Strategic Consultation for Schools

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March 18, 2014

Overview
Provides a summary of the services Strategic Consultation for Schools can provide related to the Project. Page 1

Scope of Work
Provides an overview of the projected scope of the work, aligned to the recommendations. Page 2

Fee Structure
Provides details related to the fee structure for services provided and the hourly rates based on service areas. Page 3

Proposal for Consultative Services

Special Education Program Development for the San Leandro School Unified District based on findings from the Fiscal Crisis & Management Assistance Team (FCMAT) Review Conducted in March 2014.

This proposal for consultative services is a result of a thorough analysis of the Special Education program within the San Leandro Unified School District. The primary source document utilized during this analysis was the Fiscal Crisis & Management Assistance Team report presented to the School Board in April 2014. Additional information was gathered through one-on-one interviews with staff from the School District.

This proposal was prepared in response to a request for proposal (RFP) by Mike McLaughlin, Superintendent of Schools. The proposal was prepared by Dr. Matthew J. Doyle, Executive Director, Strategic Consultation for Schools, LLC.



Strategic Consultation for Schools provides customized consultation to school districts throughout California in the areas of Systems Design, Curriculum and Instruction, Achievement Monitoring, Multi-Tiered System of Support, and Special Education. All consultation is based on a developmental process that evolves through stages informed by the directed outcomes of the client (Dougherty, 1995).



Consultant Biographies

JoAnn Murphy, M.Ed. is a specialist in educational programs for students with exceptional needs. Over her 30 years career in public education, she has been an educator, administrator, and Executive Director of Special Education.

Matthew J. Doyle, D.Ed. is a specialist in educational systems design and implementation. Over his 25 year career in public education, he has been an educator, administrator, Consultant, and Executive Director.

Scope of Work

Program Analysis

This proposal reflects a detailed analysis of the FCMAT Special Education report, placing emphasis on the recommendations from each section of the FCMAT report: Special Education Programs, Staffing Ratios and Caseloads, Mild./Sod. And Mod./Sev. Programs, Student Identification (Appendix A). A Program Development Matrix was created distributing the 41 recommendations into five stages of development (Appendix B). The five stages of development are intended to facilitate a comprehensive special education program revitalization district wide over the course of 14.5 months of implementation.

Stages of Development

1. Additional Analysis
2. Systems Design
3. Systems Implementation
4. General Program Implementation
5. Future Considerations

