



## SELPA Policy E-1

---

# Facilities Plan

Adopted, OSC, April 24, 2015  
Revised, OSC, April 2021  
Revised, OSC, May 27, 2026

## FACILITIES PLAN

### Guiding Principles:

The Marin County Special Education Local Plan Area (SELPA) Facilities Plan is formulated on the belief that regionalized special education classrooms should:

- Maximize opportunities for special education pupils to be educated in the least restrictive environment (LRE) on comprehensive school sites closest to their district of residence as possible;
- Comply with Section 504 of the Rehabilitation Act of 1973 (Amended as Public Law 93-516) and the Individuals with Disabilities Education Improvement Act of 2004, 34 CFR Parts 300 and 303;
- Enhance special education pupils' ability to participate with typically developing and age appropriate peers;
- Facilitate the provision of space for ancillary related services needed to support pupil achievement;
- Be located in a manner that minimizes transportation time for special education pupils;
- Be located on isolated sites only when it is determined that the special education pupils being served in that setting could not benefit from being located on a comprehensive school site;
- Maximize opportunities to establish long-term agreements for regionalized classroom space to facilitate continuity for special education pupils; and
- Always be taken into considered by a local educational agency (LEA) when the LEA is in the process of upgrading or building new pupil facilities within their district.

The guiding principles establish an underlying responsibility for all of the SELPA's member local educational agencies (LEAs) to ensure that appropriate facilities are available on a year-to-year basis for all pupils that require a regionalized special education classroom placement in order to meet their identified educational needs.

### Facility Determination Formula:

By utilizing current pupil data, the SELPA's member LEAs shall offer facilities for the purposes of a Marin County Office of Education (MCOE) operated regionalized special education classrooms that are (1) within their district boundaries; (2) located on district PK-12 school sites; or (3) extend an opportunity to the MCOE to utilize a leased facility.

LEAs shall be grouped by Areas. When the established pupil threshold is met, each Area within the SELPA is responsible for providing the MCOE with a facility for pupils who reside within their Area and require a regionalized special education classroom placement operated by the MCOE. The Areas are as follows:

**Area 1:** Ross Valley School District, Kentfield School District, Ross School District, Lagunitas School District

**Area 2:** Tamalpais Union High School District, San Rafael High School District

**Area 3:** Mill Valley School District, Larkspur-Corte Madera School District, Sausalito Marin City School District, Reed School District

**Area 4:** Miller Creek School District, San Rafael Elementary School District, Nicasio School District

**Area 5:** Novato Unified School District

**Area 6:** Laguna Joint School District, Shoreline Unified School District, Bolinas-Stinson School District

Each LEA within each Area shall be required to provide a facility to operate a regionalized special education classroom based upon the formula identified below:

<b>Number of Pupils Within the LEA/LEAs Requiring a Regionalized Special Education Classroom</b>	<b>Number of Regionalized Special Education Facilities Required by the LEA/LEAs</b>
<b>0-4</b>	<b>0</b>
<b>5-14</b>	<b>1</b>
<b>15-24</b>	<b>2</b>
<b>25-34</b>	<b>3</b>
<b>34-44</b>	<b>4</b>
<b>45-54</b>	<b>5</b>
<b>55-64</b>	<b>6</b>
<b>65-74</b>	<b>7</b>
<b>75-84</b>	<b>8</b>

<b>85-94</b>	<b>9</b>
<b>95-104</b>	<b>10</b>

Each LEA within an Area that individually does not meet the minimum threshold to provide a facility (5 or more pupils) shall have their individual LEA’s pupil totals added together collectively within the Area. When the collective total of each LEA that possesses between 4 (four) and one (1) pupils within an Area equals five (5) or more pupils the formula identified above shall be applied to these LEAs as a group.<sup>1</sup> The determination of which LEA is responsible for the provision of the facility shall be at the discretion of the Area. However, the decision shall be grounded in the Guiding Principles of the Facilities Plan.

**Operational Tenets:**

In order to exhaust all LEA’s facility options, the use of leased facilities by the MCOE shall only be accessed as a last resort. In the determination of the use of a leased facility the SELPA’s LEAs must ensure the leased facility aligns with the Guiding Principles of the Facilities Plan. The SELPA’s member LEAs shall share all operational costs associated with a facility that is leased by the MCOE.

Facilities shall be provided to the MCOE consistent with the age of the pupils needing to be served. LEAs within each Area shall work collaboratively to ensure preschool, elementary, and secondary pupils in MCOE operated regionalized special education classrooms have facilities that permit a pupil’s access to same-aged peers.

An LEA may provide a facility to the MCOE on a campus that serves pupils at an alternative grade/age. The appropriateness of this facility shall be determined by the MCOE. The MCOE shall use the Guiding Principles identified in this plan as a framework to determine the appropriateness of a facility for the purposes of a regionalized special education classroom. Facilities utilized for the purposes of this plan shall:

1. Be compliant with the American with Disabilities Act (ADA);
2. Ensure students in MCOE classes have access to settings with same-age nondisabled peers; and
3. Meet minimum state and federal standards for classroom space.

