

ESUCC

Special Population Committee Meeting

Wednesday, April 13, 2016, 3:00 PM

Special Populations Committee Educational Service Unit No. 3 6949 So. 110th Street LaVista,  
NE 68128 DL via Zoom: 1, 3, 6, 7, 10, 13, 18, 6949 South 110th Street, LaVista, NE 68128

Attendance Taken at 3:04 PM.

Allen ESU 19: Absent  
Beatty ESU 16: Present  
Jeff West (NE): Absent  
Dr Larianne Polk: Present  
Radford ESU 17: Present  
Uhing ESU 01: Absent

1. Call to Order

2. Roll Call

3. Agenda Item

3.1. Jeanne Heaston Monitoring Visits

3.2. Statewide Behavioral Health Services (Committee Update)

3.2.1. BHECN School Mental Health Conference - June 10, 2016

3.3. PEP Grant

3.4. Wade Fruhling - SRS Report

3.4.1. AAP

3.4.2. Project Para

3.4.3. SRS Report

3.4.4. ILCD

3.5. Mike Danahy - SRS Development Update

4. Next Meeting Agenda Items

5. Executive Session

6. Adjournment

{{Name: Agenda Item Name}}

{{Discussion: Agenda Item Discussion}}

{{Comments: Agenda Item Comments}}

{{Actions: Agenda Item Actions}}

# IEP Facilitation Training and Conflict Prevention



Presented by Key2Ed, the developers of IEP Facilitation  
Co-Sponsored by Nebraska Department of Education, Educational Service Unit  
Coordinating Council, and Nebraska Association of Special Education Supervisors

**When:** June 14, 15, and 16, 2016

**Time:** 8:30 to 3:00

**Location:** Country Inn and Suites-Lincoln, NE

**Cost:** \$60/Onsite Registration Fee

- Learn how to facilitate meetings smoothly and collaboratively
- Focus the content on the needs of the student
- Create shared responsibility and shared understanding amongst the IEP team members

