



**Willamette**  
EDUCATION SERVICE DISTRICT

2015-17

## Agreement & Understandings

Approved by the Executive Council on: 11.20.2014

Approved by the WESD Board of Directors on: 12.2.2014

Integrity • Innovation • Excellence • Partnerships

### KEY DATES:

October	Next year's LSP developed by LSP Subcommittee
November	LSP approved by Executive Council
December	LSP approved by WESD Board of Directors
By March 1 <sup>st</sup>	LSP approved by component school district boards
By April 15 <sup>th</sup>	Districts finalize LSP service plan and submit transit requests for the following year
By April 30 <sup>th</sup>	Districts return signed agreements/IGAs for LSP services for the following year
June	WESD Board modified/approves/denies transit requests

1. The services offered through the local service plan process must be approved by two-thirds of the member districts in Marion, Polk and Yamhill Counties' school district boards enrolling a majority of regions students. The array of services are adopted by districts, however, not all services need to be utilized by all districts. District Boards are requested to adopt the full plan of resolution services no later than March 1 of each year.
2. The local service plan funding allocation will be made based on WESD's State School Fund Estimate and property tax from the Department of Education in March of each year.
3. WESD will allocate 90% of its SSF to the member Districts using the March ADMw count. ADMw adjustments that are made after this date will not change the original adoption of the March count.
4. An individual service plan will be finalized with each District. Superintendents will be asked to review the service levels and finalize the district service plan no later than April 15<sup>th</sup> each year. **Services requested after April 30<sup>th</sup> of each school year will be billed at the actual cost of the service at the time of request.**
5. Any service that does not have sufficient component district participation may be eliminated.
6. If LSP funds are allocated and not used, they can be carried over into the following fiscal year by request of the District or up to 10% of the carry over can be reimbursed to the District at the end of the biennium.
7. Changes in LSP Services-
  - No decreases in service plan areas that would affect WESD staffing after April 30<sup>th</sup>, will be made unless there is a reduction in available LSP revenue.
  - If such a revenue change occurs, adjustments to service plans will be made through mutual agreement between the Superintendent of the local school district and the WESD.

8. Rates for the preceding school year will be reconciled annually during the second semester for component districts, based on actual revenue and expenditures. If revenue has exceeded expenses, excess revenue will be credited to LSP allocations for the districts that purchased the service for the preceding year. If expenses exceeded revenue, deficits will be debited to LSP allocations for districts that purchased the service.
9. Annual Performance Measures- Districts will rate services on a 4 point rating scale.
10. Fee for Service Medicaid reimbursement funds generated by qualifying services provided by WESD will be credited back to those programs to offset service rates. A small percentage of the funds will be allocated to WESD to offset the cost of Medicaid claiming.
11. WESD will participate in the Medicaid Administrative Claiming (MAC) program during the term of this agreement. Once baseline information is established, a subcommittee of school district superintendents and the WESD superintendent will meet to develop recommendations for use of these funds. The recommendations will be brought to the full Executive Council for approval of these potential MAC projects.
12. Transit funds must be requested annually and approved by the WESD Board of Directors.
13. All districts may request transit funds annually as a part of their Local Service Plan meeting.
14. The approval is for a specific percentage of 90% of the WESD SSF and property tax x district ADMw. For school years 2015-17, the percentage of transit approved for a member district will be up to 80.5%.
15. Transit funds may be requested and spent on:
  - Services offered in the WESD LSP or the LSP of another ESD
  - Services offered by the Cascade Education Alliance (CEA)
  - Contracts with WESD or another ESD
  - Contracts with another entity
  - Services within the school districts' budget
16. Transit funds may be limited by the WESD Board in any year to a specific percentage of the portion of the State School Fund (SSF) and other funds available for resolution services.
17. Any increase/decrease to WESD in SSF or property tax revenue during the school year will be passed on to districts by the percentage of the change. *Example: If WESD's SSF is reduced or increased by 5% during the school year, the district's transit funds will be reduced or increased by 5%.*
18. Transit requests may be modified during the school year by using the Local Service Plan Adjustment Request form on the WESD website. If the transit request is for a change from purchased services to transit funds involving personnel, the mid-year transit request may not be granted.
19. Classroom-based services funded with transit funds must maintain open boundaries for non-hosting districts to access in order to maintain regional accessibility.

20. Oasis Classrooms Slot Costs:

- Slots for the program are purchased for the entire school year.
- Once a slot is purchased through contract or resolution services, the District owns the slot.
- If a slot is purchased after the 15<sup>th</sup> of the month, the cost will be prorated for that month only. The district continues to own the slot for the rest of the school year.
- WESD will assist the district in selling the slot to another district, if possible. This transaction will be completed by using the LSP adjustment process. If the slot is not sold, the District is responsible for the entire cost for the year.
- The LSP adjustment form must be approved by the WESD prior to beginning or ending service.

21. Oasis Classroom Maintenance of Effort (MOE):

- WESD will only submit MOE to the Oregon Department of Education **if the district resolves for this service**. The district will submit the MOE if it is a contracted service. WESD will not calculate the MOE until the school year has ended. Not all students in the program are on an IEP, therefore, only students who are on an IEP are eligible for MOE. If a slot is vacated by a student or is vacant, MOE will not be counted.
- The following processes are followed when the students is:
  - On an IEP for the entire year, WESD will include this in the Direct Support Survey.
  - On an IEP for part of the year, the MOE calculation will be prorated.
  - On an IEP, but is not in the program for an entire school year, the MOE will be prorated based on the time of attendance.



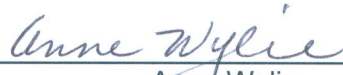
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Charan Cline  
Executive Council Chair



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Dave Novotney, Ph.D.  
WESD Superintendent



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Anne Wylie  
WESD Board Chair