

ESUCC

SPED Committee Meeting

Wednesday, January 7, 2015, 2:00 PM

Educational Service Unit Coordinating Council Regular Meeting Thursday, January 8, 2015 -

8:30 AM Educational Service Unit No. 3 6949 So. 110th Street LaVista, NE 68138 Video

Conference, 6949 South 110th Street, LaVista, NE 68128

Attendance Taken at 2:00 PM.

Beatty ESU 16: Present

Jeff West (NE): Absent

Radford ESU 17: Present

Uhing ESU 01: Present

Dr Larianne Polk (ESU 07): Present

1. Call to Order

2. Roll Call

3. Agenda Item

3.1. Wade Fruhling - SRS Report

3.1.1. SRS Report

3.1.2. Project Para

3.1.3. ILCD

3.1.4. AAP

3.2. Master Service Agreement

3.3. Systems Analyst Update

3.4. Medicaid

3.5. IDEA Paperwork

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}}

ESUCC Special Education Committee Update

1/7/14

AAP Website

- Our grant request of \$24,938 has been approved by the Dept. of Education.
 - New funds will go toward report building features and further system improvements.
- We have made improvements to the printout of the AAP form, and continue to identify and fix bugs

Project Para

- Editing tests and activities to upgrade the coding for security.

SRS

- We have been working with NDE and HHSS to update our forms to meet the requirements for the new Rule 52. Based on their feedback, we have undertaken the following tasks.
 - We have created a new forms called “Notice and Consent for Early Intervention Initial Multidisciplinary Evaluation and Child Assessment” which replace our previous Notice of Initial Evaluation form.
 - We are building a new “Notice of IFSP Meeting” form.
 - This form will be completed this week.
 - We need to have a couple small changes to the IFSP form
- Provided trainings for South Sioux City and ESU#1.
- Our Advisory Board meeting was held on December 18th.
 - Updated board on Part C form updates.
 - Updated board on the recommendations from the Accommodations Checklist sub-committee
 - New Priority list was established, it includes the following tasks:
 - Focus on Zend Conversions
 - Indicate Primary Disability on Edit Student Screen
 - Search by Disability
 - Add optional section to address transition activities on the Notice of Meeting Form.
- We interviewed one candidate for the new Systems Analyst position.
 - The candidate seemed very capable but he was essentially our only option.
 - We decided to expand our search by placing ads in additional job websites.
 - 3 more candidates have replied
 - Only 1 of the 3 had PHP experience (which is essential).

ILCD

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



Matthew L. Blomstedt, Ph.D., Commissioner
Scott Swisher, Ed.D., Deputy Commissioner

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November 13, 2014

Wade Fruhling
Educational Service Unit Coordinating Council
1292 East 4th St.
Ainsworth, NE 69210

Re: Project No. 96-5521-248-1B19-15 - Academic Advancement Plan (AAP) System; Initial Implementation / Pilot Projects

Dear: Wade Fruhling

Please find enclosed your copy of the Grant Award Notification in the amount of \$24938 for the grant period of 10/15/2014 to 9/30/2015. 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) 471-2471.

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: 12/5/14

<p>Name and Address of Grantee (Subrecipient Agency): Educational Service Unit Coordinating Council 1292 East 4th St. Ainsworth, NE 69210 Address Book Number: N/A Federal Tax ID#: 26-2415220</p>	<p>NDE Program Contact /Phone Number / Email: <u>Pete Biaggio @ (402) 471-2471</u> <u>pete.biaggio@nebraska.gov</u></p> <p>NDE Payments Contact / Phone Number / Email: <u>Greg Prochazka @ (402) 471-4314</u> <u>Greg.Prochazka@nebraska.gov</u></p>
<p>Amount of Grant: <u>\$24938</u> AMENDMENT #: <u> </u></p>	<p>Grant Award Period: From: <u>10/01/2014</u> To: <u>9/30/2015</u> Continuation: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>
<p>Program Title : Office of Special Education – (OSEP): IDEA Part B CFDA: 84-027</p>	
<p>Source: 13883044.591100 Program FAIN: H027A130149</p>	
<p>Project Number: 96-5521-248-1B19-15 <i>dk</i> Project Title: Academic Advancement Plan (AAP) System; Initial Implementation / Pilot Projects</p>	
<p>Terms and Conditions of Award</p>	
<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: http://www.education.ne.gov/FOS/Forms/index.html or the NDE Portal - Forms Tab: https://portal.education.ne.gov/site/DesktopDefault.aspx.</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"> • Federal Regulations 34 CFR 80.32 or the Secretary of State Record Retention Schedule 124 is applicable to records retention. <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 \$500,000 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 the Single Audit Act, as amended by the Single Audit Act Amendments of 1996, 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>	
<p>NDE Approvals Approved by: <i>[Signature]</i></p>	<p>Approved by: <i>[Signature]</i></p>

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
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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.

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- 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