**Participation is limited to the following:**

- ✓ 12 District Owned Directors for Special Education
- ✓ 2 NDE Personnel
- ✓ 8 ESU Personnel
- ✓ First priority will be given to those schools that did not send participants in June 2013
- ✓ **Additional slots may become available but will fill quickly, so register early!**

~~~~~  
**Registration available at: [www.esudpo.org](http://www.esudpo.org) (click on ESPD on the left hand side)**

\* Click on the name of the event and complete the registration process.

\* Not registered with ESUPDO? Send the following to [dhericks@esucc.org](mailto:dhericks@esucc.org)

Name  
Position  
Email Address  
School District/ESU



426 Verandah Lane  
Franklin, Tennessee 37064

615-790-6156 (office)  
615-790-0012 (fax, call first)

[www.key2ed.com](http://www.key2ed.com)  
dlittle@key2ed.com

## ADVANCED IEP FACILITATION TRAINING

**Date:** June 17, 2016

**Time:** 8:30 to 3:00

**Location:** Country Inn and Suites - Lincoln, NE

**Welcome**, Purpose, Outcomes and Agenda Overview, Ground Rules

### Outcomes

By the end of the day, we will have:

- Reviewed and developed a deeper understanding of the models from the training
- Improved our facilitation skills for difficult meetings
- Developed an understanding of the application of the texts to the concept of IEP facilitation

### Agenda

Review and Discussion of Models:

- Facilitation Model – Section 1 and 2
- Competency Pyramid – Section 1
- Stages of Discussion – Section 2
- Building Agreement – Section 2
- Dimensions of Success – Section 2
- Preventions – Section 3
- Strategic Moments and Interventions – Section 3
- Listening Skills – Section 5
- Ladder of Inference – Section 5
- Setting Up – Section 4
- Follow Through – Section 6
- Reconciling Differences and Guidelines for Resolving Conflict – Section 5

Break

Practice IEP Facilitation Susie

Lunch

Books for Discussions

- *Getting to Yes*
- *Difficult Conversations*

Feedback and Debrief

NOTE: *All participants will need to bring their manuals as well as the books for discussion for this training*

Registration available at: [www.esudpo.org](http://www.esudpo.org)

\* Click on the name of the event and complete the registration process.

\* Not registered with ESUPDO? Send the following to [dhericks@esucc.org](mailto:dhericks@esucc.org)

Name

Position

Email Address



426 Verandah Lane  
Franklin, Tennessee 37064

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School District/ESU

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dlittle@key2ed.com



# NEBRASKA

## DEPARTMENT OF EDUCATION

[www.education.ne.gov](http://www.education.ne.gov)  
301 Centennial Mall South  
P.O. Box 94987  
Lincoln, NE 68509-4987  
TEL 402.471.2295  
FAX 402.471.0117

March 16, 2016

David Ludwig  
Educational Service Unit Coordinating Council (ESUCC)  
6949 South 110th St.  
La Vista, NE 68128

Re: 96-5521-248-1B17-16- Parents Encouraging Parents (PEP) Conference

Dear David Ludwig:

Please find enclosed your copy of the Grant Award Notification in the amount of \$39450 for the grant period of 3/16/2016 to 5/31/2016. Also note Enclosure 7 (Memorandum to Grantees Regarding the use of Grant Funds for Conferences and Meetings) which is attached to the GAN. Additional clarification is available at <http://www2.ed.gov/policy/fund/guid/gposbul/gposbul.html>.

Procedures resulting from the NDE Grants Management System require NDE to only reimburse grantees for funds expended. Please feel free to request funds based on expenditures as often as necessary to accommodate your cash flow needs. Requests for funds and other fiscal reviews will include application of the information contained in Enclosure 7.

The *Report of Expenditures and Estimated Requirements of Grant Funds* form used to request funds, and instructions for completing this form, may be found on the web at <http://www.education.ne.gov/FOS/Forms/NDE28003.pdf>. Please complete and print this form, obtain the signature of the Authorized Representative and mail it to the above NDE address to the attention of the Special Education Office. Please include the appropriate ledger printout sheet showing all expenditures for the dates corresponding to the Report of Expenditures, supported by documentation. If you cannot access the form on the web for any reason, please contact me and I will send you a paper copy.

If you have any questions regarding your grant award and/or payments, please do not hesitate to contact me at (402) 402-1810.

Sincerely,

  
Pete Biaggio



cc: Greg Prochazka

Enclosure

**NEBRASKA DEPARTMENT OF EDUCATION (NDE)  
301 Centennial Mall South  
Lincoln, NE 68509-4987**

**GRANT AWARD NOTIFICATION (GAN)**

Approved Date: 3/16/16

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name and Address of Grantee (Subrecipient Agency):</b><br><br>Educational Service Unit Coordinating Council (ESUCC)<br>6949 South 110th St.<br>La Vista, NE 68128<br><br>Address Book Number:<br>Federal Tax ID#: 26-2415220                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>NDE Program Contact /Phone Number / Email:</b><br><u>Pete Biaggio @ (402) 471-2471</u><br><u>pete.biaggio@nebraska.gov</u><br><br><b>NDE Payments Contact / Phone Number / Email:</b><br><u>Greg Prochazka @ (402) 471-4314</u><br><u>Greg.Prochazka@nebraska.gov</u> |
