

Kentucky Regional Educational Cooperatives, GLEC:



Greater Louisville Education Cooperative

**To Implement Special Education Initiatives
Identified by the Kentucky Department of Education (KDE)
and to Provide Special Education Services
to Local School Districts on a Regional Basis**

*Activities to be Supported Using State Share Restricted Funds
Available under Part B of the Individuals with Disabilities Education Act
(IDEA-B)*

School Year 2021-2022

*Improving Educational Results and Outcomes for Students with Disabilities Through Supporting Effective
Teaching, Learning and Systems Improvement*

Emailed to KDE representatives May 28, 2021

Routing to JCPS Fiscal agent May 28, 2021

Appendix A: KDE Scope of Work

Appendix B: Job Descriptions

Appendix C: Advisory Board Members

Appendix D: Budget

Proposal From

Kentucky Regional Educational Cooperatives, GLEC:



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Kentucky Department of Education
Division of Learning Services
300 Sower Boulevard, Fifth Floor
Frankfort, Kentucky 40601
(502) 564-4970/564-6721 (Fax)
<http://www.education.ky.gov>

- The level funded allotment which GLEC is eligible for this upcoming year (7/1/21-6/30/22) is \$901,100.
- The December 1, 2020 child count number currently for GLEC is 12,626.
- Base amount: \$280,000 for the Cooperative, \$14,400 per LEA and \$25 per child.

Introduction

The purpose of the Individuals with Disabilities Education Act (IDEA) is to ensure that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living (34 CFR §300.1(a)).

The Kentucky Department of Education (KDE) is responsible for exercising its general supervision responsibilities to ensure that the requirements of the IDEA are implemented. Toward that goal, the KDE

may use a significant portion of its IDEA State Set-Aside allocation to fund *Regional Special Education Cooperatives*. The special education cooperatives were established to provide support, technical assistance and coaching to local school districts as directed and approved by the KDE's Office of Special Education and Early Learning (OSEEL). Their purpose is to assist in improving educational results and outcomes for students with disabilities and to aid districts with IDEA results and compliance under federal and state law, all under the direction and supervision of KDE.

The IDEA State-Share restricted funds set aside to establish and operate the *KDE Regional Special Education Cooperatives* under this proposal are intended to be used to support the provision of special education and related services for students with disabilities. These funds may not be used for any other purpose including, but not limited to, general education purposes. If a determination is made by OSEEL that these funds have been used for any purpose other than to support the provision of special education and related services, the ability to use these funds will be removed and the cooperative will be required to reimburse the KDE for inappropriate use of IDEA federal dollars.

Directors of the *KDE Regional Special Education Cooperatives* must possess the Director of Special Education professional certification to serve in this capacity. The Associate Commissioner of OSEEL or his or her designee will be involved in the selection of new directors for the special education cooperative including, but not limited to, consulting with the fiscal agent, establishing and approving job descriptions, reviewing applications and resumes, and participating on interview committees. The Associate Commissioner of OSEEL, or his or her designee may also review applications and resumes of all candidates prior to an offer of employment within the *KDE Regional Special Education Cooperative*. The assignment of job duties and performance evaluations of the Director of the *KDE Regional Special Education Cooperative* will be conducted in consultation with the Associate Commissioner of OSEEL. The assignment of job duties as well as performance evaluations of special education cooperative staff will be conducted by the Director of the *KDE Regional Special Education Cooperative* along with input from the Associate Commissioner of OSEEL, or his or her designee.

Instructions for Submitting the Proposal

The Proposal for State Set-Share Restricted Funds under Part B of the Individuals with Disabilities Education Act must be provided to the KDE electronically by June 1, 2021. In addition, a hard copy of all signature pages with original signatures must be provided to OSEEL.

Compliance with general and specific program assurances is the responsibility of the *KDE Regional Special Education Cooperative*. The Assurance Certification is required to be signed by the Director of the *KDE Regional Special Educational Cooperative* as well as a representative of the fiscal agent, with appropriate authority agreeing to abide by all assurances and to conduct the program in support of the Kentucky Board of Education (KBE) and KDE priorities as communicated by OSEEL.

