

Kentucky Educational Collaborative for State Agency Children (KECSAC)
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 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 2022-2023 Interagency Agreement between the school district and treatment program (not required for Department of Juvenile Justice programs).
- **ATTACHMENT 7** - A 2022-2023 Program Improvement Plan (PIP).
- **ATTACHMENT 8** - Implementation and Impact Check, based upon 2021-2022 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.

1.
 - a. Those children of school age committed to or in custody of the Cabinet for Health and Family Services and placed, or financed by the cabinet, in a Cabinet for Health and Family Services 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 Health and Family Services 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 intellectually disabled; and
3. Those children committed to or in custody of the Department of Juvenile Justice and placed in a department operated or contracted facility or program; and
4. Those children referred by a family accountability, intervention, and response team as described in KRS 605.035 and admitted to a Department of Juvenile Justice operated or contracted day treatment 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 prior to September 15, 2022. KECSAC 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 at: Kristine.Smith@kecsac.org

Or

Sherri Clusky at Sherri.Clusky@kecsac.org

MEMORANDUM OF AGREEMENT
Kentucky Educational Collaborative for State Agency Children
Fiscal Year 2023
(July 1, 2022 - June 30, 2023)

I. INTRODUCTION

This agreement is made and entered into this 1st day of July, 2022, by and between The Kentucky Educational Collaborative for State Agency Children (KECSAC), (hereinafter called the FIRST PARTY), organized and existing by virtue of the Laws of the Commonwealth of Kentucky, and **Boone County School District**, (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 **Christian's Home of Northern Kentucky – Burlington Campus** 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, 2022, with an end date of June 30, 2023. 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 – Boone County 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 15th. 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.
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 30th 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 30th, up to 50% if the program closed on or before December 31st and up to 75% if the program closed on or before March 31st.
4. The FIRST PARTY will withhold 10% of the total allocation until the final (fourth quarter) reimbursement. 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.
5. The FIRST PARTY reserves the right to reduce the allocated amount to the SECOND PARTY in the event a budget reduction is required by the Governor or the Legislature during the fiscal year.

VII. TERM AND RENEWAL

The Term of this Agreement shall run from July 1, 2022 – June 30, 2023 and shall be renewed annually upon mutual agreement of the parties 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. Any youth suspected to have an educational disability as governed by 707 KAR 1:300 and 707 KAR 1:320 shall be assessed following required due process procedures.

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 9, 2022

Spring Statewide Meeting: March 3, 2023

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 including the required MUNIS and IC reports 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 26, 2022**. 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® or other high school equivalency exam.

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 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.
16. 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.
17. Shall prepare an Educational Passport as required by KRS 158.137 and 605.110(3)(e).
18. 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.
19. 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.
20. Shall notify FIRST PARTY within 30 days of a change in the licensed or rated capacity of each programs.
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. It is recommended that Infinite Campus, the state attendance program, 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 2022-2023 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 2021-2022 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.
27. 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 KAR 1:320 for students with educational disabilities. Such Student Transition Plan, as may be amended, is attached as **Attachment 9**, hereto and incorporated herein by reference.

XI. MISCELLANEOUS

1. This Agreement shall be governed by the laws of the Commonwealth of Kentucky. To the extent any provision of this Agreement conflicts with governing law, the laws of the Commonwealth of Kentucky shall control.
2. In the event either party is unable to perform its obligations under the terms of this Agreement because of acts of God, strikes, pandemics, equipment or transmission failure or damage reasonably beyond its control, or other causes reasonably beyond its control, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.

SECOND PARTY

Boone County School District

FIRST PARTY

KECSAC

Matthew Turner
Superintendent

Date

Dr. Ronnie Nolan
KECSAC Director

Date

ATTACHMENT 1

Kentucky Educational Collaborative for State Agency Children Budget for 2023 Fiscal Year July 1, 2022 - June 30, 2023

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.

BOONE COUNTY BOARD OF EDUCATION

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

ACCOUNT																		
LN	ORG	ACCOUNT	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION				LINE	DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR		
YEAR-PER JOURNAL EFF-DATE REF 1 REF 2 SRC JNL-DESC ENTITY AMEND																		
2023	01	375	07/01/2022	103J	KECSAC	2	1	2										
1	220	3200	103J	GRANT REVENUE SRF														
2	-001-0000-0000-00-3200	-103J																
2	0002952	0110	103J	AT RISK EDUC-Neglected														
2	-000-1900-452-00-0110	-103J																
3	0002952	0113	103J	AT RISK EDUC-Neglected														
2	-000-1900-452-00-0113	-103J																
4	0002952	0222	103J	AT RISK EDUC-Neglected														
2	-000-1900-452-00-0222	-103J																
5	0002952	0231	103J	AT RISK EDUC-Neglected														
2	-000-1900-452-00-0231	-103J																
6	0002952	0130	103J	AT RISK EDUC-Neglected														
2	-000-1900-452-00-0130	-103J																
7	0002952	0221	103J	AT RISK EDUC-Neglected														
2	-000-1900-452-00-0221	-103J																
8	0002952	0232	103J	AT RISK EDUC-Neglected														
2	-000-1900-452-00-0232	-103J																
9	0002952	0610	103J	AT RISK EDUC-Neglected														
2	-000-1900-452-00-0610	-103J																
10	0002952	0643	103J	AT RISK EDUC-Neglected														
2	-000-1900-452-00-0643	-103J																
														** JOURNAL TOTAL		0.00		