| <b>Amount of Grant:</b> <u>\$39450</u><br><br><b>AMENDMENT #:</b> <u>   </u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Grant Award Period:</b><br><br><b>From:</b> <u>3/16/2016</u> <b>To:</b> <u>5/31/2016</u><br><br><b>Continuation:</b> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>                                                                              |
| <b>Program Title :</b> Office of Special Education – (OSEP): IDEA Part B<br><b>CFDA:</b> 84-027 U.S. Department of Education - Individuals with Disabilities Education Act - Part B, Section 611                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                          |
| <b>Source:</b> 13883054.591100<br><b>Program FAIN:</b> H027A140079                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                          |
| <b>Project Number:</b> 96-5521-248-1B17-16 <b>Project Title:</b> Parents Encouraging Parents (PEP) Conference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                          |
| <b>Terms and Conditions of Award</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                          |
| <p>A. This Grant shall be in effect for the designated period of the Grant award (Grant Period) unless otherwise terminated or suspended by NDE at any time.</p> <p>B. Program and fiscal reports will be completed and submitted as required and shall report grant activities in accordance with the approved application and budget as required by NDE.</p> <p>C. Amendments must be agreed to by the Grantee and NDE and documented by NDE and an amended Grant Award provided to the grantee</p> <p>D. The obligation period of the Grant is identified in Grant Award Period above. Obligations cannot be made prior to or after this Grant Period. All obligations should be liquidated within 45 days after ending date of Grant. At the completion of the grant period, a final request for funds accompanied by the final report of expenditures must be submitted to NDE with proper documentation not later than 60 days after the last day of the grant period.</p> <p>E. Funding requests will be documented as required by NDE's Grants Management System (GMS) or, for grants not in the GMS documented using a Report of Expenditures (NDE 28-003) according to procedures identified in application process. This form can be found on the NDE website: <a href="http://www.education.ne.gov/FOS/Forms/index.html">http://www.education.ne.gov/FOS/Forms/index.html</a> or the NDE Portal - Forms Tab: <a href="https://portal.education.ne.gov/site/DesktopDefault.aspx">https://portal.education.ne.gov/site/DesktopDefault.aspx</a>.</p> <p>F. Properly detailed documentation specifying the grant expenditures must accompany all requests for reimbursement. (i.e. computer printouts, system generated documentation, etc.)</p> <p>G. If grant funds are not expended in accordance with the grant award, the Department may require that all grant funds or any portion thereof be returned by a means to be determined by NDE.</p> <p>H. Records will be maintained for equipment acquired and the equipment will remain under the administrative control of the grantee. The Secretary of State Record Retention Schedules are applicable to records retention, except that all grant records shall be maintained for at least five (5) years following the end of the grant period.</p> <ul style="list-style-type: none"> <li>• <b>Federal Regulations 34 CFR 80.32 or the Secretary of State Record Retention Schedule 124 is applicable to records retention.</b></li> </ul> <p>I. The grantee assures NDE that the project will be conducted in accordance with state/federal statutes and regulations as identified in the Statement of Assurances for the specific grant program.</p> <p>J. If the subrecipient expends a total of \$750,000 or more during subrecipient's fiscal year from all federal funding sources, the subrecipient shall have either a single audit or a program-specific audit made for such fiscal year in accordance with 2 CFR Part 200 Subpart F – Audit Requirements, and a copy of the complete audit report must be submitted to the NDE Offices no later than nine months after the audited period ends.</p> <p>K. Total funding is contingent upon availability of appropriated funds.</p> <p>L. Additional terms and conditions are attached, if applicable (Refer to back side)</p> |                                                                                                                                                                                                                                                                          |
| <b>NDE Approvals</b><br><b>Approved by:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Approved by:</b>                                                                                                                                                                  |

## **TERMINATION AND SUSPENSION OF GRANT**

This Grant shall be in effect for the period designated in the Grant Award unless terminated as set out below. Termination may occur as follows:

1. Either party may terminate this Grant by written notice of not less than 30 days to the other whenever it is.
2. The Department of Education (NDE) or Grantee may terminate this Grant in whole or in part when both parties agree that continuation under the Grant would not produce beneficial results commensurate with the future expenditure of funds. The parties shall agree upon the termination conditions, including the effective date, and in case of partial termination, the portion to be terminated. Grantee shall not incur new obligations for any terminated portion after the effective date.
