

ESC Consortium Program Practices

Consortium Agreement between
Madison-Champaign ESC and
Madison County School Districts
August 2019



Jefferson Local
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London City
Madison Plains



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1. ESC Consortium Personnel

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All staff in the consortium rooms will be hired through the ESC. This includes related services personnel. During the transition period, there may be district staff that remain in consortium rooms. As staff leave the districts, the ESC will be responsible for hiring the replacement.

Absences/ Attendance

The ESC teachers report absences through the AESOP system. This information is monitored through the ESC and substitutes are provided by the ESC. ESC employees who are absent are responsible for notifying other classroom staff and the building office (secretaries, building principal, etc.) of substitutes in the classroom.

Teachers/staff hired by the district, placed in consortium classrooms, will follow district guidelines/procedures for reporting absences. District will acquire subs for their own employees

*For liability reasons, substitutes in consortium classrooms are not permitted to independently perform:(they may perform these duties when accompanied by a regular classroom employee)
Diapering, toileting, feeding, tube feeding, administering medication, lifting, transferring, adjustments to equipment, and supervising students in the community.
This will be monitored by classroom employees and program supervisors.

Professional Development/Teacher Work Days

Certified Staff

In most cases, certified employees are required to participate in all building staff development, professional development days, staff meetings, conference schedules, and other building and district requirements.

In some cases, ESC employees are also required to attend specific training related to their job, or for the ESC, and will be provided exchange time. Teachers or Program Supervisors will notify building administrators of any change in schedule.

Classified Staff

Classified personnel are required to be in attendance full day on all late arrival/early dismissal school days. *However, they are not paid for all teacher work days, full day in-service/conference days- unless it is built into their calendars. ESC classified personnel are on a 188 day contract- 178 student days, 4 extended days(training or teacher work days), and 6 holidays.*

Evaluation of Staff

Certified Staff

Consortium(ESC) Supervisors are responsible for the evaluation of ESC teachers. Principals are encouraged to observe ESC teachers within their building and provide feedback to the Supervisor. ESC Program Supervisor will reach out to building principals for the opportunity to provide feedback regarding teacher performance.

Teachers who are still hired through district will have their primary evaluations completed following their respective district policies/procedures. If applicable with the district, the ESC Program Supervisor may be able to conduct an evaluation.

Classified Staff

The classroom teacher and Program Supervisor formally evaluate educational support personnel. For ESC hired staff, Program Supervisor will reach out to DOS admin for the opportunity to provide feedback regarding performance. Concerns or commendations should be directed to the Program Supervisor. The Program Supervisor makes contract recommendations in April.

Staff hired by DOS will follow their classified staff policies/procedures. Classified staff that are still employed through the district will have their primary evaluations completed following their respective district policies/procedures. If allowable with the district, the Program Supervisor may be able to conduct an evaluation.

2. Consortium Programs

A. Classroom Locations for Students with Emotional Disabilities (ED)

Madison Plains

Madison -Plains Elementary School

London

London Middle School

West Jefferson

West Jefferson High School

B. Classroom Locations for Students with Multiple Disabilities (MD)

London

London Elementary School

London High School

West Jefferson

West Jefferson Middle School

West Jefferson High School

3. Consortium Programs Procedures/Practices

Consortium Enrollment Procedures

To coordinate the Consortium programs with the districts, the Consortium will use the following enrollment procedures for all of their programs. ***Placement decisions are made by the IEP team. Information about students needing to be served should flow through the Special Education Director to the ESC Supervisor.***

1. Those students who move into your districts with an active IEP:
 - A. The DOR will enroll the child.
 - B. The DOR Special Education/Student Services Director will contact the ESC Program Supervisor that a student has been enrolled in the district.
 - C. The DOR will forward records (enrollment, special education documents and transcripts/grade reports) to the Program Supervisor and DOS within 2 business days.

- D. The MCESC Program supervisor will notify the DOR and DOS with a start date.
 - E. The DOR will inform their transportation department of the starting date, notify the parent and confirm with the Program Supervisor
2. Those students referred by the district:
- A. The districts are encouraged to include the Program Supervisor at the team meeting for the ETR.
 - B. Completed ETR to the Program Supervisor and schedule the initial IEP meeting.
 - C. The Program Supervisor will confer with the district personnel to develop a draft IEP, discuss placement options and invite appropriate consortium staff.
 - D. The referring district will make arrangements with their transportation department, confirm the starting date with the Program Supervisor and notify the parent as to the starting date and transportation arrangements.

Transportation

Districts of residence are responsible for providing transportation to consortium programs. DOR will transport based on the DOS school calendar.

It is the responsibility of the DOR representative to communicate with their transportation supervisors concerning transportation needs.

Discipline issues during transportation of students in consortium programs will be handled collaboratively between the district of residence and Program Supervisor. Program Supervisors and teachers are willing to provide support and suggestions for disciplinary actions and behavior management strategies.

In the event of a difference in school calendars, DOR will transport to DOS if they are in session(except for calamity days).

Inclusion of Consortium Students

The IEP team determines participation of consortium students in general education classes in their assigned building, as well as when the student may be ready to transition to general education as their primary educational setting. The consortium teacher will be available to consult with the building staff regarding interventions, behavior plans, and accommodations for all students during the transition process. Staff support will be provided on a continual basis by consortium staff, as needed, to ensure the success of the student while participating in general education classes.