BOONE COUNTY BOARD OF EDUCATION

BUDGET AMENDMENT JOURNAL ENTRY PROOF

CLERK: 9035623103

YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2023 1	375									
BUC 220-3200-103J	07/01/2022	BUD SETUP	103J	KECSAC		RESTRICTED STATE REVENUE	5			
BUC 0002952-0110-103J	07/01/2022	BUD SETUP	103J	KECSAC		ORIGINAL BUDGET SETUP	5		71,514.00	
BUC 0002952-0110-103J	07/01/2022	BUD SETUP	103J	KECSAC		CERTIFIED PERMANENT SALARY	5			
BUC 0002952-0113-103J	07/01/2022	BUD SETUP	103J	KECSAC		ORIGINAL BUDGET SETUP	5		9,126.45	
BUC 0002952-0113-103J	07/01/2022	BUD SETUP	103J	KECSAC		OTHER CERTIFIED SALARIES	5			
BUC 0002952-0222-103J	07/01/2022	BUD SETUP	103J	KECSAC		ORIGINAL BUDGET SETUP	5		1,270.67	
BUC 0002952-0222-103J	07/01/2022	BUD SETUP	103J	KECSAC		EMPLOYER MEDICARE CONTRIBUTION	5		2,419.21	
BUC 0002952-0231-103J	07/01/2022	BUD SETUP	103J	KECSAC		ORIGINAL BUDGET SETUP	5			
BUC 0002952-0130-103J	07/01/2022	BUD SETUP	103J	KECSAC		KTRS EMPLOYER CONTRIBUTION	5		6,991.86	
BUC 0002952-0130-103J	07/01/2022	BUD SETUP	103J	KECSAC		ORIGINAL BUDGET SETUP	5			
BUC 0002952-0221-103J	07/01/2022	BUD SETUP	103J	KECSAC		CLASSIFIED REGULAR SALARY	5		433.50	
BUC 0002952-0232-103J	07/01/2022	BUD SETUP	103J	KECSAC		ORIGINAL BUDGET SETUP	5			
BUC 0002952-0232-103J	07/01/2022	BUD SETUP	103J	KECSAC		EMPLOYER SOCIAL SECURITY CONTR	5		1,884.31	
BUC 0002952-0610-103J	07/01/2022	BUD SETUP	103J	KECSAC		ORIGINAL BUDGET SETUP	5		3,000.00	
BUC 0002952-0643-103J	07/01/2022	BUD SETUP	103J	KECSAC		CERS EMPLOYER CONTRIBUTION	5			
BUC 0002952-0643-103J	07/01/2022	BUD SETUP	103J	KECSAC		ORIGINAL BUDGET SETUP	5		3,000.00	
BUC 20-7601	07/01/2022	BUD SETUP	103J	KECSAC		GENERAL SUPPLIES	5			
BUC 20-6301	07/01/2022	BUD SETUP	103J	KECSAC		ORIGINAL BUDGET SETUP	5			
						SUPPLEMENTAL BKS/CURRICULUM	5			
						ORIGINAL BUDGET SETUP	5			
									99,640.00	
										99,640.00
						APPROPRIATIONS				
						ESTIMATED REVENUES			99,640.00	
						SYSTEM GENERATED ENTRIES TOTAL			99,640.00	99,640.00
						JOURNAL 2023/01/375 TOTAL			99,640.00	99,640.00

BOONE COUNTY BOARD OF EDUCATION

BUDGET AMENDMENT JOURNAL ENTRY PROOF



FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
2	SPECIAL REVENUE	2023	1	375	07/01/2022	ESTIMATED REVENUES	99,640.00	99,640.00
	20-6301					APPROPRIATIONS		
	20-7601							
						FUND TOTAL	99,640.00	99,640.00

** END OF REPORT - Generated by Judy Wiechman **

ATTACHMENT 2
Comprehensive Budget For 2023 Fiscal Year
July 1, 2022 - June 30, 2023

All budget information must be complete and accurate for each KECSAC program within the school district.

The proposed budget has been approved by the school board and approved as to form and classification by the school district's finance officer.

The following budget is adopted for PROGRAM'S NAME for the current Fiscal Year and the amounts stated are appropriated for the purposed indicated.