Compliance with general and specific program assurances is the responsibility of the governing board of the Cooperative. The Assurance Certification is required to be signed by the Cooperative's board chair and Executive Director as the fiscal agent administrator, which authorizes the fiscal agent to accept funds and conduct programs that support the Kentucky Board of Education (KBE) and the KDE priorities. The Assurance is also signed by the Director of the *Regional Educational Cooperative Special Education Division*.

This *Assurance Certification* statement certifies all legal and programmatic requirements will be met in accordance with federal and state laws and regulations which define specific program activities and expenditures of funds described in this *Proposal* as well as all expectations and requirements of OSEEL. In addition, OSEEL, or its authorized representatives may audit the programmatic and fiscal implementation of this proposal at any time. If the OSEEL determines assurances have not been fulfilled or that IDEA funds were used for any purpose other than supporting the provision of special education and related services, the OSEEL may discontinue the provision of funds to the fiscal agent and will require the fiscal agent to reimburse OSEEL for the unapproved and inappropriate use of IDEA funds.

General Functions of the KDE Regional Special Education Cooperatives

The *KDE Regional Special Education Cooperative* shall fulfill the mission by:

- Participating in ongoing professional learning experiences to build special education cooperative staff capacity to facilitate improved educational results and outcomes for students with disabilities;
- Designing and delivering professional learning opportunities for local district special education staff that are aligned to Kentucky's comprehensive system of professional learning as well as OSEEL's priorities and expectations;
- Disseminating information from the KDE and other agencies relative to the IDEA to local directors of special education and other district administrators who oversee special education programs;
- Cooperating and collaborating with other groups (e.g., Kentucky Special Parent Involvement Network, Parent Resource Centers) and agencies (e.g., Office of Vocational Rehabilitation, Cabinet for Health and Family Services) to facilitate improved outcomes for students with disabilities and their families;
- Applying implementation science principles to plan, implement and sustain practices that include training, coaching and follow-up technical assistance and support tailored to the needs of special education staff and general education staff who are responsible for the implementation of Individual Education Programs (IEPs) for students with disabilities;
- Building member district capacity to achieve the KDE expected outcomes, including the IDEA State Performance Plan (SPP) / Annual Performance Report (APR);
- Assisting districts with achieving state targets specified in the IDEA SPP/APR;
- Assisting OSEEL and local districts with the implementation of the State Systemic Improvement Plan (SSIP);
- Assisting local districts with special education data analysis and data-driven decision-making while focusing on the continuous improvement process;
- Assisting member districts in selecting, implementing, and evaluating evidence-based practices that are specifically designed to improve results for students with disabilities;
- Assisting districts with the development and implementation of IDEA Corrective Action Plans (CAPs) required by the KDE's OSEEL;
- Providing IDEA-specific training, coaching, and support to local district administrators, teachers, and school personnel; and
- Assisting member districts in meeting the State and Federal regulatory requirements for special education programs.

Goals and Deliverables of the KDE Regional Special Education Cooperative

As part of this proposal for consideration of funds, the *KDE Regional Special Education Cooperative* must provide OSEEL with a scope of work and accompanying itemized budget that explicitly details the following requirements.

The regional special education cooperatives must:

- Build capacity of the *KDE Regional Special Education Cooperative* staff while balancing the needs of local districts
- Design and deliver special education professional development for administrators, teachers and other school personnel responsible for the delivery of special education and related services
- Collaborate with other groups serving students with disabilities
- Work collaboratively with the OSEEL
- Collaborate with districts to implement the State Systemic Improvement Plan (SSIP)
- Assists local districts with meeting state targets identified in the SPP/APR
- Support the Outreach Consultants from the Kentucky School for the Blind (KSB) and Kentucky School for the Deaf (KSD)
- Support the Peer Support and Network Project described in Senate Joint Resolution 52 from 2018 and explored in 2019-2020
- Support KDE sponsored initiatives (e.g., SEAGIC, NASDSE / CASE conference)
- Disseminate IDEA-relevant information from the KDE and U.S. Education Department's (USED) Office of Special Education Programs (OSEP) including memos, policy and Dear Colleague letters
- Analyze regional data from the state's SPP/APR and share how the cooperative will use these data to make improvements within the region
- Analyze Section 618 data (e.g., child count, discipline, assessment, exiting, etc.) from the region and how the cooperative will use these data to make improvements within the region
- Analyze significant disproportionality data and the implementation of comprehensive coordinated early intervening services (CCEIS) within districts across the region where applicable
- Evaluate the regions effort to implement requirements and purposes of the IDEA and describe how the region will improve its implementation
- Develop and monitor activities for the region designed to improve compliance with IDEA requirements as well as Kentucky Administrative Regulations (KARs) for Special Populations
- Support districts in improving student academic and behavioral outcomes including K-PREP and discipline results for students with disabilities
- Evaluate the effectiveness of the *KDE Regional Special Education Cooperative* including results from, but not limited to, student academic and behavioral outcome data and feedback from training and coaching sessions
- Balance the time and effort for all staff to accomplish all expected activities

The OSEEL will conduct quarterly face-to-face direct reports with the regional special education directors.

Examples of IDEA-activities that should be considered within the proposed scope of work include a description for how the KDE Regional Special Education Cooperative will:

- Strengthen Child Find activities within districts
- Provide supports to Admission and Release Committee (ARCs) members
- Assist districts with understanding and creating a continuum of educational settings for students with disabilities
- Provide training and coaching covering the development and implementation of IEPs, including monitoring student progress on a regular basis and making informed decisions using the data
- Assist districts and families in knowing and understanding the IDEA dispute resolution rights
- Assist member districts and families with the appropriate behavioral supports and discipline of students with disabilities including but not limited to: behavior interventions and supports; functional behavior assessments; behavior intervention plans; disciplinary removals, including in-school suspensions out-of-school suspensions, expulsions, and removals to an interim alternative educational setting (IAES); ARC determination; notice to parents; removal for 10 or fewer school days; removal for more than 10 consecutive days; and determining when a pattern of removals exists
- Assist member districts with conducting manifestation determination meetings and understanding when behavior is and is not a manifestation of a disability and what actions the district should or should not take
- Advise districts about eligibility requirements for each disability area
- Assist member districts with the evaluation and referral services
- Increase understanding of districts in all areas of the IDEA and KARs
- Assist districts with the triangulating and understanding the “big picture” using data including: attendance, academic, discipline, demographic, etc.

Attachment Providing Job Descriptions: There must be a separate attachment provided with the proposal which gives detailed job descriptions of all employees paid from these funds. Time and effort must be provided to OSEEL for all employees of the *KDE Regional Special Education Cooperative* who are paid from multiple fund sources when one of those funds sources are IDEA funds supporting this proposal.

Attachment Advisory Board: There must be an accompanying attachment provided with the proposal which names the members of the *KDE Regional Special Education Cooperative Advisory Board*. This advisory board must be composed of member districts’ directors of special education and special education staff including teachers. The Advisory Board Chair must be an active local director of special education in the region. If the Advisory Board does not exist at the time the Proposal is submitted, a plan describing how and when the Advisory Board will be established should be submitted.

Reporting Required to Determine the Success of Goals / Deliverables

Each quarter, the Special Education Cooperative must provide to OSEEL:

- Progress toward the deliverables included in the Scope of Work.
- Quarterly financial report that includes a detailed description of expenditures.

- Implementation and effectiveness data for the Scope of Work that includes participant feedback and student / district / school data.
- Quarterly report out to OSEEL during a regularly scheduled meeting. (May be virtual meeting/COVID).
- Time and effort of all special education cooperative staff, including the amount of time spent receiving and providing professional development as well as the amount of time spent coaching and amount of time spent on office duties.