Discipline

Protocol for handling discipline in a consortium classroom;

- Stabilize the situation
- Minor issues will be handled by the classroom teacher
- Serious incident call ESC Program Supervisor
- Principal to consult with Supervisor on appropriate disciplinary action
- Supervisor will contact the parent and the home school(DOR) to notify them of incident and recommended disciplinary action
- Housing principal(DOS) will execute discipline

Restraint/Seclusion:

- Restraint/Seclusion Data will be reported through ESC
- ESC Supervisor will create an incident report form to share with all consortium staff
 - Teacher of service will share with all parties within 24 hours:
 - ESC Supervisor
 - Parent (within 24 hours is required by law)
 - District/Building of service
 - Principal
 - Special Ed Director
 - District of Residence
 - Special Ed Director

Nursing Support

District nurses where classrooms are located will provide support to the students and staff in those classrooms. ESC Supervisors will help coordinate the need for staff training based on student needs.

IEP's/IEP Meetings

Consortium teachers are responsible for scheduling and sending invitations for all IEP meetings for students on their caseload. The appropriate district representatives will be invited to attend meetings for all students.

As required by law, a general education teacher will be invited to participate in each IEP. It is up to the building principal to encourage their attendance.

Consortium teachers are responsible for distribution of IEP copies.

DOR will provide Program Supervisors and ESC teachers with email accounts for the district's chosen IEP writer

Related Services

Students in consortium programs receive the necessary related services through Madison-Champaign ESC.

Referrals for evaluations, assessments, or services are the responsibility of the DOR in collaboration with MCEC.

DOR School Psychologists remain responsible for the evaluation of students with disabilities.

Graduation

Students placed in Madison County Consortium Programs remain enrolled in their home districts. The district of residence (DOR), based upon the student meeting the district requirements for graduation, will issue the diploma. Classroom teachers will communicate credit information with the DOR high school counselor to ensure that graduation requirements are met. The student may attend the graduation ceremony of the district of service (DOS) or, by arrangement, attend the DOR ceremony. Students in foster care will receive their diplomas from the district where they currently reside.

Consortium Attendance Reporting Procedures

- A. DOS will be responsible for notifying DOR when students are considered having excessive absences or truant.
- B. DOR will be responsible for drafting/sending attendance notification letters and establishing the intervention team.
- C. Madison County Educational Service Center has an attendance officer that is responsible for handling truancy issues. The goal of the truancy officer is to assist building administrators with various student attendance problems, operating on an "on call" basis to improve student attendance. The officer investigates custody and residency issues. He also works closely with juvenile court, schools and other agencies on a regular basis.

DASL

Educating district will enter all students into their DASL

Make sure to add non-resident students in DASL as "not reported to EMIS" using code 368

Grades/Attendance will be entered in educating district DASL

District of service/ESC teacher will have access for IEP's in District of Residence Progress Book Special Services.

School Fees

Students served in ESC classrooms will pay the fees for the ESC program. Fees for the districts will be waived.

Food Service for Consortium Classrooms

Students may either purchase a hot lunch or bring packed lunches. Free and reduced lunch arrangement will be honored. The cost of the lunch will be based on the prices at the DOS. When a student transfers within the consortium, communication should take place between the DOR/DOS regarding a student's free/reduced status. The DOS would receive free/reduced reimbursement for the student.

School Cancellations in Consortium Classrooms

Students will follow the DOS school calendar, including delays and cancellations. If the DOR is unable to safely transport the student, the day is considered a "non-absence" for the student. Parents may opt to transport their child to the school their child attends.

Extended School Year (ESY)

Extended School Year (ESY) is provided each summer for special needs students who qualify based upon the IEP team decision. It is the DOR's responsibility to provide and/or coordinate these services.

Costs For Consortium Classrooms

Districts hosting Consortium classrooms will receive a \$5,000 credit per classroom.

The ESC will purchase materials for use in the classrooms and will be the property of the ESC. If an item is needed for a specific student, that will be purchased by the DOR.

It is understood that when a new special education cooperative program is developed, certain start-up costs will be incurred. These costs may include, but not be limited to: equipment, materials, and improvement of unit properties.

Accepting School Districts As Members of the Consortium

When a school district outside the original cooperative program service area requests placement of a student in one of the cooperative programs, the fiscal agent superintendent will solicit input from the following: the housing program superintendent, the housing program building principal, the teacher of the program and the appropriate program coordinator. After seeking input from the required personnel, the fiscal agent superintendent will determine if the requesting school district is admitted on a tuition basis or as a full member of the cooperative. The agreement will be reviewed on a year-to-year basis with the fiscal agent superintendent having the authority to determine if the arrangement is renewed.

By signing below, you confirm that you have read all sections of the guidelines and agree to follow the procedures outlined in this document.

District	Title	Signature	Date
London City Schools	Superintendent		
	Treasurer		
Jonathan Alder Local School District	Superintendent		
	Treasurer		
Madison-Champaign ESC	Superintendent		
	Treasurer		
Madison Plains Local School District	Superintendent		
	Treasurer		
West Jefferson Local Schools	Superintendent		
	Treasurer		