Federal Programs Allocation FY23	
Title I, Part A	\$12,000
Title I Part D, Subpart 2 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 Technology	\$
Title II, Part D, Education Technology-Competitive	\$
Title III Limited English Proficiency	\$
Title III Immigrant	\$
Title IV Part A Safe & Drug Free Schools	\$
Title IV Part B, 21 st Century	\$
Title V, Innovation Strategies	\$
Title VI Rural & Low Income	\$
IDEA B Basic Plus Capacity & Improvement	\$
IDEA B Preschool	\$
Federal Jobs for America's Graduates (JAG)	\$
Services Learning	\$
Title II C Perkins	\$
Other:	\$
Total	\$12,000

State Programs Allocation FY23	
General/District Funds	\$98,135
Local Tax Dollars	\$
Family Resources Youth Service Centers	\$
Gifted talented	\$
Extended School Services	\$
Preschool	\$
Professional Development	\$
Textbooks	\$
Safe Schools	\$
KECSAC	\$99,640
Read to Achieve	\$
Dropout Prevention	\$
Community Education	\$
Local Area Vocational	\$
20% Vocational Funds	\$
Commonwealth School Improvement	\$
Elementary Arts & Humanities	\$
Math, Achievement Fund	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Total	\$197,775

ATTACHMENT 3

2022-2023 School Calendar for Boone County Schools and Children's Home of Northern Kentucky- Burlington Campus

177 Instructional Days/33 Extended Days/230 Total Days

	Total Instructional Days of 210																								175	29	29	0	233								
	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S															
July 2022							7/1	7/2	7/3	7/4	7/5	7/6	7/7	7/8	7/9	7/10	7/11	7/12	7/13	7/14	7/15	7/16	7/17	7/18	7/19	7/20	7/21	7/22	7/23	7/24	7/25	7/26	7/27	7/28	7/29	7/30	
Aug			8/1	8/2	8/3	8/4	8/5	8/6	8/7	8/8	8/9	8/10	8/11	8/12	8/13	8/14	8/15	8/16	8/17	8/18	8/19	8/20	8/21	8/22	8/23	8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31				
Sept							9/1	9/2	9/3	9/4	9/5	9/6	9/7	9/8	9/9	9/10	9/11	9/12	9/13	9/14	9/15	9/16	9/17	9/18	9/19	9/20	9/21	9/22	9/23	9/24	9/25	9/26	9/27	9/28	9/29	9/30	
Oct	10/1	10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31						
Nov				11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12	11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30				
Dec							12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31
Jan 2023		1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10	1/11	1/12	1/13	1/14	1/15	1/16	1/17	1/18	1/19	1/20	1/21	1/22	1/23	1/24	1/25	1/26	1/27	1/28	1/29	1/30	1/31					
Feb									2/5	2/6	2/7	2/8	2/9	2/10	2/11	2/12	2/13	2/14	2/15	2/16	2/17	2/18	2/19	2/20	2/21	2/22	2/23	2/24	2/25	2/26	2/27	2/28					
Mar									3/5	3/6	3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/29	3/30	3/31		
April	4/1	4/2	4/3	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16	4/17	4/18	4/19	4/20	4/21	4/22	4/23	4/24	4/25	4/26	4/27	4/28	4/29	4/30							
May			5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8	5/9	5/10	5/11	5/12	5/13	5/14	5/15	5/16	5/17	5/18	5/19	5/20	5/21	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31				
June							6/1	6/2	6/3	6/4	6/5	6/6	6/7	6/8	6/9	6/10	6/11	6/12	6/13	6/14	6/15	6/16	6/17	6/18	6/19	6/20	6/21	6/22	6/23	6/24	6/25	6/26	6/27	6/28	6/29	6/30	
Total Instructional Days of 210																									175	29	29	0	233								

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 (177) or the equivalent hours as approved by KDE (1,062), one Opening day, four Professional Development days, four Holidays, and thirty-three KECSAC Extended days.

The overall total of the calendar should equal to or more than 210 instructional days.

A=Administrative Days/Non-Instructional Day PD=Professional Development Days (4) I=Instructional Days (177 Days or 1,062 Equivalent Hours) C=Closing Day (1) E=Extended KECSAC Days (33) V=Vacation Days M=Make Up Days

[illegible]

Delays

Oct 28 and Mar 22: Early Release Days

ATTACHMENT 4

Make Up Day Plan

Boone County Burlington Campus CHNK program will:

- Have a school day and calendar schedule consistent with the KDE approved educational calendar for the Boone County Schools.
- Provide a KDE approved educational calendar of 175 instructional days and 30 additional extended educational days to meet or exceed the 210 educational days required by 505 KAR 1:080.
- Follow the inclement weather schedule of the Boone County Schools.
- Make-Up days for those days missed due to inclement weather or other emergency closures, unless NTI days are utilized instead, will follow the Boone County Schools make-up dates. This plan is as follows for the 2022-2023 school year.
 - Ten Make-up Instructional days for the 2022-2023 school year will be made up at the end of the school calendar. These days may include:
5/30, 5/31, 6/01, 6/02, 6/05, 6/06, 6/07, 6/08, 6/09, & 6/12.
For each Instructional day to be made up the Extended Day schedule would be pushed back each day for the 2022-2023 school year

Inclement Weather Plan

Inclement Weather Information

Unpredictable winter weather may necessitate Boone County Schools to alter daily schedules or routines within the district. To be prepared please make sure your child's school has up-to-date phone numbers and emergency contacts for your family. Also, have child-care arrangements already in place should the need arise to close school early, delay or cancel school.

