

FY-2013 SERVICE PLAN GENERAL INSTRUCTIONS

Each supervisory union is required by law to submit a service plan annually to the Commissioner of Education. Each supervisory union is required to report its anticipated expenditures for special education for the following school year by October 15th. This service plan is primarily designed to meet the above requirements. The instructions for each part will explain why the information is being requested.

There are four sections of the service plan. Section A and Section D are to be completed for the supervisory union as a whole. Section B's and C's are completed by each budget entity within the supervisory union that is expected to incur K-12 or preschool special education costs. **For this purpose, a budget entity is a town/city school district, an incorporated school district, a union or unified union school district, a joint contract district, an interstate school district or a supervisory union.** Section B is to be completed by each budget entity for its K-12 special education costs. Section C is to be completed by each budget entity, which is expected to incur preschool special education costs.

Section A is completed for the **supervisory union** with the combined information for the supervisory union itself and its member districts and consists of:

- Part 1 Summary of Cost Reported on Sections B and C
- Part 2 Salary Survey for "Mainstream" Special Education Positions as of October 3, 2011

Section B is completed for **each budget entity for Kindergarten through 12th grade special education costs**. This section consists of:

- Part 1 K-12 Student and Staff Information
- Part 2 Special Education K-12 Budget
- Part 3(a) Extraordinary Cost Detail
- Part 3(b) Distribution of Extraordinary Cost to School Districts

Section C is completed for **each budget entity for preschool special education costs**. This section consists of one part:

- Part 1 Children Served and Budget for Preschool Special Education

Section D is completed for the supervisory union with the combined information for the supervisory union itself and its member districts and consists of:

- Part 1 Special Education Teachers and Paraprofessionals Employed and Needed for School Year 2011-2012
- Part 2 Other Special Education and Related Service Personnel Employed and Needed for School Year 2011-2012
- Part 3 Staff Shortages of Special Education Personnel for School Year 2011-2012

THE DUE DATE FOR ALL SECTIONS IS OCTOBER 14th, 2011. Submit signed original to:

**Department of Education
Attn: Margaret Schelley
120 State Street
Montpelier, VT 05620-2501**

A copy of the Service Plan and any worksheets should be kept by the person preparing the report to respond to questions are raised during the Department's review of the Service Plans.

PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THE FORMS.

Section A - Supervisory Union Summary Instructions

This section, which is printed on *green* paper in the package mailed to Special Education Directors, is to be completed for the supervisory union as a whole.

Part 1 – Summary of Cost from Section B and C

This part is a summary of the costs reported in the Section B’s and C’s for the supervisory union and its member districts and is the last part to be completed. From the completed Section B’s and C’s, list under number 1 the budget entities for which Section B’s and Section C’s are being submitted. Budget entities include the supervisory union, its member school districts, and any joint contract districts formed by its member districts. In the first column, enter the names of the budget entities. In the description column, indicate the type of school district (such as town/city school district, incorporated school district, union or unified union school district, joint contract district, interstate school district or supervisory union).

There are two columns for the total amounts from Section B and Section C. On the line for each budget entity, enter the total from the Section B - Part 2 and the Section C - Part 1 completed for that budget entity. For example, if Addison Northwest Supervisory Union estimated K-12 special education costs of \$362,300 on Section B - Part 2 and Preschool special education costs of \$348,500 on Section C - Part 1, those amounts would be entered on the Addison Northwest SU line in Section B and C columns respectively. If Vergennes UHS estimates it will pay \$1,850,490 from its accounts for K-12 Special Education Services on Section B – Part 2, then the Vergennes UHS line would show \$1,850,490 in the Section B column and nothing in the Section C column.

Budget Entity	Description of Budget Entity	Estimated FY-2013 Special Education Budget Amount as shown on:	
		Section B (K-12)	Section C (Preschool)
Addison Northwest	Supervisory Union	\$362,300.00	\$348,500.00
Vergennes UHS	Union School District	\$1,850,490.00	

Once the amount for all the budget entities have been entered, enter the total of all the amounts listed in Section B and C columns on the “Total Estimated Unduplicated FY-2013 Cost” line. The total amounts should be the total unduplicated cost projected for K-12 eligible special education (Section B column) and preschool special education (Section C column) for FY-2013 for the supervisory union and its member districts. If there is any duplication of cost, then the Section B or Section C should be corrected to eliminate it.

Under number 2 on the form, enter the name and telephone number of the person responsible for preparing this service plan. This will allow us to contact the appropriate person when we have questions. It is important that any backup documentation used in preparing the service plan be kept until after the review is completed. It is also helpful to compare the amount reported here with the total estimated costs from the prior year’s service plan and the most recent year’s actual cost to ensure that the unduplicated total estimated for FY-2013 are realistic.

The bottom of this form requires the signature of the superintendent certifying that the information submitted is as accurate as possible. The form with the original signature must be submitted to the Department.

Part 2 - Salary Survey for "Mainstream" Special Education Positions as of October 3, 2011

The salary survey information is needed to compute the Mainstream Block Grant for FY-2013. There are also instructions at the top of the form itself. List all employees who are licensed as and working in the following capacities: Special Educator, Intensive Special Needs Teacher, Consulting Teacher and Educational Speech Language Pathologist. Do not include information on other staff that do not meet this criteria.

The information reported for each employee should be available from the employee's contract for the current school year. For this part, you simply report the contracted salary amount – you do not need to exclude portions of the salary that might relate to non-special education functions. It is important to have the accurate salary for the current school year and the FTE that matches that salary.

This data collection is only for employees who are working on a salary basis as of October 3, 2011. Do not include contracted employees who are not covered by the master negotiated agreement. Also do not include vacant positions.

Show the **annual salary** being paid for each position as of October 3, 2011, **for the current school year**. Although others parts of the service plan relate to projected costs for the upcoming school year, this part requires the salary for the current school year 2011-2012. Enter the salary per the employee's contract for the current school year, excluding compensation for summer services or extra duties. If the person works part-time, show the salary earned for that part-time position. For "FTE" (full-time equivalency), show the portion of time the person works as a decimal equivalent. If a person is hired as a 50% employee, the FTE should be shown as .50.

If the percentage that the person works is not included in their contract, you will need to calculate it based on the hours that the employee works. If a person works the full school day for three days out of the five-day school week, use .6 (3/5). If the person works each day for 3 1/4 hours out of a 6 1/2 hour workday, then use .5 (3.25/6.5).

Toward the bottom of the form, enter the current annual salary for the individuals licensed and performing the duties of a **director of special education**. This is to **include positions employed at the supervisory union and at the school district level**. If the person is employed part-time, enter the FTE for that reflects the decimal equivalent of the time employed – i.e., 60% is shown as .6. If the person is employed full-time, enter 1.0 for FTE. For this salary survey, report the total contract salary amount for the person and the FTE for which they are employed even if job functions include non-special education duties. (When completing the budget sections, only include the salary that is expected to be eligible special education cost for that year.)

This form requires the signature of the superintendent to verify that the information provided is accurate. The form with the original signature should be submitted to the Department.