---

<sup>1</sup> For example, within an Area LEA A = 2 pupils, LEA B = 1 pupil, and LEA C = 4 pupils. LEA A, B, and C pupil totals shall be added together collectively to equal 7 pupils. Under the formula, LEA A, B, and C shall provide one (1) facility. Conversely, within an Area LEA A = 1 pupil, LEA B = 2 pupils, and LEA C = 1 pupil. LEA A, B, and C pupil totals shall be added together collectively to equal 4 pupils. Under the formula, LEA A, B, and C shall not be required to provide a facility.

**Procedures:**

The Marin County SELPA Facilities Plan shall be recalculated and approved by the OSC every five (5) years. The following procedures shall be used to determine the facility requirement of each LEA within the Marin County SELPA:

No later than February 1st the MCOE shall meet with the SELPA’s member LEAs to begin to discuss and determine MCOE’s regionalized facility needs for the subsequent school year.

Commencing on March 1, 2021 and every five years after, the SELPA Director shall provide each LEA with:

A count of the pupils being served within a MCOE operated regionalized special education classroom as of last Friday before the Winter Break of that school year.

1. Pupils currently being served by the MCOE in a facility owed by the MCOE shall be removed from the LEA’s pupil count for the purposes of the Facilities Plan.
2. Pupils currently being served by the MCOE in a facility leased by the MCOE shall be included in the LEA’s pupil count for the purposes of the Facilities Plan.<sup>2</sup>
3. The LEA’s pupil count shall be aggregated to identify the current grade level of each pupil being served in an MCOE operated regionalized special education classroom.

No later than April 1st, each LEA shall notify the SELPA Director and the MCOE of the location(s) within the LEA where a regionalized special education classroom may be operated. The identified facility shall need to be available on or before August 1st and permit occupancy for five (5) years or until the next recalculation and approval of the Facilities Plan. When an LEA is offering a facility in excess of their obligation, the LEA and the MCOE may enter into a facilities agreement that is shorter or longer than five (5) years if both agencies mutually agree to the duration of the agreement.

No later than April 1st, each LEA shall notify the SELPA Director and the MCOE of the location(s) within the LEA where a regionalized special education classroom may no longer be operated by the MCOE during the following school year.

---

<sup>2</sup> The inclusion of pupils being served in leased facilities in the Facilities Plan pupil count serves the following functions: (1) Provides the OSC with an accurate count of pupils that require an LEA facility within the Area/SELPA; and (2) Encourages LEAs to identify and provide facilities within their Area in order to reduce the operational costs associated with a leased facility for all the SELPA’s member LEAs.

At the request of the MCOE, the SELPA shall work with the member LEAs to identify appropriate facilities for the purposes of this plan.

No later than May 15th, the MCOE shall establish a class roster for each MCOE operated regionalized special education classroom and notify the SELPA and the SELPA's member LEAs of the facilities that will be utilized to operate the classrooms. Facility agreements commence on August 1st and end on July 30th.

A facility shall be available to the MCOE to operate a regionalized special education classroom during the regular and extended school year. A facility for the purposes of this plan is a general classroom that is comparable to the size of a classroom offered for general education or other like programs at that school site. The facility offered shall be no less than 750 square feet unless mutually agreed upon by the LEA and the MCOE.

When an LEA does not have the resources to provide a facility consistent with the Facilities Determination Formula the following shall occur:

1. The LEA shall reach agreement with another LEA within the Area to provide the necessary facility to operate a regionalized special education classroom(s). The agreement for the transfer of responsibility for the provision of a facility between the LEAs shall meet all the conditions identified in this plan and occur at no cost to the SELPA or the MCOE. The agreement shall meet the obligation of the LEA to provide facilities under this plan; or
2. The LEA shall reach agreement with another LEA within the Marin County SELPA to provide the necessary facility to operate a regionalized special education classroom(s). The agreement for the transfer of responsibility for the provision of a facility between the LEAs shall meet all the conditions identified in this plan and occur at no cost to the SELPA or the MCOE. The agreement shall meet the obligation of the LEA to provide facilities under this plan; or
3. The LEA shall provide the necessary facilities by bearing all costs associated with the location and placement of a portable classroom within the LEA in order to house an MCOE-operated regionalized special education classroom for the length of the facilities agreement.

When an LEA is unable to reach an agreement or locate an appropriate facility, the LEA shall follow the procedures identified in the *Facility Fee* section of this plan.

When the Operational Steering Committee (OSC) has approved a LEA to conduct a program transfer the following shall occur<sup>3</sup>:

1. The Facilities Plan shall be recalculated and approved by OSC prior to a program transfer going into effect.
2. No later than December 1st the LEA engaging in the Program Transfer shall provide the SELPA Director with a pupil count for the pupils they anticipate will no longer be served by the MCOE in a regionalized special education classroom as a result of the program transfer.
3. After receiving the LEA's projected reduction in pupil count, the SELPA will apply a 15% attrition rate to the count. Once adjusted, those pupils will be removed from the LEA's pupil count reported by the SELPA Director by March 1<sup>st</sup>.