Decision process

Boone County Schools have a great team working tirelessly to make decisions on closing or delaying school, always keeping the safety of our students as the top priority. As early as 3:00 a.m., if snow, freezing rain, sleet or other dangerous precipitation presents our Director of Transportation and Deputy Superintendent Chief Operations Officer set out to inspect the road conditions. They drive designated routes, Checking the roadways that are typically the most dangerous when snow covered. The team considers safe travel not only on streets but sidewalks, parking lots, and driveways. Other conditions to consider include the outside temperature, wind chill factor and the amount of precipitation fallen or falling. The Chief Operating Officer contacts the county public works department to check on road clearing progress.

Once enough information is gathered and shared with the Superintendent the team focuses on one question: Would you feel safe transporting students in a school bus in the current or predicted conditions?

Whenever travel is affected by winter weather the District has five choices:

- Cancel school
- Delay opening
- Early dismissal
- Open on schedule
- Implement the NTI model

The team attempts to make a decision by 5:00 a.m. There are times when a decision is not clear-cut, for instance in cases of a snow storm happening right at the time of assessment.

Getting the word out

Once a decision is made, the notification process begins. We get the word out as quickly as possible, through our phone notification system, news media outlets, district social media outlets and the district's webpage. Since the phone system has thousands of households to call, it can take 45 minutes to an hour for all the messages to go out. Please note that this information is general in nature and you should always refer to your child's school protocol for school closings and delays.

In the meantime, visit the following to check the district's status:

- Website: www.boone.kyschools.us
- Facebook: www.facebook.com/TheBooneCountySchools
- Twitter: [@BooneCounty](https://twitter.com/BooneCounty)

During the COVID -19 Pandemic

We will follow the follow school district established protocol for NTI.

If school is canceled:

Schools will not be open for regular business.

All afternoon and evening activities, including night school, are canceled as well. However, if conditions improve and after-school activities can safely be held, an announcement will be made.

If school is delayed:

All schools start either one or two hours later than normal. Buses may run their regular routes or an altered route depending on weather and road conditions at the time; just add one or two hours to the regularly scheduled pick up times depending on the length of the delay.

School dismissal times remain the same, and afternoon and evening activities continue as usual unless weather conditions deteriorate throughout the day.

Decisions about making up the time missed will be made on a case-by-case basis in accordance with state guidelines.

If schools dismiss early:

The decision will be made as early as possible to allow families time to

make arrangements.

Children in the morning preschool sessions who ride the bus will be taken home at the regular time, and afternoon preschool sessions are canceled.

Decisions about making up the time missed will be made on a case-by-case basis in accordance with state guidelines.

Although students may get excited for an unanticipated day off from school, they will have to make up missed days before school ends for the year. However, the Board of Education does have the authority to adjust the school year calendar by reducing student days as long as the calendar meets all KDE requirements for attendance.

The Boone County Schools will always make decisions to ensure the safety of our students and staff to the best of our ability.

ATTACHMENT 5 **State Agency Children SEEK Calculation Worksheet** **2022-2023 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: <u>Boone County</u>		School Code: _____
Name of Treatment Program: <u>Children's Home of Northern Kentucky</u>		
A.	Projected 2022-2023 School Year Average Daily Attendance (ADA)	<u>24.00</u>
B.	Projected Base SEEK \$4,100 x ADA	<u>\$ 98,400.00</u>
C.	Projected At-Risk Add-on \$4,100 x 0.15 x ADA for residential & group home youth*	<u>\$ 14,400.00</u>
D.	December 1, 2021 Child Count: Severe (Low) <u>0</u> Moderate <u>3</u> Speech (High) <u>0</u>	
D1.	Projected Low Incidence Add-On ¹ \$4,100 x 2.35 = \$9,799 x 12-1-21 Child Count	<u>\$ 0.00</u>
D2.	Projected Moderate Incidence Add-On ² \$4,100 x 1.17 = \$4,797 x 12-1-21 Child Count	<u>\$ 14,391.00</u>
D3.	Projected High Incidence Add-On ³ \$4,100 x 0.24 = \$984 x 12-1-21 Child Count	<u>\$ 0.00</u>
E.	Total Projected SEEK for 2022-2023 School Year	<u>\$ 127,191.00</u>
F.	SEEK Funds to be provided by Kentucky Department of Education State Ratio** <u>45.73%</u> x Total Projected SEEK (Line E)	<u>\$ 58,164.44</u>

* 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.

¹Low Incident Disabilities, 2.35 weight - Functional Mental Disability, Hearing Impairment, Emotional-Behavioral Disability, Visual Impairment, Multiple Disabilities, Deaf-Blind, Autism, and Traumatic Brain Injury;
²Moderate Incident Disabilities, 1.17 weight - Mild Mental Disability, Orthopedic Impairment or Physically Disabled, Other Health Impaired, Specific Learning Disabilities, and Developmental Delay;
³High 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
2022-2023 Interagency Agreement between School District
and Treatment Program

A current Interagency Agreement between the **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.org 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 KECSAC by DJJ and DJJ programs do not need to be included their interagency plan agreements with the MOA.