3. NDE may terminate this Grant in whole or in part when federal funding is terminated, suspended, reduced, not released or otherwise not forthcoming.
4. NDE reserves the right to withdraw Grantee's authority to obligate funds provided pursuant to this Grant pending corrective action by Grantee or a decision to terminate this Grant.

## **FEDERAL REQUIREMENTS**

1. Grantee assures NDE that the project will be conducted in accordance with all applicable federal statutes and regulations including but not limited to the Family Educational Rights and Privacy Act (FERPA) and implementing regulations (34 CFR 99) and the requirements of the Individuals with Disabilities Education Act (IDEA) and implementing regulations (34 CFR 300) and all applicable Education Department General Administrative Regulations (EDGAR) referenced in CFR 300.3.
2. Grantee agrees to comply with the (a) "lobbying", and; (b) "debarment, suspension, and other responsibility matters" regulations and will complete and submit to NDE the required consolidated certification form.

**UNITED STATES DEPARTMENT OF EDUCATION**  
*Office of the Chief Financial Officer*

**MEMORANDUM to ED GRANTEEES REGARDING THE USE OF GRANT FUNDS FOR CONFERENCES AND MEETINGS**

You are receiving this memorandum to remind you that grantees must take into account the following factors when considering the use of grant funds for conferences and meetings:

- Before deciding to use grant funds to attend or host a meeting or conference, a grantee should:
  - Ensure that attending or hosting a conference or meeting is consistent with its approved application and is reasonable and necessary to achieve the goals and objectives of the grant;
  - Ensure that the primary purpose of the meeting or conference is to disseminate technical information, (e.g., provide information on specific programmatic requirements, best practices in a particular field, or theoretical, empirical, or methodological advances made in a particular field; conduct training or professional development; plan/coordinate the work being done under the grant); and
  - Consider whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost, for example, using webinars or video conferencing.
- Grantees must follow all applicable statutory and regulatory requirements in determining whether costs are reasonable and necessary, especially the Cost Principles for Federal grants set out at 2 CFR Part 225 (OMB Circular A-87, State, Local, and Indian Tribal Governments), (<http://www.gpo.gov/fdsys/pkg/CFR-2011-title2-vol1/xml/CFR-2011-title2-vol1-part225.xml>); 2 CFR Part 220 (OMB Circular A-21, Educational Institutions), (<http://www.gpo.gov/fdsys/pkg/CFR-2011-title2-vol1/xml/CFR-2011-title2-vol1-part220.xml>); and 2 CFR 230 (OMB Circular A-122, Non-Profit Organizations) (<http://www.gpo.gov/fdsys/pkg/CFR-2011-title2-vol1/xml/CFR-2011-title2-vol1-part230.xml>). In particular, remember that:
  - Federal grant funds cannot be used to pay for alcoholic beverages; and
  - Federal grant funds cannot be used to pay for entertainment, which includes costs for amusement, diversion, and social activities.
- Grant funds may be used to pay for the costs of attending a conference. Specifically, Federal grant funds may be used to pay for conference fees and travel expenses (transportation, per diem, and lodging) of grantee employees, consultants, or experts to attend a conference or meeting if those expenses are reasonable and necessary to achieve the purposes of the grant.
  - When planning to use grant funds for attending a meeting or conference, grantees should consider how many people should attend the meeting or conference on their behalf. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the grant.
- A grantee hosting a meeting or conference may not use grant funds to pay for food for conference attendees unless doing so is necessary to accomplish legitimate meeting or conference business.
  - A working lunch is an example of a cost for food that might be allowable under a Federal grant if attendance at the lunch is needed to ensure the full participation by conference attendees in essential discussions and speeches concerning the purpose of the conference and to achieve the goals and objectives of the project.

**UNITED STATES DEPARTMENT OF EDUCATION**  
*Office of the Chief Financial Officer*

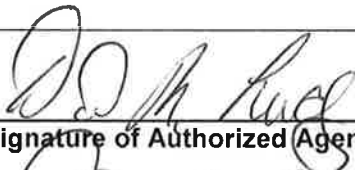
- A meeting or conference hosted by a grantee and charged to a Department grant must not be promoted as a U.S. Department of Education conference. This means that the seal of the U.S. Department of Education must not be used on conference materials or signage without Department approval.
  - All meeting or conference materials paid for with grant funds must include appropriate disclaimers, such as the following:

The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.
- Grantees are strongly encouraged to contact their project officer with any questions or concerns about whether using grant funds for a meeting or conference is allowable prior to committing grant funds for such purposes.
  - A short conversation could help avoid a costly and embarrassing mistake.