When an LEA within the Marin County SELPA is in the first year of a program transfer the following shall occur:

1. The Facilities Plan shall be recalculated and approved by the OSC.
2. On March 1st, the SELPA Director shall provide each LEA with:
  - a. A count of the pupils being served within a MCOE operated regionalized special education classroom as of the last Friday before the Winter Break of that school year.
  - b. Pupils currently being served by the MCOE in a facility owned by the MCOE shall be removed from the LEA's pupil count.
  - c. Pupils currently being served by the MCOE in a facility leased by the MCOE shall be included in the LEA's pupil count for the purposes of the Facilities Plan.
  - d. The LEA's pupil count shall be aggregated to include the current grade level of each pupil being served in a MCOE operated regionalized special education classroom

When the Facilities Plan procedures yield an excess of facilities, the MCOE shall apply the *Guiding Principles* of this plan when determining which facilities to utilize for the purposes of a regionalized special education classroom.

### **Leased Facility:**

MCOE shall only enter into a lease agreement with an LEA for the use of a facility when the following two (2) conditions are met:

---

<sup>3</sup> Prior to the Operational Steering Committee (OSC) approval of a program transfer the OSC shall review a draft of the Facilities Plan, which shall include pupil data that reflects the potential loss of pupils in MCOE operated regionalized special education classrooms due to the program transfer.

1. The LEA is offering a facility beyond their current facility obligation; and
2. The facility is not located on an active comprehensive PK-12 school site.

A facility lease shall not be more than five (5) years in length. The LEA's notification to the SELPA concerning the availability of a facility that may be leased by the MCOE shall be consistent with all the notification procedures and timelines identified in this plan.

### **Facility Fee:**

When an LEA or LEAs within an Area are able to provide a facility consistent with the Facilities Plan and the facility is utilized by the MCOE for the purposes of a regionalized special education classroom, no Facility Fee shall be assessed to the LEA.

When an LEA or LEAs are unable to provide a facility consistent with the Facilities Plan a Facility Fee may be assessed to the LEA/LEAs.

The Facility Fee shall be as follows:

- \$23,040 per school year each year the calculated Facilities Plan is in place and the LEA(s) are unable to provide a facility consistent with their identified obligation.

The guidelines for the application of a Facility Fee are as follows:

#### 1. Circumstances When a Facility Fee Is Not Incurred

- a. Facility Offered by LEA that Adheres to the Operational Tenets and Deemed Inappropriate by MCOE

An LEA that provides a facility is not required to pay a Facility Fee if MCOE determines the facility is inappropriate. A facility may be deemed inappropriate for any of the following reasons:

- The location is geographically undesirable based on program need.
- The grade level of the site does not align with the grade-level needs of MCOE.

- b. Facility Offered by LEAs Collectively within an Area and Deemed Inappropriate by MCOE

LEAs within an Area that collectively owe a facility because the LEAs with pupils totals between one (1) and four (4) collectively equal five (5) or more shall not incur a Facility Fee if the facility offered is deemed inappropriate by MCOE.

- c. LEA Unable to Provide a Facility but One Is Located Through Area Collaboration  
If an LEA is initially unable to provide a facility but, after collaboration with other LEAs in the Area, a facility is identified for use, the LEA shall not be required to

pay a Facility Fee.

- d. LEAs with a Collective Facility Requirement Locate a Facility Through Collaboration  
LEAs within an Area that collectively owe a facility and locate a facility through Area collaboration shall not incur a Facility Fee.

## 2. Circumstances When a Facility Fee Is Incurred

- a. LEA Unable to Provide a Facility After Area Consultation  
After consulting with other LEAs in the Area, if an LEA is unable to provide a facility, it shall incur a Facility Fee.
- b. LEAs with a Collective Requirement Unable to Provide a Facility  
LEAs within an Area that collectively owe a facility and are unable to provide one after collaborative efforts shall collectively pay a proportionate share of the Facility Fee based on December 1 Pupil Count of students enrolled in MCOE classes.

Acceptable reasons for an LEA not providing a facility under this plan are restricted to limited availability of facilities. The LEA(s) reasons surrounding their inability to provide a facility shall be reviewed by the SELPA prior to concurrence.

## 3. Circumstances When a Facility Credit is Applied

- a. LEA Provides a Facility that Adheres to the Operational Tenets in Excess of the Facility Obligation Requirement and Utilized by the MCOE

All monies collected through the Facility Fee shall be held by the SELPA and used to pay for costs incurred by the MCOE as a result of establishing or relocating facilities provided under the Facilities Plan. Facility Fee monies may also offset costs incurred when an LEA is required to move a MCOE operated regionalized special education classroom to another campus within the LEA.

When the Facility Fee monies are insufficient to cover costs, additional funds may be allocated through the Fiscal Allocation Plan at the direction of the OSC.