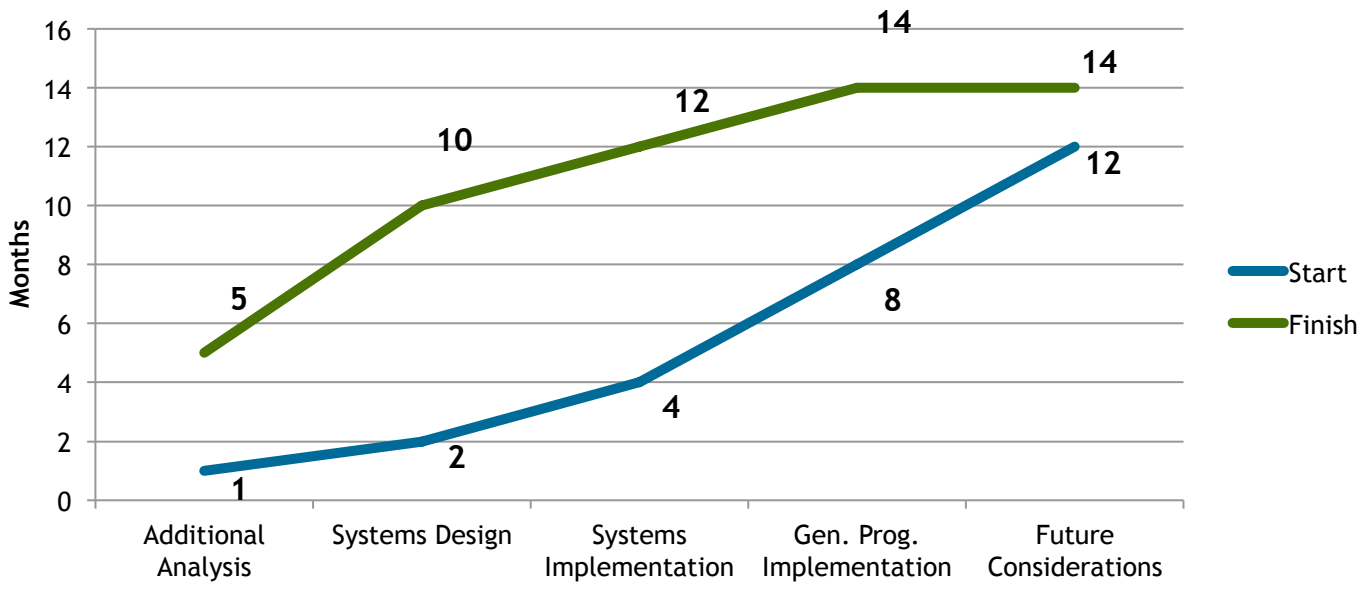
Consultation Categories

Based on the five stages of development, nine categories have been defined to provide custom consultation. Each category encompasses multiple recommendations spread across one or more sections of the report. All categories have been designed to align to federal IDEA requirements and the California Special Education Management Information System (CASEMIS). Consultation within each of the nine categories includes three levels of support: database design, off-site research and design, and on-site consultation and facilitation.

Consultation Categories

- Taskforce
- Identification
- Program
- Compliance
- Communication
- Staffing
- Professional Development
- Assessment
- Intervention

Special Education Program Development Timeline



Fee Structure and Rates for Services

Fee Structure

Fees for consultation are broken down into three service areas: database design, off-site research and design, and on-site consultation and facilitation. Each of these areas is billed based on total hours of service according to a prearranged agreement to be outlined in the service options section of the proposal. Services for each area are:

- **Database Design and Management** - billable hours that Strategic Consultation for Schools staff spend designing, loading, and troubleshooting a database to monitor staffing ratios and to track program compliance.
- **Off-Site Research and Design** - billable hours that Strategic Consultation for Schools staff spend in research, systems design, preparation, program and training material development, and/or writing content for communication that take place in the consultant's personal office prior to and after on-site services for the client.
- **On-Site Consultation and Facilitation** - billable hours that Strategic Consultation for Schools staff spend with the client or client's staff within the district or in a venue arranged by district staff to provide consultation for systems and/or program implementation, facilitation of professional development and/or Taskforce sessions, and meeting with administration.

Rates for Consultation Services

Database Design and Management
- $225 for each hour
- Fee is inclusive of publication and bi-monthly data reports

Off-Site Research and Design
- $150 for each hour
- Fee is all inclusive of materials and publications

On-Site Consultation and Facilitation
- $225 for each hour
- Fee is all inclusive of travel and lodging

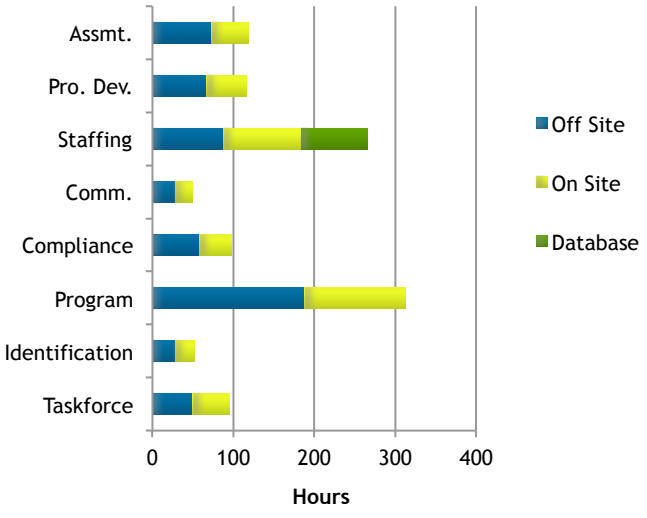
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Committed to working collaboratively with school districts to analyze program effectiveness and efficiency, design systems to promote student achievement and program compliance, and build staff capacity.

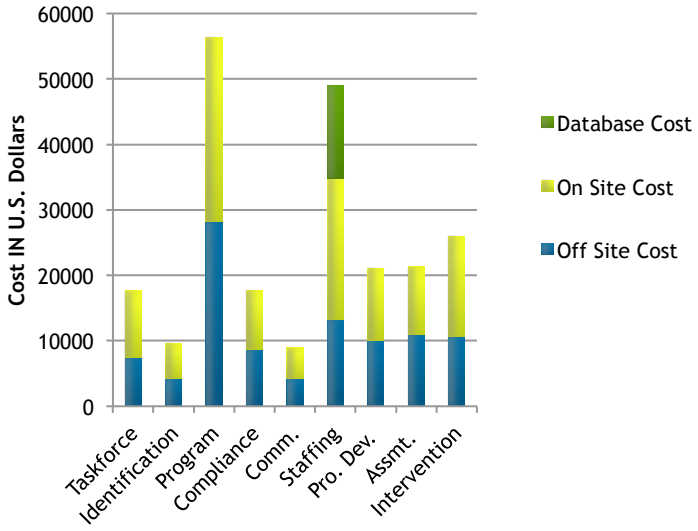


Consultation Service Overall Proposal

Consultation Services by Category/Hours



Consultation Services by Cost/Category



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Service Options Worksheet Page 1