The KDE Regional Special Education Cooperative must provide OSEEL with the Annual Report for Contract Deliverables by March 1, 2022.

Components from Which Funding is Based

Funding for the *Regional Special Education Cooperatives* is provided through the KDE's state-share restricted funds and must be used for the support of special education and related services. Submission of this proposal is not a guarantee of funds. Funding for the *Regional Special Education Cooperatives* is optional based on the discretion of the KDE.

If the proposal is approved by OSEEL, the distribution of funds will occur through a formula utilizing a base amount per cooperative, an amount for each local education agency that is a member of the cooperative, and an amount based on the December 1, 2020 IDEA Child Count ages 3 -21 of each member district.

Indirect Costs: Each fiscal agent may take up to 8% in Indirect (Facilities and Administrative) Costs. This 8% allowance for Overhead expenses is taken as follows: (i.e. Multiply Direct Allowable Costs by 8% and this is the amount of the cooperative's Indirect Cost Allowance). **Indirect Costs are not additional funds but represent the percentage of the funds available as described above that the fiscal agent may charge to the budget for providing administrative support.**

Eligibility Criteria to Apply: *The fiscal agent must provide evidence for each of the following requirements. The evidence must be included as a separate attachment accompanying the proposal. The fiscal agent must:*

Program Assurances

The KDE Special Education Regional Cooperative, if funded through submission of this proposal, shall:

1. Administer IDEA-B Other Set-Aside Funds in accordance with all applicable statutes, regulations, policies and procedures, and the Cooperative's approved Proposal;
2. Expend IDEA-B Other Set-Aside Funds exclusively for the benefit of children who meet the definitions and eligibility criteria for IDEA programs.
3. Provide all services in a manner consistent with policies and procedures required by the IDEA Part B. These policies and procedures address: free appropriate public education, child identification, due process, evaluation, eligibility, individualized education programs, placement in least restrictive environment, delivery of services, confidentiality, non-public schools, comprehensive system of personnel development, and the use of IDEA-B funds.

4. Provide effective leadership and specialized services to assist member districts with meeting the goal of providing a full educational opportunity for all children with disabilities, aged three (3) to twenty-one (21).
5. Fulfill the goals and deliverables in the scope of work as specified in the budget.
6. Ensure that any misuse of funds be immediately reported to Gretta Hylton, Associate Commissioner of OSEEL.

Legal Assurances

The *KDE Special Education Regional Educational Cooperative* and fiscal agent shall:

1. Comply with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act, prohibiting discrimination on the basis of race, color, national origin, gender, disability, or age.
2. Provide equitable access to and equitable participation in the project by addressing the special needs of students, teachers and other project beneficiaries in order to overcome barriers to equitable participation, including barriers based on gender, race, color, national origin, disability, or age.
3. Comply with the *Single Audit Act*.
4. Control funds received from the IDEA Part B (IDEA-B) and hold title to property acquired with the funds. Administer the funds and property as required by IDEA-B and for the purpose for which they are granted and retain control in the event of contractual arrangements made with other parties.
5. Use fiscal control and fund accounting procedures that ensure proper disbursement of accounting for IDEA-B funds paid to the Cooperative.
6. Assure that an indirect cost of no more than 8.0% may be charged as funds are expended (and not as a lump sum when funds are received) on day-to-day administrative, non-direct needs and other activities at the discretion of the fiscal agent.
7. Treat indirect funds as local funds to pay non-direct costs associated with the program, such as accumulated leave balances of employees who are retiring or otherwise leaving employment with the Regional Special Education Cooperative, and assure a written agreement is in the place with the fiscal agent that ensures the fiscal agent will be responsible for paying departing employees accumulated leave balances and severance pay without charging the Regional Special Education Cooperative's budget.
8. Ensure that no federal appropriated funds have been paid, or are paid by or on behalf of the *Regional Special Education Cooperative* to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with making any federal modification of any federal grant or agreement.
9. Complete and submit Standard Form-LLL, *Disclosure Form to Report Lobbying*, in accordance with its instructions if any funds other than federal appropriated funds have been paid or are paid to any person for influencing or attempting to influence an officer or employee of any agency in connection with the federal grant. The director shall be responsible for filing the form. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