## **Maintenance and Operation of Facilities - LEA Responsibilities**

The LEA providing the facility shall be responsible for preparing and maintaining the facility for occupancy (i.e., cleaning, painting, carpeting and general repairs) as outlined in the MCOE Partnership Agreement.

The LEA providing the facility shall be responsible for general repairs and maintenance.

Modernization, upgrades and restructuring related to matters that are part of the permanent structure, including all attachments to the structure (bathrooms, lights, windows, heating/air conditioning, window blinds, doors, carpet, plumbing, sinks, electrical, cabinetry, etc.) are the responsibility of the LEA, and shall be completed on the same schedule as LEA operated classrooms.

The LEA providing the facility shall provide custodial services on LEA owned sites during the regular and extended school year in the same proportion as provided to LEA operated classrooms.

The LEAs within an Area with four (4) to one (1) pupils that collectively owe a facility shall be responsible for a proportionate share of the maintenance costs associated with the operation of a MCOE regionalized special education classroom identified above. An LEA's proportionate share shall be determined by the number of pupils in MCOE operated regionalized special education classrooms as determined by the count of students taken on the last Friday of December before the winter break.

Facilities shall be ready for occupancy at least two (2) weeks prior to the first day of school. The LEA may request an extension with the MCOE when extenuating circumstances will not permit the LEA to meet the two (2) week timeline.

### **Maintenance and Operation of Facilities - MCOE Responsibilities**

The MCOE shall be responsible for any maintenance and support regarding the MCOE owned furniture, computers, and classroom materials that are stored/utilized at the facility.

The MCOE shall be responsible for any maintenance and support regarding the MCOE owned furniture, computers, and classroom materials that are stored/utilized at a leased facility.

The MCOE shall be responsible for the cost of custodial services for facilities owned and/or leased by the MCOE.

The MCOE shall be responsible for required remodeling and restoration of facilities upon occupying or vacating a regionalized special education classroom (i.e., ramps, handrails, bathroom facilities, etc.) that are deemed necessary for the student population that the facility shall serve or served. Remodeling shall be done only in consultation and collaboration with the LEA at which the facility is located. The SELPA's member LEAs shall share all of the costs associated with the remodeling and restoration of an LEA facility that houses a MCOE regionalized special education classroom.

## **Maintenance and Operation of Facilities – Special Circumstances**

When an LEA provides a facility beyond their obligation, the LEA and the MCOE shall determine the agency responsible for maintenance and operation of the facility prior to entering into a facility agreement. The SELPA office shall facilitate the discussion between the LEA and the MCOE regarding the responsibilities for maintenance and operation of the facility.

### **Relocation of Facilities**

At the end of a five (5) year facility agreement when the facility is no longer available for MCOE occupancy the following shall occur:

- The MCOE shall be responsible for moving the class to the new facility and the SELPA's member LEAs shall share all costs associated with the move.

During a five (5) year facility agreement when the MCOE's need for classrooms change (i.e., reduction of program, expansion of program whether funded or unfunded, etc.) or program needs change (e.g., shift of age of pupils, need for more or less regionalized special education classrooms at a particular grade level, etc.) the following shall occur:

- The MCOE shall be responsible for moving the class to the new facility and SELPA's member LEAs shall share all costs associated with the move.

During a five (5) year facility agreement when the LEA notifies the SELPA Director and the MCOE that a regionalized special education classroom can no longer be operated by the MCOE during the following school year the following shall occur:

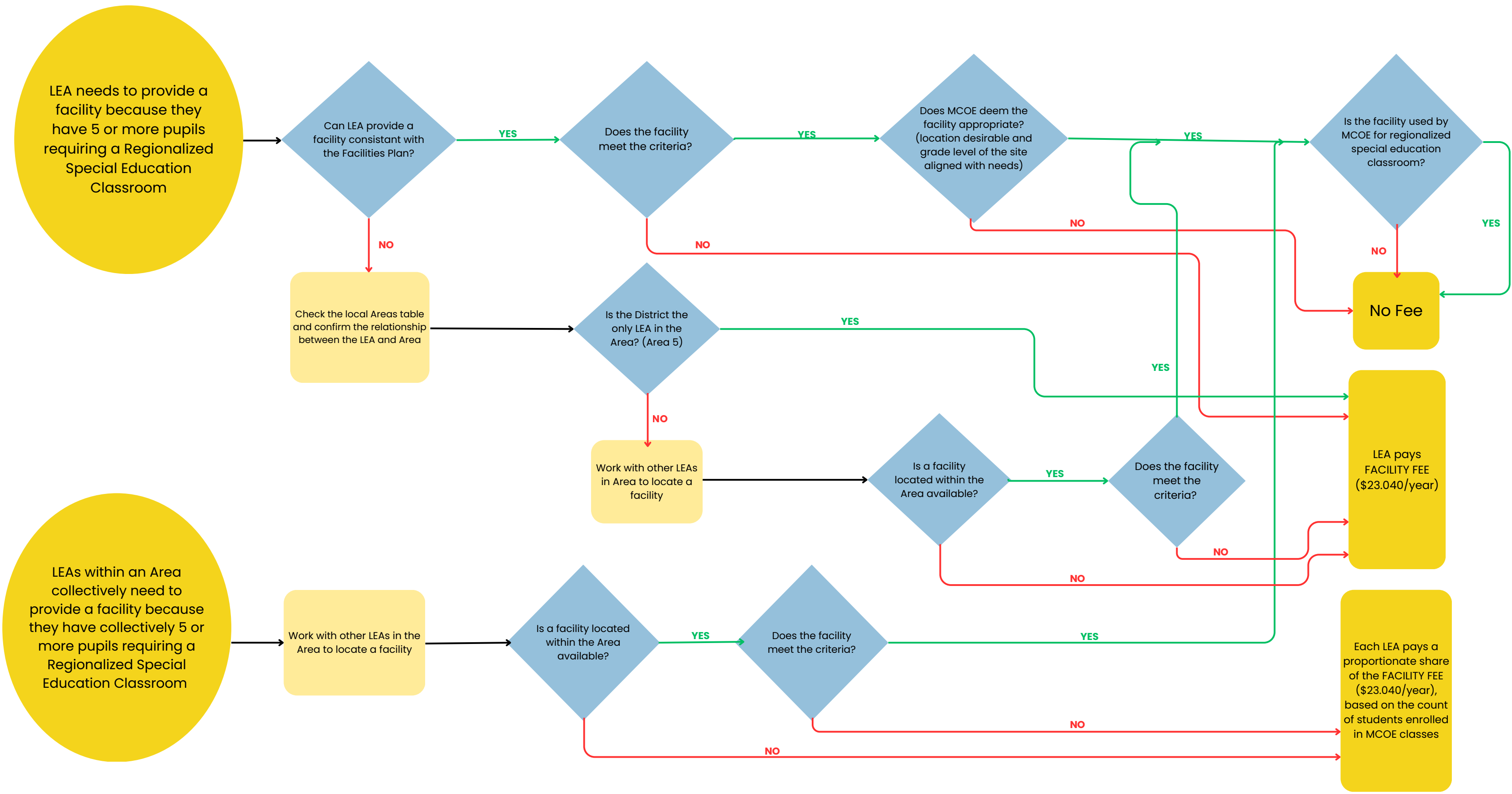
- The LEA that notified the SELPA and the MCOE that a regionalized special education classroom will no longer be available to the MCOE shall be responsible for moving the class and all costs associated with the move, including utilities, site preparation/modification, installation of a facility (portable classroom) and required hookups.

When unanticipated emergency circumstance arise regarding facilities and MCOE operated regionalized special education classrooms, any LEA within the Marin County SELPA may call for a meeting to review the Facilities Plan to consider amendments, following prior notification to the all of the SELPA's member LEAs.

