transition Plan**

KECSAC programs are required to submit a Student Transition Plan (STP) for the 2016-2017 academic year. The STP should outline the program's procedures for transitioning state agency children from one educational program to the next instructional or vocational setting. The STP shall comply with the transition plan and service requirements of the Individual with Disabilities Education Act (IDEA), enacted as 20 USC 1200 to 1491o, and 707 KAR 1:220 for students with educational disabilities.

The Student Transition Plan shall include procedures that address the transfer of student educational records. 505 KAR 1:080 stipulates that the last school or district a state agency youth attends prior to placement in a state agency program shall be responsible for forwarding the educational records to the state agency program within five (5) school days of receipt of the request.

The school administrator shall ensure that the educational records of state agency children are forwarded to the receiving school within five (5) school days following the release of the youth from the treatment facility.

(Please refer to KECSAC policies 04.2 and 04.21 regarding Records and the Educational Passport.)