Covington Campus
200 Home Road
Covington, KY 41011
41055



Burlington Campus
4836 Idlewild Road
Burlington, KY

Interagency Agreement

This Interagency Agreement is intended to form the basis for a cooperative relationship between **Children's Home of Northern Kentucky/CHNK Behavioral Health (CHNK)**, located at 4836 Idlewild Rd. Burlington, KY 41005, as a provider of residential services and the Boone County Board of Education, located at 8330 US Highway 42, Florence, KY 41042, as the agency responsible for the provision of school services.

It is the mutual goal and intention of each of the agency's name above to maintain the needs of each youth as a priority in the fulfillment of this Interagency Agreement. This Agreement is to foster the provision of coordinated, high quality school and residential services. It is not meant as a way to inhibit either agency in meeting their respective goals, but rather to foster a collaborative approach to services for youth on the part of both agencies.

Children's Home of Northern Kentucky/CHNK Behavioral Health, as the residential services provider, in order to meet the intent of this Agreement, hereby agrees to:

1. Provide Boone County Schools (BCS) prior, timely notice to the admission of a student from Children's Home of Northern Kentucky (CHNK). In emergency cases, BCS will be notified the same day that CHNK is notified of the placement of the student for residential services.
2. Provide BCS with all pertinent student records, information, and passport as permitted prior to requesting admittance of the student. BCS will be informed of disciplinary actions taken by prior school systems as made known to CHNK prior to placement, or any other prior activity of the student that would require BCS preparation to help assure the safety of all. This information is to be used by BCS to arrange for the needed services and not to serve as the basis for denial of educational services.
3. Notify BCS of regularly or specially scheduled meeting for case reviews and offer sufficient notice and opportunities for district and/or school staff participation in relation to educational issues.
4. Assure that a system of ongoing communication is maintained between the staff of CHNK and BCS on a regularly scheduled basis, which is mutually determined, based on the needs of each student and adjustments to program planning based on students' needs.
5. Provide the timely notification to BCS of CHNK staff meetings relative to educational services or concerns.
6. Assure that any incident which occurs in the residential setting that may affect the student's behavior, performance, and/or success in the school setting will be communicated to the appropriate BCS staff prior of the student's return to school.
7. Determine a mutually agreeable method for dealing with the resolution of crisis behaviors that may occur in the school setting.

8. Inform BCS of any medications that are expected to be administered at school and any changes in the students' prescription.
9. Assure that each student's health and hygiene are maintained, and notification is made to BCS of any student condition that may affect student behavior or performance.
10. Agree to a method of resolution of issues or disputes not covered by this Agreement.
11. Notify BCS of student progress and/or success – academic and behavioral – to assist in the positive self-development of individual students.

The Boone County Board of Education, as the agency responsible for the provision of school services, in order to meet the intent of the Agreement, hereby agrees to:

1. Provide educational services for all school-aged Children's home of Northern Kentucky (CHNK) residents consistent with the students mutually agreed upon identified educational needs.
2. Notify CHNK staff of staff development opportunities and offer CHNK staff the opportunity to attend.
3. Attend CHK meetings relative to individual education services.
4. Provide timely notification to CHNK staff of BCS meeting scheduled relative to the design or review of educational services for individual students.
5. Collaborate with CHNK administration in the design, implementation, and/or revision of behavioral interventions in students' educational and residential settings and facilitate the consistent application of such interventions for residential program purposes when appropriate.
6. Cooperate with CHNK staff in the development and application of a mutually agreed upon method for dealing with crisis behaviors.
7. Develop and maintain an ongoing system of timely communication with CHNK on a schedule that is appropriate to the needs of each student.
8. Notify CHNK of any incident occurring at school of a disciplinary nature or otherwise likely to affect student behavior upon returning to CHNK.
9. Notify CHNK staff of student progress and/or success – academic and behavioral – to assist in the positive self-development of individual students.
10. Notify CHNK of any student health or hygiene condition that is in need of attention.
11. Agree to a method for the resolution of issues or disputes not covered by this Agreement.
12. Provide instructional goals and objectives for the education of State Agency Children.

Commitment to the points in this Agreement signifies each agency's effort towards professional collaboration for the provision of quality residential and educational services to each school-aged



Covington Campus
200 Home Road
Covington, KY 41011
41055

Burlington Campus
4836 Idlewild Road
Burlington, KY

individual for whom we share responsibility. This agreement shall be in effect **from July 1, 2022 to June 30, 2023**, at which time there will be a review by each agency for any needed amendments.

Julie Pile 7/14/22
Signature Date

Boone County Board of Education Representative

Julie Pile, School Board Chairperson

Signature Date

Children's Home of Northern Kentucky/
CHNK Behavioral Health,

It is the policy of Children's Home of Northern Kentucky/CHNK Behavioral Health to provide a treatment environment free from discrimination, whether that discrimination is based on race, color, religion, sex, age, national origin, disability, political affiliation, marital status, perceived or actual sexual orientation, gender expression and gender identity, or other non-merit factor.