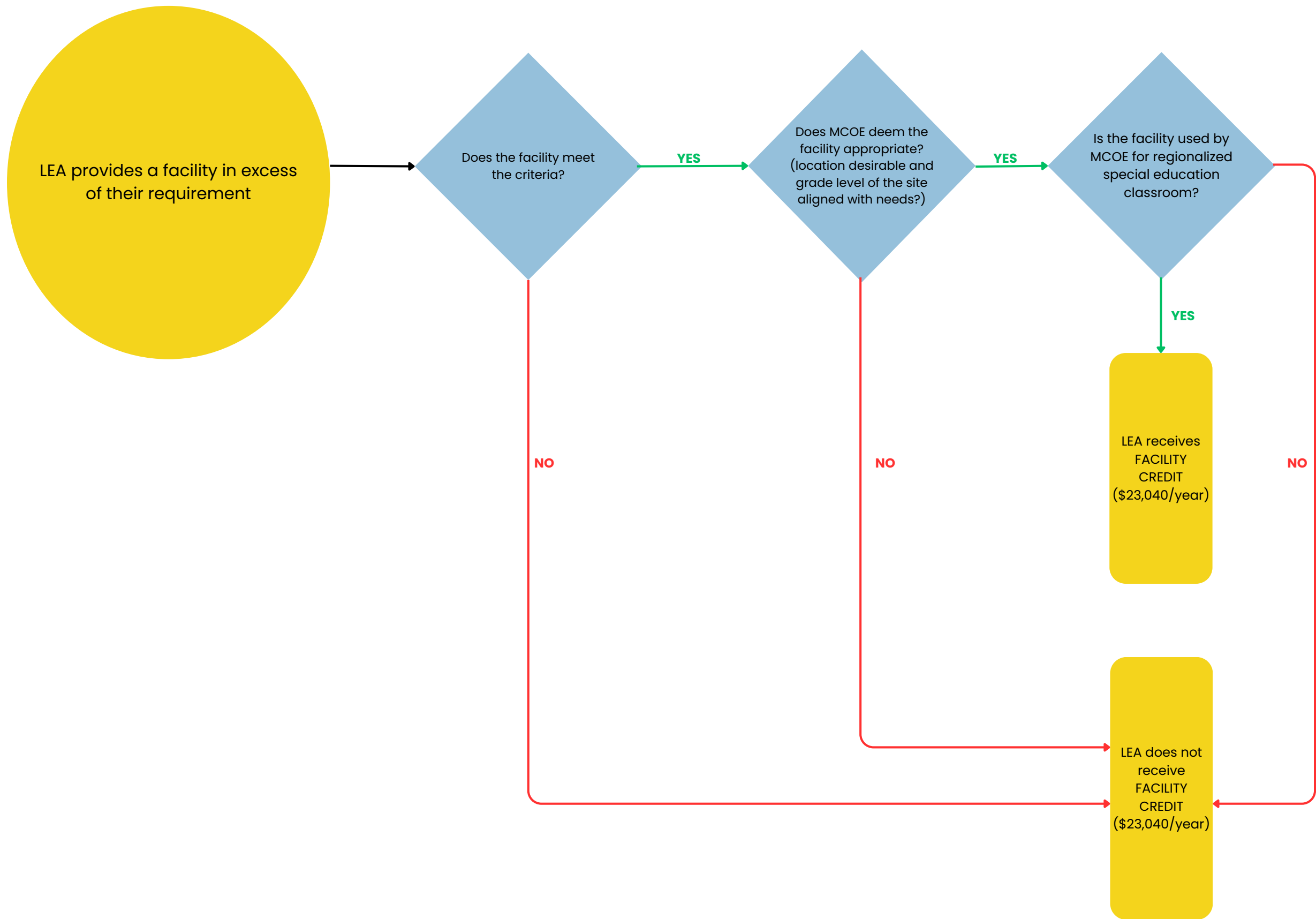
## **Appeal/Dispute Resolution**

An LEA may request a waiver of any part of the Facilities Plan by submitting a written request to the Operational Steering Committee (OSC). The request shall outline the specific portions of the plan that the LEA desires to waive, the reason(s) for the LEA's request and suggested options for meeting the requirements of the Facilities Plan. Prior to formal submission to the OSC for consideration, the SELPA Director shall meet with the LEA's Superintendent or Designee to review the request, assess the options, and make recommendations to the LEA regarding their request.

# Addendum: Facilities Plan Facility Fee & Credit Process



# Addendum: Facilities Plan Facility Fee & Credit Process



# School District and Marin County Office of Education Regionalized Program Partnership Agreement

## Vision

To cultivate a safe, welcoming, and inclusive educational environment where **all students are our students**, regardless of background or ability. Students are meaningfully included in academic, social, and extracurricular activities across settings throughout the school day and families can feel part of the school community.

## Mission

To provide individualized, strengths-based special education services that maximize participation in general education, ensure compliance, and prepare students for life beyond school.

## Purpose

To establish a shared responsibility and clearly defined expectations related to the practices that support inclusive education for students with extensive support needs; and obligations related to the use, maintenance, operation, and relocation of facilities between Marin County Office of Education (MCOE) and school districts in Marin County.

---

## Guiding Principles

- **Belonging:** All students are valued members of the school community.
  - **Access:** Equitable access to general education curriculum, activities, and facilities.
  - **Collaboration:** Inclusion is a shared responsibility among MCOE and Districts.
  - **High Expectations:** All students are held to high academic and social expectations with appropriate support.
  - **Student-Centered:** Decisions are based on individual student needs, strengths, preferences, and IEP goals.
-

<b>PARTNERSHIP TEAM</b>		
Administrators	Site Principal: MCOE Program Manager:	
Admin Support	Site Secretary: MCOE Administrative Assistant:	
Information Systems/Technology (IS)	IS contact: Internal Wifi network: Wifi password: School Site District Email (if applicable):	
Facilities Contact		
Nurse	Site Nurse: MCOE Nurse:	
Teachers	MCOE Special Education Teacher: District Special Education Teacher(s): General Education Teachers (e.g., grade level, buddy class): Specials Teachers (e.g., Art, Music, Physical Education, Garden): School Club/Committee Advisors: Other:	
Support Staff	MCOE Paraeducators:	
School Hours/ Bell Schedule	Site:	Regionalized Program Grade Level/s:
Service Providers/ Itinerants Name and email address.	Occupational Therapy: Physical Therapy: Speech-Language Pathologist: Adaptive Physical Educator: Psychologist: Vision Specialist: Deaf Hard Hearing Teacher:	
School Lunches	District Contact:  -Information on how to sign up for and access school breakfast and lunch for each school district varies. Most require families to create an account and order 2 weeks to 30 days in advance.	

## Roles and Responsibilities

Unless otherwise amended or terminated, this agreement shall be effective for a term of five (5) years from the date of execution by both parties.

- Term start date: **July 1, 2026**
- Term end date: **June 30, 2031**

### Collectively, we will:

- Support all students who attend this school: All students are **our** students.
- Provide support and training for staff/students as needed, which may include, but not limited to:
  - Ability awareness
  - Evidence-based teaching strategies and curriculum collaboration
  - Behavior intervention plan
  - Emergency safety plans
- Participate in IEP meetings as appropriate.
- Identify current and anticipated participation opportunities.

