Strategic Consultation for Schools

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July 29, 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

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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./Mod. 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 16 months of implementation.

Stages of Development

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

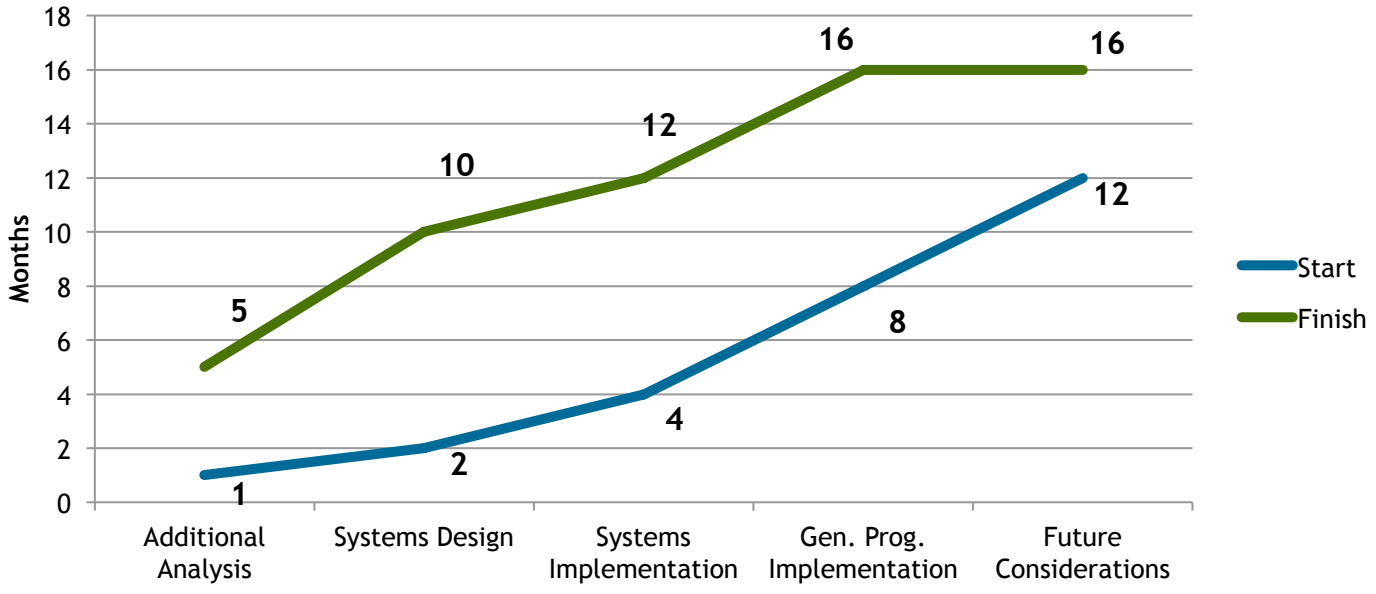
Consultation Categories

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: on-site consultation and facilitation, off-site research and design and software integration.

Consultation Categories

- Taskforce
- Identification
- Program
- Compliance
- Communication and Coaching
- 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: on-site consultation, facilitation and coaching, off-site research and design, and software integration. 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:

- **On-Site Consultation, Facilitation, and Coaching** - 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.
- **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.
- **Software Integration and Management** - annual software fee and billable hours that Strategic Consultation for Schools staff spend loading and troubleshooting

Rates for Consultation Services

On-Site Consultation, Facilitation, Coaching
- $250 for each hour
- Fee is all inclusive of travel and lodging

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

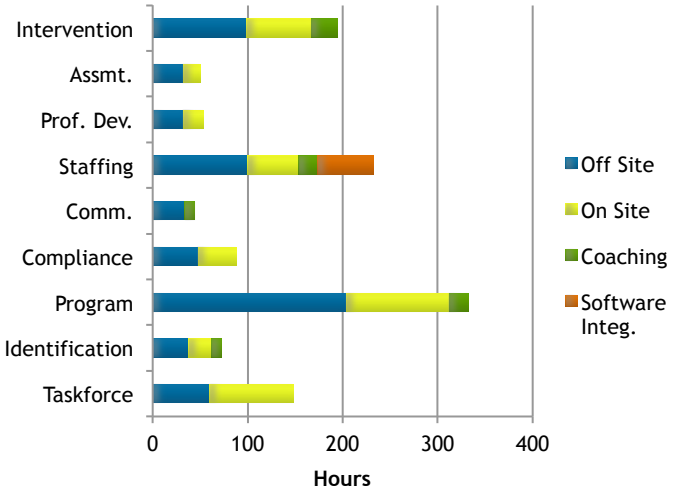
Software Integration and Management
- $250 for each hour
- Fee is inclusive of annual software fee and quarterly data reports