Date: March 18, 2014

Client: San Leandro USD

Contact: Mike McLaughlin, Ed.D., Superintendent

Services: Special Education Program Consultation and Support

Service Delivery: Services identified below will be performed between April 15, 2014 and June 30, 2014

Consultation Services 2.5 Months

(April 15, 2014 to June 30, 2014)

Catgegory	Off-Site Hours	On-Site Hours	Database Hours	FCMAT Recommendations
Taskforce	21	14	0	1
Identification	28	24	0	34
Program	36	40	0	10, 35
Compliance	0	0	0	
Communication	15	12	0	8
Staffing	28	14	65	17, 20, 25, 26,
Professional Development	0	0	0	
Assessment	32	18	0	36
Intervention	0	0	0	
Total Hours	160	122	65	
Total Cost	**$24,000**	**$27,450**	**$14,625**	

Outcomes of Consultation Services 2.5 Months

(April 15, 2014 to June 30, 2014)

Taskforce	Develop Structure of Taskforce, Identify Representatives from Stakeholder Groups, Develop and Schedule Calendar of Taskforce Meetings, Develop Taskforce Guide
Identification	Initiate the process of analyzing student identification procedures currently in place district wide
Program	Analyze the current status of instructional materials and resources in use in special education classrooms district wide, analyze current practice for student placement within the master schedule at the high school level and provide recommendations for improved access to diploma-bound tracts
Communication	Develop communicaiton system that integrates Special Edcuaiton staff into the general education meeting structures, establish a stronger special education presence on the website
Staffing	Analyze current special educaiton staff evaluation procedures, develop draft version of evaluation system for all special education staff aligned to contract language, develop automated staff and caseload monitoring system, review current staffing for mild/mod. and mod./sev. classes.
Assessment	Develop 3-year longitudinal analysis of achievement and behavior with recommendations for improved assessment system

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Service Options Worksheet Page 2

Date: March 18, 2014

Client: San Leandro USD

Contact: Mike McLaughlin, Ed.D., Superintendent

Services: Special Education Program Consultation and Support

Service Delivery: Services identified below will be performed between July 1, 2014 and June 30, 2015

Consultation Services 12 Months

(July 1, 2014 to June 30, 2015)

Catgegory	Off-Site Hours	On-Site Hours	Database Hours	FCMAT Recommendations
Taskforce	29	31	0	1
Identification	0	0	0	
Program	152	85	0	2, 3, 7, 16, 18, 19,
Compliance	58	40	0	4, 5, 6
Communication	13	9	0	8
Staffing	60	82	16	17, 20, 21, 22, 27, 28
Professional Development	67	49	0	38, 40
Assessment	41	28	0	15
Intervention	71	68	0	13, 14, 37
Total Hours	491	392	16	
Total Cost	$73,650	$88,200	$3,600	

Outcomes of Consultation Services 12 Months

(July 1, 2014 to June 30, 2015)

Taskforce	Develop Webpage, Create Agendas, Facilitations Materials, Research Materials, Train Administration, Facilitate Meetings, Prepare and Deliver Updates, Facilitate Writing and Publication of Strategic Plan
Program	Analyze and Develop Procedures for Service Delivery Model, Revise Job Descriptions, Develop NPS/NPA Fading Plans, Revise Sp. Ed. Procedural Manual, Define Caseload Criteria, Define Criteria for IA Job Duties
Compliance	Develop Guidelines for Legally Defensible IEP Team Meeting and IEP, Develop Criteria and Protocol for Placement Out-Of-District
Communication	Finalize Sp. Ed. Webpage Content, Post portal for Parental Feedback, Implement Communication Plan with General Education
Staffing	Finalize Evaluation Criteria and Procedure, Implement Automated Caselaod and Staffing System, Align System to Other Departments, Implement Caseload Criteria, Implement Criteria for Instructional Assistants
Professional Development	Design Professional Development Sequence with emphasis on MTSS, embed the MTSS program into collaboration procedure
Assessment	Research and Develop a System for Preschool Universal Screening and Identification
Intervention	Create Interdepartmental Committee to develop MTSS, Build a Positive Behavior Support Team

References

Dougherty, A. M. (1995). *Case studies in human services consultation.* Pacific Grove, CA: Brooks/Cole Publishing Co.

Fiscal Crisis & Management Assistance Team (2014). *Special Education Review, San Leandro Unified School District.* Bakersfield, CA: Kern County Superintendent of Schools.

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