- Grantees are responsible for the proper use of their grant awards and may have to repay funds to the Department if they violate the rules on the use of grant funds, including the rules for meeting- and conference-related expenses.


June 2012

**LETTER OF INTENT**

|                                                                                                    |                                                                                                              |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Name and Title of Agency Administrator</b><br>David Ludwig, Executive Director                  | <b>Name and Title of Project Director</b><br>David Ludwig, Executive Director                                |
| <b>Name of Agency</b><br>Educational Service Unit Coordinating Council (ESUCC)                     | <b>Address (Include Street, City &amp; Zip)</b><br>6949 South 110 <sup>th</sup> Street<br>La Vista, NE 68128 |
| <b>County Name and Number:</b>                                                                     | <b>Telephone Number (Include area code)</b><br>402-597-4915                                                  |
| <b>E-mail address:</b> dludwig@esucc.org                                                           | <b>Fax Number (Include area code)</b><br>402-                                                                |
| <b>Title of Project:</b><br>Parents Encouraging Parents (PEP) Conference                           | <b>Total Amount Applying For:</b><br>\$ <u>39,450.00</u>                                                     |
| <b>Proposed Project Duration:</b><br><br>3/10/16 TO 5/31/16<br>Month, Day, Year    Month, Day Year | <b>Application Date:</b><br><br>Circle One: <u>First Year</u> or Continuation                                |
| <b>SAM DATE:</b>                                                                                   | <b>Federal Tax ID #:</b> 26-2415220<br><br><b>DUNS #:</b> 968685342                                          |

  
\_\_\_\_\_  
Signature of Authorized Agency Official

3-16-16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of Project Director

3-16-16  
\_\_\_\_\_  
Date

**RETURN TO:**

**ATTN: Leslie Galloway**  
**Office of Special Education**  
**Nebraska Department of Education**  
**301 Centennial Mall South**  
**P. O. Box 94987**  
**Lincoln, NE 68509-4987**

**Project Abstract** –Provide a concise summary of the project by addressing each item below (may attach additional pages; not more than one page per item; maximum of 5 pages).

**1. Why is project needed?**

The purpose of the Parents Encouraging Parents (PEP) Conference is to bring parents of children with disabilities together in an accepting and confidential environment, giving them the opportunity to share ideas, feelings and common concerns, and to obtain information on parenting and educating a child with a disability.

**2. Brief description of project (including population to be served if applicable):**

3. Population to be served: Parents of children with disabilities in Nebraska Public Schools who have an active IFSP or IEP
4. Full participation is required of all participants (see attached agenda; brochure).
5. Meals for information sharing and conversation
6. General sessions: Good Grief!, IFSP/IEP process, Transition, Behavioral Challenges
7. Concurrent sessions: Siblings, Assistive Technology for Students with Special Needs, For Men Only, Estate Planning for Special Needs Trusts, Building Positive Parent-School Partnerships, Helping Children with Special Needs Develop Social Skills, Youth Leadership Panel, and Empowering Kids to Become Effective Self-Advocates
8. Small discussion groups facilitated by parents or foster parents for feeling level discussions (3 times during the conference).

**3. Goals/Objectives**

1. Provide up-to- date information to parents and professionals.
2. Model parent/professional partnerships.
3. Promote mutual understanding among providers, families and educators.
4. Provide diverse strategies for living with and educating children with disabilities.
5. Support for all family experiences

**4. Method of evaluation to measure success:**

1. Detailed evaluation forms (see attached) completed by all participants.
2. Follow-up verbal or written comments.
3. Staff meeting for evaluation of the entire conference on Saturday, March 22, 2014, to review evaluation, and discuss staff suggestions and perceptions.
4. Compile evaluations, prepare report.

**5. Describe Grantees capacity to implement and sustain the project:**

The grantee has the capacity to implement and sustain the project based upon past experience and interactions with ESUs, school districts and parents of children with special needs.

## **6. IEP Facilitation Training:**

- **Why is Project needed?** \_The IEP facilitation training will support schools and families in creating efficient, effective meetings for students with disabilities.
- **Description of the project:** IEP Facilitation Training will be conducted by Joyce Little and Cassie Valasquez on June 14, 15, and 16, 2016, at a cost of \$12,500 for 25 participants that have not previously attended IEP Facilitation Training. .
- Additionally, Advanced IEP Facilitation Training will be held on June 17, 2016, at a cost of \$1,500 for 40 participants. Priority registration will be given to participants new to the IEP Facilitation Advanced Training.