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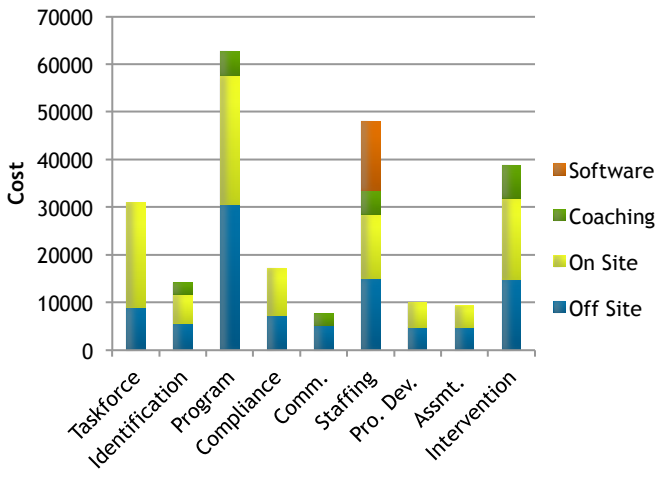
Committed to working collaboratively with school districts to analyze program effectiveness and efficiency, design systems to promote student achievement and program compliance, and build staff capacity.

Consultation Service Overall Proposal

Consultation Services by Category



Consultation Services by Cost/Category



Strategic Consultation for Schools

Phase 1 Services

Date: July 29, 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 September 1, 2014 and January 1, 2015

Consultation Services 4 Months

Category	Off-Site Hours	On-Site Hours	On- Site Coaching Hours	Software Integ. Hours	FCMAT Recommendations
Taskforce	30	44	0	0	1
Identification	38	24	8	0	34
Program	86	42	8	0	2, 10, 35
Compliance	20	20	0	0	4
Communication	16	0	0	0	8
Staffing	40	20	16	58	20, 21, 22
Assessment	32	18	0	0	36
Total Hours	262	168	32	58	
Total Cost	**$39,300**	**$42,000**	**$8,000**	**$14,500**	

Outcomes of Consultation Services 4 Months

Taskforce	Develop Structure of Taskforce, identify representatives from stakeholder groups, develop and schedule Taskforce meetings, develop Taskforce guide, facilitate the first four meetings, develop and post talking points
Identification	Analyze student identification procedures currently in place district wide, including the SST and IEP processes
Program	Align service delivery model to industry standards, 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
Compliance	Develop guidelines for legally defensible IEP team meetings, Develop and implement an automated Sp. Ed. Self Review (SESR) process
Communication	Develop a communication system that integrates Special Education staff into the general education meeting structures, establish a stronger special education presence on the website
Staffing	Develop an automated staff and caseload monitoring system, Align automated system to other district databases, design interdepartmental meeting structure
Assessment	Develop 3-year longitudinal analysis of achievement and behavior with recommendations for improved assessment system

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Phase 2 Services

Date: July 29, 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 January 2, 2015 and June 30, 2015

Consultation Services 6 Months

Category	Off-Site Hours	On-Site Hours	On- Site Coaching Hours	Software Integ. Hours	FCMAT Recommendations
Taskforce	30	44	0	0	1
Program	59	32	0	0	3, 7, 18, 19
Compliance	14	10	0	0	5
Communication	9	0	8	0	8
Staffing	30	16	8	0	25, 26
Professional Development	22	12	0	0	38
Intervention	60	38	16	0	13, 37
Total Hours	224	152	32	0	
Total Cost	**$33,600**	**$38,000**	**$8,000**	**$0**	

Outcomes of Consultation Services 6 Months

Taskforce	Develop webpage content, create agendas and facilitations materials, research materials, facilitate meetings, prepare 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, define caseload criteria, define criteria for IA job duties
Compliance	Develop guidelines for legally defensible IEPs, implement SESR process
Communication	Finalize Sp. Ed. webpage content, post portal for parental feedback, Develop communication plan with general education
Staffing	Review current staffing for mild/mod. and mod./sev. classes, Revise service delivery model for mild/mod. and mod./sev. classes
Professional Development	Design Professional Development sequence with emphasis on MTSS
Intervention	Create interdepartmental committee to develop Multi Tiered System of Support (MTSS), utilize data to inform the development process

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Phase 3 Services

Date: July 29, 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, 2015 and January 30, 2016

Consultation Services 6 Months

Category	Off-Site Hours	On-Site Hours	On- Site Coaching Hours	FCMAT Recommendations
Program	59	34	8	16
Compliance	14	10	0	6
Communication	9	0	0	8
Staffing	30	18	8	23, 24
Professional Development	10	12	0	38
Intervention	39	30	8	14
Total Hours	161	104	24	
Total Cost	**$24,150**	**$26,000**	**$6,000**	

Outcomes of Consultation Services 6 Months

Program	Develop Sp. Ed. procedural manual
Compliance	Develop guidelines for out-of-district placements
Communication	Implement communication plan with general education staff
Staffing	Reduce the certificated RSP staffing and IA staffing
Professional Development	Generate professional development guide to promote transition into MTSS, embed the MTSS program into collaboration procedure
Intervention	Develop a Positive Behavior Support Team structure and guidelines

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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