ATTACHMENT 7

2022-2023 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 the Kentucky Summative Assessment 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. Please contact sherri.clusky@kecsac.org if you have any questions on how to develop the program improvement plan for your program.

KECSAC PROGRAM IMPROVEMENT PLAN

School Year 2022-2023

ACTION COMPONENT (x): (X) Academic Performance (X) Learning Environment () Efficiency
 STANDARD (x): () Curriculum (X) Culture () Leadership
 () Assessment () Support (X) Resources/Organization
 () Instruction (X) Professional Development () Planning

District Name: Boone County Component Manager: Kathy Reutman Preliminary (X) _____

Program Name: CHNK-Burlington Campus Date: August 2022 Revised (X) _____

Priority Need {Data-Driven}	Goal {Addresses the Priority Need}	Objectives	Measure of Success	Implementation & Impact
(How was our past student performance weak?) NEED: Intentional/continuous collection, analysis, utilization of data from a variety of sources to inform student learning and instruction. RATIONALE: Students deserve equity, access and inclusion, stability and continuity of educational services, as well as academic decisions made based on their specific needs.	(How will our future student performance be stronger?) GOAL 1. To ensure academic decisions are made based on student individual needs. To ensure that all graduation requirements are being met. To ensure students will receive instruction in all four core subjects daily.	Student progress will be demonstrated on STAR and FastBridge. Transition Coordinator notes Students will receive report cards per School District procedure.	Improved student attendance, continued academic, social emotional growth, seamless transition to a public middle or high school.	

<p>NEED: Instructional resources for intervention/remediation/acceleration based on screening and diagnostic data.</p> <p>RATIONALE: Students deserve equity, access and inclusion, stability and continuity of educational services, as well as academic decisions made based on their specific needs. In order to meet those needs individual students need access to specific intervention/remediation/acceleration materials and instruction.</p> <p>NEED: Students deserve equity, access and inclusion, stability and continuity of educational services, as well as, immediate enrollment in the educational program.</p> <p>RATIONALE The longer a young transient person is out of the educational environment the further behind they become academically and socially. In addition research show that students benefit from extracurricular activities</p>	<p>Goal 2. Purchase instructional Resources vetted and used in the District to support individual intervention, remedial and acceleration need of individual students.</p> <p>Goal 3. All students enrolled within 10 days of residency at CHNK. Observation of debrief session Summary notes from each meeting- start date August, 2022</p>	<p>Evidence of purchase and usage of resources and materials</p> <p>Transition Coordinator's documentation binder to include persons in meeting and meeting notes.</p>	<p>Student progress will be demonstrated on STAR and FastBridge.</p>	
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<p>NEED: Professional Development for staff related to PBIS to include Trauma informed strategies, self-care and social emotional learning</p> <p>RATIONALE: Faculty and staff deserve professional learning and in order to build relationships and to create a safe, inclusive learning environment.</p>	<p>Quarterly fidelity checks</p> <p>List of extended learning and extra-curricular opportunities provided by district and/or CHNK</p> <p>Goal 4:</p> <p>Provide required and faculty/staff specific professional learning.</p> <p>Multiple professional development training for staff including but not limited to:</p> <ul style="list-style-type: none"> • PBIS implementation training; safety training • Fidelity of Implementation of Edgenuity. <p>Assessment training</p> <ul style="list-style-type: none"> • Classroom Management • Functional Behavior Assessment • Trauma Informed Care 	<p>Documentation of opportunities offered and results.</p> <p>Develop re-needs assessment for faculty and staff</p> <p>Maintain agendas of professional learning</p> <p>Develop a feedback for input after professional learning</p>	<p>Ongoing updates, compliance with training requirements, professional growth, learning new strategies and technical skill improvement</p>
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<p>NEED:</p> <p>All safety drills shall occur during the school day pursuant to KRS 158.162.</p> <p>RATIONALE: Students deserve a safe and health learning environment</p>	<ul style="list-style-type: none"> • Project-based learning training • SCM training • Social Emotional Learning • Self-care • District mandatory trainings <p>Using a variety of training platforms:</p> <ul style="list-style-type: none"> • Professional Learning Communities • Blended Professional development • In person training • Book studies 	<p>Goal 5: Conduct all safety drills in accordance with safety requirement</p>	<p>Drills will be conducted and records maintained</p> <p>Binder of documented drills</p>
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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 2021-2022 Program Improvement Plan. The report should include updates on the goals set from the previous academic year. Please contact sherri.clusky@kecsac.org if you have any questions on how to develop your program's implantation and impact check.