10. Require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.
11. Require that federal funds received will not be used to acquire equipment (including computer software) when such acquisition results in a direct financial benefit to an organization not representing the interests of the Regional Special Education Cooperative or its employees or any affiliate of such organization.
12. Maintain procedures to minimize the time elapsing between the transfer of federal grant funds and their disbursement.
13. Comply with the *Kentucky Open Records Act*.
14. Comply with the certifications regarding *Lobbying, Debarment, Suspension, and other Responsibility matters and Drug-Free Workplace* requirements.
15. Comply with the *Americans with Disabilities Act (ADA)*.
16. Comply with the *Family Educational Rights and Privacy Act (FERPA)*.
17. Expend IDEA-B funds for services and goods exclusively for the benefit of children who meet the definition and eligibility criteria for a “Child with a disability,” as found in Kentucky Administrative Regulation, 707 KAR Chapter 1.
18. Comply with OMB A-122 Cost Principles for Non-Profit Organization.

Assurance Certification: *I declare that information contained in this Proposal is correct and complete and that the agency named in this Proposal is in compliance with all the assurances listed in the Assurances sections. All pertinent information related to these assurances is available for review at the offices of the Cooperative.*

It is understood that this Proposal constitutes an offer, and if accepted by the KDE or negotiated to acceptance, will form a binding agreement including all conditions contained herein. I further acknowledge this Proposal is developed for a one-year period and approval is for one year, contingent upon the budgetary allocation of Part B funds from IDEA.

I understand and agree that the Kentucky Department of Education has the right to withhold or cease funding for non-performance, or breach, during the life of the agreement. I further understand and agree that both parties have the right to cancel this agreement without cause upon 30 days written notice to the parties.

Submission of a proposal does not ensure approval or awarding of funds and is not approved until agreed-upon and signed by all parties.

KDE Regional Special Education Cooperatives will be notified by the status of their proposal prior to June 30, 2021.

Printed/Typed Name of Special Education Director of the *KDE Regional Special Education Cooperative*

Latricia P. Bronger

Signature:

Latricia P. Bronger

Date:

May 27, 2021

Printed/Typed Name of Chair, KDE Regional Special Education Cooperative Advisory Board

Kimberly Chevalier

Signature:

Kimberly Chevalier

Date:

May 27, 2021

Printed/Typed Name of Associate Commissioner of the Office of Special Education and Early Learning

Gretta Hylton, Associate Commissioner

Office of Special Education and Early Learning, Kentucky Department of Education

Signature:

Date:

Printed/Typed Name of the Executive Director of the Fiscal Agent or other Person with authority to certify and obligate the responsibility of the Fiscal Agent:

Signature:

Martin Pollio, EdD.

Date:

- *Transformation Zone Agreement will be included in the activities*
- *Regional Special Initiatives include the Braille and Tactile Graphics Learning Lab, and maintenance of the Kentucky Department of Education (KDE) LD Tables*