- Please refer to the Budget Detail for IEP Facilitation Training for additional information and guidelines for participation and reimbursement.
- **Goals for Facilitation training:**
  - Guide IEP teams to agree on appropriate, compliant and effective IEPs
  - Channel communication to building mutual understanding based on respect
  - Create agreements based on full participation from all members
  - Generate informed discussions
  - Prevent, reduce and resolve conflict.
- **Method of Evaluation**
  - Evaluations completed by participants, including verbal or written comments
  - Compile evaluations
  - Prepare report and submit to NDE, Office of Special Education

## **7. Project Director's Qualifications:**

The project director is highly qualified to direct this project as he has experience as an ESU Special Education director and is well acquainted with the needs and concerns of parents of children with disabilities as well as IEP development.

**BUDGET FORM (DISCRETIONARY FUNDS\* PEP Conference 2016  
(Budget Detail on Attached Documents)**

|                                                                                                           |                                               |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| 100. Salaries ( <u>  </u> FTE)<br><i>List each staff member name, salary, and FTE on attachment.</i>      | <u>          </u> \$ <u>          </u> 0.00   |
| 200. Employee Benefits                                                                                    | <u>          </u> \$ <u>          </u> 0.00   |
| 300. Purchased Services<br><i>List itemized services to be purchased on attachment.</i>                   | <u>          </u> \$ <u>25,350.00</u>         |
| 400. Supplies and Materials<br><i>List itemized supplies and equipment to be purchased on attachment.</i> | <u>          </u> \$ <u>          </u> 0.00   |
| 500. Capital Outlay<br><i>List itemized capital outlay to be purchased on attachment.</i>                 | <u>          </u> \$ <u>          </u> 0.00   |
| 600. Other Expenses<br><i>List itemized expenses(s) on attachment.</i>                                    | <u>          </u> \$ <u>          </u> 0.00   |
| Total of 100 through 600                                                                                  | <u>          </u> \$ <u>25,350.00</u>         |
| Indirect Cost                                                                                             | <u>          </u> \$ <u>          </u> 100.00 |
| <b>TOTAL COST OF PROJECT</b>                                                                              | <u>          </u> \$ <u>25,450.00</u>         |

**OBJECT CODE DEFINITIONS (FOR EXPENDITURES MADE WITH GRANT FUNDS)**

**100. SALARIES:** Amounts paid to project staff.

**200. EMPLOYEE BENEFITS:** Amounts paid on behalf of project staff. These amounts are not included in the gross salary, but are over and above. Such payments are fringe benefit payments and while not paid directly to staff, nevertheless are part of the grant cost.

**300. PURCHASED SERVICES:** Amount paid for services rendered by personnel who are not on the agency payroll and other services that the agency may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

**400. SUPPLIES AND MATERIALS:** Amounts paid for material items of an expendable nature of less than \$5,000 per item that are consumed, worn out, or deteriorated by use; or items that lost their identity through fabrication or incorporation into different or more complex units or substances.

**500. CAPITAL OUTLAY:** Amount paid for equipment of \$5,000 or more per item (fixed assets or additions to fixed assets). Include lease/purchase payments here.

**600. OTHER EXPENSES:** Amounts paid for goods and services not otherwise classified above ( i.e. reimbursement of staff travel expenses, etc.).

**Indirect Cost:** Not to exceed NDE Rule 51 guidance.

**\*FUNDING MAY NOT BE AVAILABLE BEYOND GRANT END DATE (CONTINUATION GRANT)  
NDE 06-067**

**BUDGET FORM (DISCRETIONARY FUNDS\* - IEP Facilitation Training – 2016  
(Budget Detail on Attached Document)**

|                                                                                                           |                                   |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------|
| 100. Salaries ( <u>  </u> FTE)<br><i>List each staff member name, salary, and FTE on attachment.</i>      | <u>          \$          0.00</u> |
| 200. Employee Benefits                                                                                    | <u>          \$          0.00</u> |
| 300. Purchased Services<br><i>List itemized services to be purchased on attachment.</i>                   | <u>          \$  14,000.00</u>    |
| 400. Supplies and Materials<br><i>List itemized supplies and equipment to be purchased on attachment.</i> | <u>          \$          0.00</u> |
| 500. Capital Outlay<br><i>List itemized capital outlay to be purchased on attachment.</i>                 | <u>          \$          0.00</u> |
| 600. Other Expenses<br><i>List itemized expenses(s) on attachment.</i>                                    | <u>          \$          0.00</u> |
| Total of 100 through 600                                                                                  | <u>          \$  14,000.00</u>    |
| Indirect Cost                                                                                             | <u>          \$          0.00</u> |