KECSAC PROGRAM IMPLEMENTATION & IMPACT

School Year 2021-2022

ACTION COMPONENT (x): ☐ Academic Performance ☒ Learning Environment ☐ Efficiency
 STANDARD (x): ☐ Curriculum ☒ Culture ☐ Leadership
☐ Assessment ☐ Support ☐ Resources/Organization
☐ Instruction ☒ Professional Development ☐ Planning

District Name: Boone County Component Manager: Kathy Reutman Preliminary (X) _____

Program Name: CHNK-Burlington Campus Date: August 2022 Revised (X) _____

Priority Need {Data-Driven}	Goal {Addresses the Priority Need}	Implementation & Impact Check
<p>(How was our past student performance weak?)</p> <p>NEEDS:</p> <p>Ensure equity and access to comparable education for all students.</p> <p>Consistently communicate expectations and progress with students and team.</p> <p>COVID pandemic limited our direct instruction.</p> <p>Ongoing change in CHNK staff decreased consistency in processes, procedures and collaboration</p>	<p>(How will our future student performance be stronger?)</p> <p>GOAL 1. (NOTE: School Policy and Procedure for student evaluation and placement will follow Boone County Schools district-wide procedures. Procedures specific to CHNK-Burlington Campus will be addressed in these goals.)</p> <p>Continue to ensure that the enrollment process is followed with fidelity for all students upon placement at CHNK.</p> <p>Ensure Boone County Schools policies and procedures are followed.</p> <p>Re-establish daily morning de-brief process</p>	<p>Check of enrollment log and Transition Coordinator's journal -Enrollment log up to date and indicates fidelity.</p> <p>Documentation of review of Boone County Code of Conduct with staff and students-August 18, 2021</p>

Change in focus, by CHNK, related to level and needs of students.	<p>Establish by-weekly meetings between CHNK and BCS staff to ensure continuity of care and education.</p> <p>Ensure student support services to include counseling, assessment, referral, educational and carrier planning, as well as, financial literacy are provided with fidelity.</p> <p>Ensure data is used for decision making.</p> <p>Provide extended learning opportunities to include afterschool activities.</p>	<p>Document start date- September 27, 2021- Daily compliance</p> <p>Summary notes from each meeting- start date September 27, 2021- documentation available</p> <p>Quality Assurance meetings- Meetings Held</p> <p>Quarterly fidelity checks-Completed</p> <p>Document extended learning opportunities- Provided by through CHNK</p>
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Causes of the Need	Objectives for Reaching the Goal	I&I Check
<p>(What was happening in our program that allowed weak student performance, i.e., which elements of the SSI were not fully developed and implemented?)</p> <p>COVID pandemic limited our direct instruction.</p> <p>Ongoing change in CHNK staff decreased consistency in processes, procedures and collaboration</p>	<p>(What will be different in our program so that we will have stronger student performance?)</p> <p>Re-establish a multi-tiered system of supports and PBIS</p>	<p>Sign in sheets and agendas for trainings a quarterly fidelity check- PBIS training was held for all CHNK and BCS staff. Sign –in sheets available</p>

Evidence of the Causes	Measures of Objectives	I&I Check
<p>(What data showed that the causes were really happening in our program?)</p>	<p>(What data will show that we are reaching the objective? What data will show that our student performance is improving?)</p> <p>Evidence of Goals will include:</p> <ul style="list-style-type: none"> A. All students enrolled within 10 days of residency at CHNK. B. Observation of debrief sessions C. Summary notes from each meeting-start date September 27, 2021 D. Quarterly fidelity checks E. List of extended learning opportunities provided by district and/or CHNK F. By April 2022, evidence of minutes from monthly quality assistance committee will be available. G. Sign in sheets for trainings 	<p>Documentation through the Transition Coordinators notes and enrollment in IC</p>

KECSAC PROGRAM IMPLEMENTATION & IMPACT

School Year 2021-2022

ACTION COMPONENT (x): (x) Academic Performance () Learning Environment () Efficiency
 STANDARD (x): (x) Curriculum () Culture () Leadership
 (x) Assessment () Support () Resources/Organization
 (x) Instruction () Professional Development () Planning

District Name: Boone County Component Manager: Kathy Reutman Preliminary (X) X

Program Name: CHNK- Burlington Campus Date: August 2022 Revised (X) _____

Priority Need {Data-Driven} (How was our past student performance weak?)	Goal {Addresses the Priority Need} (How will our future student performance be stronger?)	I&I Check
<p>Past performance was weak due to the inconsistency of instruction between in-person and hybrid instruction.</p> <p>It was difficult for CHNK staff to monitor and keep students on task or engaged despite the teachers best efforts.</p> <p>The high school middle school students were more successful than the elementary.</p>	<p>On-going, all course assignments and related supports for students in the CHNK-Burlington Campus program will reflect enrollment and support in courses without duplication which count directly toward high school completion through comprehensive or district diploma. CHNK Burlington Campus student achievement on the 2021 state assessment results and CERT, STAR data</p> <p>80% of students scoring above novice in Reading, math and writing</p> <p>Use the 2020-2021 school year as a baseline to determine the academic and social emotional needs of the young children now residing at CHNK.</p>	<p>Instruction provided through Edgenuity online and Direct instruction as well as hands on projects.</p> <p>This is difficult to track due to transiency of s Students.</p>

	Special Education teachers met with students regularly in accordance with their IEPs.
Special Education teachers and related services personnel will provide services based on identified need.	