Regional Educational Cooperative Special Initiatives and Projects for GLEC

*Funded Initiatives from member district stimulus funds for materials	
Additional Initiatives	Enter a Scope of Work that includes a description of planned activities and expected student outcomes for the 2021-2022 School Year.
A. Regional Special Initiatives	<p>*High Leverage Practices (Inclusive of Explicit Instruction): Based on input from DoSE and advisory board, training for teachers will be organized by implementing high leverage practices. There will be a scaffolded approach for this initial year on specific practice selections. Determination based on data will be of great benefit to the regional cooperative in the Greater Louisville area. GLEC shall fulfill the mission by:</p> <ul style="list-style-type: none"> ● Consultants will be participating in ongoing professional learning and coaching experiences to build Cooperative staff capacity to facilitate improved educational results and outcomes for students with disabilities with effective professional development delivery methods (e.g. Kagen, Adaptive Schools, Cognitive Coaching); ● Designing opportunities for professional learning opportunities aligned to Kentucky’s comprehensive system of professional learning; ● Disseminating information to member districts from the Institutes of Higher Education (IHE) and consortium with Kentucky Excellence in Educator Preparation (KEEP), KDE and other agencies; ● Cooperating and collaborating with other groups (e.g., IHE teams (KEEP), Kentucky Special Parent Involvement Network, Academic and Behavior Response to Intervention (ABRI) Parent Resource Centers) and agencies (e.g., Office of Vocational Rehabilitation, Cabinet for Health and Family Services) to facilitate improved outcomes for students with disabilities and their families; ● Applying implementation science principles to plan, implement and sustain practices that include training, coaching and follow-up technical assistance and support; ● Assisting in selecting, implementing, and evaluating evidence-based practices; ● Assisting in meeting the State and Federal regulatory requirements for special education programs; and ● Building capacity to achieve the KDE expected outcomes. ● High Leverage Practices as Specially Designed Instruction (SDI) and Explicit Instruction. ● SIM™ Strategic Instruction Model for Content Enhancement Routines and Learning Strategies Curriculum <p>*Braille/Tactile Graphics Regional Resource Center (Learning Lab)</p>

	<p>Data indicated a need for regional teacher support for infographics and tactile access to learning opportunities for students who are blind or visually impaired.</p> <p>The regional cooperative will sponsor a resource center for KSB school, outreach, and JCPS personnel to access Braille and Tactile Graphics Resource Center.</p> <ul style="list-style-type: none"> ● Develop a regional braille/tactile graphics resource center on the campus of KSB. Access will be available to all Teachers of the Visually Impaired to develop tactile graphics for students to assist in direct instruction of concepts students have difficulty with due to lack of visual access. ● Support teacher access for resources to support student access. ● Provide a work space and specialized materials ● Allow for development of instructional resources for students who are blind and visually impaired. ● Provide teachers a training space for the development of individualized tactile graphics and using the resources provided. ● Collaborate with the American Printing House for the Blind and the University of Kentucky for set up and training. <p><u>Materials:</u></p> <ul style="list-style-type: none"> ● Braille Translation Software \$ 2,150.00 ● Braille Embosser \$ 21,149.00 ● Monitors \$ 1,200.00 ● Manual Cutter \$ 5,150.00 ● Coil Binder \$ 835.00 ● Laminator \$ 2,655.00 ● Tactile Signs \$ 1,025.00 ● Tactile Paper, office supplies, etc. \$ 2,100.00
<p>B. KDE Special Project: LD Tables Update and coordinated state efforts</p>	<p>State Learning Disabilities Tables update and maintenance. Attend KAPS conference, and access new educational assessments for maintaining updates on LD Tables.</p>

Assurance Certification

I declare that information contained in this Application is correct and complete and that the agency named in this Application is in compliance with all of the assurances listed in the Assurances sections. All pertinent information related to these assurances is available for review at the offices of the Cooperative.

It is understood that this Application constitutes an offer, and if accepted by the KDE or negotiated to acceptance, will form a binding agreement. I further acknowledge this Application is developed for a one-year period and approval is for one year, contingent upon the budgetary allocation of Part B funds from IDEA.

I understand and agree that the Kentucky Department of Education has the right to withhold or cease funding for non-performance, or breach, during the life of the agreement.

Printed/Typed Name of Chair, Governing Board of Directors: Kimberly Chevalier	
Signature:	Date:

Printed/Typed Name of Director, Regional Educational Cooperative: Dr. Martin Pollio	
Signature:	Date:
Printed/Typed Name of Director, <i>Special Education Division of the Regional Educational Cooperative</i> : Latricia P. Bronger	
Signature:	Date:

*Submission of a proposal does not ensure approval or awarding of funds.
Regional Cooperatives will be notified by email of the status of their proposal prior to July 1, 2021.*