| <b>TOTAL COST OF PROJECT</b>                                                                              | <u>          \$  14,000.00</u>    |

**OBJECT CODE DEFINITIONS (FOR EXPENDITURES MADE WITH GRANT FUNDS)**

**100. SALARIES:** Amounts paid to project staff.

**200. EMPLOYEE BENEFITS:** Amounts paid on behalf of project staff. These amounts are not included in the gross salary, but are over and above. Such payments are fringe benefit payments and while not paid directly to staff, nevertheless are part of the grant cost.

**300. PURCHASED SERVICES:** Amount paid for services rendered by personnel who are not on the agency payroll and other services that the agency may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

**400. SUPPLIES AND MATERIALS:** Amounts paid for material items of an expendable nature of less than \$5,000 per item that are consumed, worn out, or deteriorated by use; or items that lost their identity through fabrication or incorporation into different or more complex units or substances.

**500. CAPITAL OUTLAY:** Amount paid for equipment of \$5,000 or more per item (fixed assets or additions to fixed assets). Include lease/purchase payments here.

**600. OTHER EXPENSES:** Amounts paid for goods and services not otherwise classified above ( i.e. reimbursement of staff travel expenses, etc.).

**Indirect Cost:** Not to exceed NDE Rule 51 guidance.

**\*FUNDING MAY NOT BE AVAILABLE BEYOND GRANT END DATE (CONTINUATION GRANT)  
NDE 06-067**

## BUDGET DETAIL – PEP CONFERENCE

| MEAL OR ITEM          | # of people | Per person | % of gratuity | meal cost  | gratuity | Final Cost |
|-----------------------|-------------|------------|---------------|------------|----------|------------|
| Thursday dinner       | 126         | \$17.95    | \$0.21        | \$2,261.70 | \$474.96 | \$2,736.66 |
| upside down apple pie | 63          | \$4.50     | \$0.21        | \$283.50   | \$59.54  | \$343.04   |
| german chocolate cake | 63          | \$3.95     | \$0.21        | \$248.85   | \$52.26  | \$301.11   |
| Friday lunch          | 126         | \$17.95    | \$0.21        | \$2,261.70 | \$474.96 | \$2,736.66 |
| 1 breaks/gal. coffee  | 8           | \$23.00    | \$0.21        | \$184.00   | \$38.64  | \$222.64   |
| Saturday lunch        | 130         | \$16.95    | \$0.21        | \$2,203.50 | \$462.74 | \$2,666.24 |
| 2 breaks /gal. coffee | 12          | \$23.00    | \$0.21        | \$276.00   | \$57.96  | \$333.96   |

\$9,340.31

| FINAL FOOD COSTS  | DAILY COSTS       |
|-------------------|-------------------|
| THURSDAY          | \$3,380.81        |
| FRIDAY            | \$2,959.30        |
| SATURDAY          | \$3,000.20        |
| <b>TOTAL COST</b> | <b>\$9,340.31</b> |

| MEETING ROOM           | MTG. RM. \$ | % of gratuity | MTG. RM. \$ | gratuity | TOTAL COST |
|------------------------|-------------|---------------|-------------|----------|------------|
| MEETING ROOM COSTS     | \$1,000.00  | \$0.21        | \$1,000.00  | \$210.00 | \$1,210.00 |
| 2 LAVALIERE MICS/FRI.  | \$90.00     | \$0.21        | \$90.00     | \$19.00  | \$109.00   |
| BUILT IN LCD PRO./FRI. | \$250.00    | \$0.21        | \$250.00    | \$52.60  | \$302.60   |

\$1,621.60

### YOUNES CONV. CTR

|                   |                    |
|-------------------|--------------------|
| TOTAL FOOD        | \$9,340.31         |
| TOTAL MTG.        | \$1,621.60         |
| <b>TOTAL COST</b> | <b>\$10,961.91</b> |

| LAQUINTA ROOMS | # OF ROOMS | \$ PER ROOM | TOTAL COST |
|----------------|------------|-------------|------------|
| Thursday night | 20         | \$89.00     | \$1,780.00 |
| Friday night   | 22         | \$89.00     | \$1,958.00 |

\$3,738.00

| Fairfield Rooms      | # of Rooms | \$ per room | TOTAL COST |
|----------------------|------------|-------------|------------|
| Thursday Night       | 58         | \$89.00     | \$1,780.00 |
| Friday Night         | 58         | \$89.00     | \$1,958.00 |
| Fairfield Mtg. Rooms | 3          | \$100.00    | \$300.00   |

\$10,624.00

## TOTAL COST OF PEP

|                   |                    |
|-------------------|--------------------|
| YOUNES CENTER     | \$10,961.91        |
| La Quinta Rooms   | \$3,738.00         |
| Fairfield Rooms   | \$10,624.00        |
| <b>Total Cost</b> | <b>\$25,323.91</b> |

## BUDGET DETAIL – IEP FACILITATION TRAINING

1. The NDE Office of Special Education will cover the \$12,500 cost of IEP Facilitation training by Joyce Little and Cassie Valasquez on June 14, 15 and 16, 2016, in the amount of \$12,500 for 25 participants as follows:
  - NDE will reimburse \$500 per participant for only the number of attendees who are duly registered **prior** to the training. Thus, if 20 people attend, NDE would reimburse for 20 participants at \$500 per person - \$10,000.
  - Reimbursement is based upon the Grant Final Report, including a list of participants that have not previously attended IEP Facilitation Training and their signatures.
2. The NDE Office of Special Education will cover the costs for "Advanced Training," for IEP Facilitation to be held on June 17, 2016, as follows:
  - A minimum of 10 participants **must** be registered for the Refresher Training **prior** to the training for any reimbursement to occur. (if 10 participants are registered, NDE will reimburse @ \$100 per participant - \$1,000)