Causes of the Need	Objectives for Reaching the Goal	I&I Check
<p>(What was happening in our program that allowed weak student performance, i.e., which elements of the SISl were not fully developed and implemented?)</p> <p>The vast majority of students entering Boone County Schools with a CHNK residence have been in transient school situations with gaps in both academic achievement, attendance, academic progress and credit completion.</p> <p>Students come to the Boone County Schools lacking a foundation of courses that complete a career pathway. Students have made multiple attempts at high school courses, such as Algebra 1 and 2 and lack completion when placed in regular direction instruction classes.</p> <p>Students enter CHNK-Burlington Campus with a lack of foundational skills in reading and mathematics due to low attendance, behavior difficulties, transience and other learning barriers.</p> <p>Special Education evaluations and IEP are expired requiring interventions and evaluations prior to an appropriate IEP to be developed.</p>	<p>(What will be different in our program so that we will have stronger student performance?)</p> <p>The student assessment and evaluation committee (director, school counselors, teachers, school psychologists, CHNK personnel) will meet each semester to thoroughly review each individual student's needs based on individual assessment of learning levels, historical data including school transcripts (when available), and career pathway interests without duplication. The Assessment/Placement committee will place students in school courses which enhance progress toward high school graduation. Course assignments will also permit course make-up, acceleration and course completion options through blended and/or virtual learning opportunities.</p> <p>CHNK Burlington Campus will implement a direct instruction and small group instruction model.</p> <p>Ongoing partnership with the special education and related services department and the Student Services Division.</p>	

School Year 2021-2022

Program Name CHNK-Burlington Campus

Date: August 2021

Revised (X)

Priority Need {Data-Driven}	Goal {Addresses the Priority Need}	I&I Check
Ongoing Professional Development for all faculty and staff	As a regular agenda item for the monthly Quality Assurance meetings, all staff, CHNK and BCS, will review and participate as stakeholders in the shared development of written policies and procedures for the CHNK-Burlington Campus program.	Trainings were held.
	All staff will participate in 2 days of PBIS training, SCM training and academic intervention training.	See above.
	By-monthly meetings between on-site CHNK staff and on-site BCS staff.	Occurs regularly.

Causes of the Need	Objectives for Reaching the Goal	I&I Check
<p>(What was happening in our program that allowed weak student performance, i.e., which elements of the SISI were not fully developed and implemented?)</p> <p>Professional development has not been up to the standards of Boone County Schools.</p>	<p>(What will be different in our program so that we will have stronger student performance?)</p> <p>The program will provide multiple professional development training for staff including but not limited to:</p> <ul style="list-style-type: none"> • PBIS implementation training; safety training • Assessment training • Classroom Management • Functional Behavior Assessment • Trauma Informed Care • Project-based learning training • SCM training • Social Emotional Learning • Self-care • District mandatory trainings <p>Using a variety of training platforms:</p> <ul style="list-style-type: none"> • Professional Learning Communities • Blended Professional development • In person training • Book studies <p>Scheduled Professional Learning will be discussed at Quality assurance meetings</p>	<p>We will continue this.</p>

ATTACHMENT 9
Student Transition Plan
2022-2023

KECSAC programs are required to submit a Student Transition Plan (STP) for the 2022-2023 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, 707 KAR 1:320 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 administer 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.

Please contact sherri.clusky@kecsac.org if you have any questions on how to develop the student transition plan.

Attachment 9

Boone County Schools Children's Home of Northern Kentucky Student Transition Procedures

- Upon acceptance at CHNK, Director of Admissions, notifies Executive Director BCS, of anticipated admittance date.
- Within 24 hours of student admittance to CHNK, CHNK case manager submits enrollment documentation, including educational passport to Conner High School (CHS) or Conner Middle School (CMS) based on student age and grade level.
- School Counselor or registrar requests records through Infinite Campus
- If student's most recent school placement was a High or Middle School, CHNK case manager registers student at CHS or CMS, and she and the student meet with the at CHS or CMS intake team, on the first school day after arrival at CHNK.
- If student has an IEP or 504 plan, the transition meeting follows federal, state and local protocol to assure special needs are met.
- Upon registration, student receives a schedule and begins classes. ARC/IEP meeting is scheduled as appropriate. Student follows school protocol, same as any other student enrolled at CHS or CMS.
- If student's most recent school placement was in a residential/correctional facility, student at the BCS-CHNK attends classes at our on-site program, beginning the first day of school after arrival at CHNK.
- Within the first 10 days of residing at CHNK and attending the on-site program, student takes STAR test, records are reviewed, student is observed and a transition meeting is held to determine appropriate school placement. School placement may be the on-site BCS-CHNK program, the RISE CHS, CMS or GES.
- At the monthly Quality Control and Assurance Meeting, progress of all students who reside at the CHNK is reviewed, placement decisions are made, and transition plans are revised as necessary.