### Site Administrators will:

- Proactively include the MCOE regionalized class when scheduling access to shared/common spaces (*e.g., speech room, gym, rainy days*).
- Identify partner general education teachers for MCOE regionalized classroom in grade-level specials/electives
- Support collaboration time between MCOE special education and general education teachers.
- Ensure families of students in the MCOE regionalized class receive communication regarding volunteer opportunities, parent/teacher associations, etc.

### General and Special Education Teachers will:

- Participate in IEP meetings, even if not in person, by providing written input related to their areas of expertise.
- Collaborate to review each student's support needs and discuss opportunities for ability awareness training for school-site staff and/or students.
- Collaborate on support at least quarterly to discuss what's working/what's not, and problem-solve next steps.

### MCOE Support Staff (Paraprofessionals, Therapists, etc.) will:

- Work with students in the MCOE regionalized class on identified goal(s)

- Prompt fade instruction, support student independence
- Model student-specific techniques and interventions for others.

## Implementation and Monitoring

- MCOE teachers will participate in school site team meetings as appropriate.
- MCOE and district representative(s) will meet **at least two times per year** to plan participation opportunities.
  - Participants will include at minimum: **Superintendent or designee, school site administrator, MCOE Program Manager/Director, District Special Education Director, MCOE Special Education Teacher(s), and at least one General Education Teacher (as applicable)**
  - The parties agree to meet on the following dates and times:
 

---
  - Identify person(s) responsible for sending meeting notifications.

TOPIC	DISTRICT/SITE	SHARED	MCOE
<b>STUDENT SUPPORTS</b>			
<b>MCOE students are included in school-wide activities based on individual readiness and support needs. (eg., assemblies, spirit days, open house, any changes in the regular school schedule, etc.)</b>	-Provide access to internal school calendars.	-Ensure MCOE Special Education Teacher and parents receive school-site emails.  -Welcome families to campus.  -Collaborate with site staff to schedule inclusive participation opportunities.	-Notify families of events when appropriate.  -Plan curriculum and supervision.  -Provide paraprofessional support as needed.
<b>Student ID Cards</b>	-Provide student ID cards as provided for all other students on campus.		
<b>Yearbook</b>	-Ensure those responsible for the yearbook include the students in the MCOE class and that the class is appropriately labeled as “Mr. or Mrs. __ Class” and not identified as a special education class.	-Review yearbook content before printing.	-Ensure parent permission for yearbook photos.  -Provide photographs/information for yearbook creators.

TOPIC	DISTRICT/SITE	SHARED	MCOE
<b>Field Trips</b>	-Provide opportunities same as the general education students.  -Provide the necessary district field trip documentation to be signed for parent approval.	-Create a sense of belonging for all students on the trip.  -Ask questions and problem-solve any student-specific needs.	-Ensure appropriate supervision.  -Complete the MCOE Field Trip Request form as well as the district forms.
<b>Instructional Programs (e.g., music, art, PE, garden, library, gym, etc.)</b>	-Identify opportunities available for students to integrate with same-aged peers.	-Integrate students with same-age peers in specials when appropriate.	-Schedule a meeting with the school administrator as early as possible to discuss student-specific integration opportunities.
<b>Statewide Assessments</b>		-Coordinate testing schedules and identify locations.	-Conduct statewide assessments.
<b>FOOD SERVICES &amp; DAILY OPERATIONS</b>			
<b>Meal Programs</b>	-Ensure access to district school meal programs (including Free and Reduced Lunch where applicable).  -Provide access to lunchtime facilities.		-Ensure students can participate in the district school meal program.  -Support student participation in general education lunchtime activities.
<b>Daily Operations</b>	-Support daily operational integration (mailboxes, calendars, schedules, communications).		
<b>INSTRUCTIONAL MATERIALS AND TECHNOLOGY</b>			
<b>Textbooks, Supplemental and Other Resources</b>	-Ensure access to curriculum for students participating in general education settings.	-Discuss necessary materials for mainstreaming and reverse mainstreaming.	-Provide curriculum and supplemental materials for special day class.
<b>Classroom Technology</b>	-Provide the same technology as all other classrooms on site.  -IEP-specific technology is the responsibility of the DSEA.		-Provides the following:  -A black/white printer/copier.