  - NDE will reimburse for up to 15 participants @ \$100 per participant - \$1,500.
  - Priority registration will be given to participants new to the IEP Facilitation Advanced Training. If not all slots are filled, participants that have previously attended the Advanced Training will be placed on a waiting list and may be considered.
  - Participants in the IEP Facilitation Advanced Training are responsible for purchasing their own books and/or materials.
  - Advertising for the Advanced Training will be done by the Educational Service Unit Coordinating (ESUCC) or their designee. Reimbursement is based upon the Grant Final Report, including a list of all participants and their signatures. Participants new to Advanced IEP Facilitation training will be identified on the list of participants.
3. A copy of marketing materials will be furnished to the NDE, Office of Special Education.
  - NDE Special Education staff may participate in either of the IEP Facilitation trainings mentioned above, but will not be considered in the requirements for minimum attendance/reimbursement.

**Total Cost of IEP Facilitation Training - \$14,000**

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (nonprocurement)." The Certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

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### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an
  - (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, an office or employee of Congress, or an employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
  - (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.
- 

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110 –

- A. The applicant certifies that it and its principals:
    - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
    - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
    - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
    - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
  - B. Where the application is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
-

As the duly authorized representative of this applicant, I hereby certify that the applicant will comply with the certification for (indicated by mark in appropriate box)

Lobbying

Debarment, suspension and other responsibility matters.

|                        |                                                     |
|------------------------|-----------------------------------------------------|
| Agency Number and Name | Printed Name and Title of Authorized Representative |
| Signature              | <i>David A. Ludwig</i>                              |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>NDE USE ONLY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>This form is being signed because of federal requirements relating to the Individuals with Disabilities Education Act (IDEA):</p> <p><input type="checkbox"/> Deaf/Blind – Part G</p> <p><input type="checkbox"/> Part C -- Handicapped Infant and Toddler Program [P.L 99-457] [Below Age 2]</p> <p><input checked="" type="checkbox"/> Part B – Grants to States [Ages 3 to 21]</p> <p><input type="checkbox"/> Preschool Grants for Handicapped Children ["Section 619"] [Ages 3 to 5]</p> <p><input type="checkbox"/> Other [ _____ ]</p> |

# ESUCC Special Education Committee Update

4/13/16

## AAP Website

- Working with Michelle Borg to create a new project plan
  - Includes next phases for AAP development

## Project Para

- The following editing projects have been in progress:
  - The summary reports for the Project PARA Advisory Committee.
  - Editing of pretests, activities and posttests for more security and efficiency.
  - Checking pages, links and files to clean up from the upgrade editing.
- The following work has been ongoing for the server:
  - Upgrading the backup system
  - Planning for the next upgrade to the server and database software.
- The conference planning is underway.
  - Speakers are currently being invited
  - The Para of the Year nomination is open and can be submitted online

## SRS

- Had SRS Advisory board meeting in March
  - Board was pleased with NSSRS improvements and new Generic Prior Written Notice form
  - Identified a few minor bugs to repair
  - Top priority is Zend Conversion and connection to State data system
- Still trying to help Bellevue Public Schools address speed problems
  - Scott Isaacson places traffic monitoring software on Special Education Secretary's computer to get a better picture of what is happening when SRS freezes up.
    - Secretary is also documenting all of the problems she encounters
- Wade is learning HTML and CSS to help assist Mike with development
  - This will allow Mike to focus on the more challenging database and system logic and Wade can focus on how it looks on screen.
- Addressing May Speed problems
  - Server Upgrades
    - SRS database has been moved to a brand new server
    - We will soon move our web server over to where the database was. This will double our CPUs and triple our memory on the web server
    - Overall this should provide us with a nice performance boost
  - Addressing slow queries
    - Mike discovered several extremely long and ponderous database queries.
    - We have been investigating ways to improve the speed of these queries

## ILCD

- We continue to maintain the ILCD Staff Survey site
  - Our office emails the data (along with a summary) to school districts upon request