TOPIC	DISTRICT/SITE	SHARED	MCOE
			<p>-Color printing can be done at MCOE.</p> <p>-A monitor, if needed to project lessons.</p>
<b>Equipment Access</b>	-Ensure access to copier, internet, phone, and emergency communication systems.	-Resolve concerns related to equipment and technology.	
<b>SCHOOL CLIMATE, DISCIPLINE, AND SAFETY</b>			
<b>Discipline Procedures</b>		-Collaborate on discipline decisions if needed.	<p>-Issue a suspension letter if needed.</p> <p>-Align discipline procedures with IEP requirements and manifestation determination laws.</p>
<b>Safety</b>		-Collaborate in the instance that there is an imminent safety concern.	-Notify the program manager of safety issues within a reasonable amount of time.
<b>Accident/Injury/Behavior Reports</b>	-Fill out district reports related to students/staff incidents in the general education setting.		-Fill out MCOE incidents report related to students/staff in the regionalized program.
<b>Emergency Response</b>	<p>-Notify MCOE staff of dates/times of scheduled emergency/safety drills.</p> <p>-Include staff and families in emergency notification systems.</p> <p>-Provide emergency supplies.</p>		-Participate in all site emergency drills.
<b>IEP COLLABORATION</b>			
<b>IEP Scheduling</b>			-Schedule and facilitate all IEP meetings.

TOPIC	DISTRICT/SITE	SHARED	MCOE
<b>General Ed Participation</b>	-Participate in IEP meetings when mainstream placement is being considered, when a student is currently mainstreamed in their class, or when they can contribute relevant written input.		-Ensure a general education teacher is present or can provide written input if appropriate.  -The Program Manager will collaborate with DSEA when a general education cannot be provided by the school site.
<b>STAFF INCLUSION AND PROFESSIONAL COLLABORATION</b>			
<b>Staff Communication</b>	- Include MCOE staff in site-specific communication.		
<b>Professional Learning</b>	-Notify the MCOE teacher and program manager at least 1 month in advance of in-services that would benefit instruction and collaboration on-site.		-Attend monthly MCOE professional development(PD) and school-site PD as appropriate.
<b>Staff Appreciation</b>	-Include MCOE staff social opportunities on campus.		
<b>ADMINISTRATION, CLERICAL, AND HEALTH SERVICES OPERATIONS</b>			
<b>Administrative Support</b>	-Collaborate when and IEP meeting requires a conference room.  -Provide access to separate room for speech/OT services if needed and available.		-Collaborate with site administrator and administrative support to schedule separate rooms if needed.
<b>Student Registration</b>		-Ensure student is entered into appropriate student information systems	-Maintain student registration paperwork.  -Provide necessary

TOPIC	DISTRICT/SITE	SHARED	MCOE
			student information to the administrative support secretary (i.e., emergency contacts, retraining orders, health care plans, etc.)
<b>Health Services</b>	<p>-Provide access to site nurse in case of an emergency.</p> <p>-Provide access to emergency equipment as needed (epi-pen, first aid supplies, etc.)</p>		-Report health and safety emergencies to MCOE nurses.
<b>Bell Schedule</b>		<p>-Collaborate on student pick up and drop off times. (MCOE follows the school's bell schedule. Occasionally, MCOE offsets pick up and drop off times to minimize traffic.)</p>	
<b>FACILITIES</b>			
<b>Facility Preparation and Readiness</b>	-Prepare and maintain the facility for occupancy, including painting, routine maintenance and general repairs.		
<b>Facility Preparation and Readiness</b>	<p>-Ensure facilities are available no later than two(2) weeks prior to the first instructional day of the school year.</p> <p>(The LEA may request an extension from MCOE when extenuating circumstances prevent compliance with this timeline.)</p>		
<b>Considerations</b>	-Consider appropriate placement of the classrooms, taking into consideration grade of students, mobility challenges, uneven pavement, noise, distance		

TOPIC	DISTRICT/SITE	SHARED	MCOE
	from the bathrooms and cafeteria, etc.		
<b>Campus Access</b>	-Provide equitable access to shared spaces, playgrounds, and campus facilities.		
<b>Custodial Services</b>	-Ensure classroom is/are cleaned daily same as other classrooms (e.g trash dumped, floor mopped, carpet vacuumed, soap and paper towels refilled, etc.).		
<b>Restrooms</b>	-Ensure appropriate restrooms are available and accessible for student use.		-Communicate with the site administrator as early as possible if a changing table is needed and/or space for a Hoyer lift.
<b>Work Orders</b>	-School-site administrator will inform the MCOE teacher and program manager of the appropriate person to communicate with if facility issues arise.		-Submit work orders with MCOE related to classroom furniture as appropriate.
<b>Classroom Set-Up: Furniture.</b>	-Provide furniture if available. The furniture should be clearly labeled with district tags.  -In the general education setting, the students in the MCOE classroom should have a designated seat or space with a name tag, etc., following the GenEd Teacher’s setup of the classroom.	-Ensure classroom is appropriately furnished.	-Provide furniture and specialty equipment as needed, clearly labeled with MCOE tags.
<b>Telephones/Classroom Keys</b>	-Provide information and access to room keys and a classroom telephone if provided to all other classrooms.	.	-Replace and incur costs related to lost keys.  -Provide a telephone line if needed.
<b>Repairs, Upgrades, Renovations</b>	-The school site will provide the same repairs, upgrades, and renovations as other		

TOPIC	DISTRICT/SITE	SHARED	MCOE
	classrooms on site.  -Notify MCOE of renovations/repairs.		
<b>Classroom Moves</b>	-Incur the cost of classroom moves if the district determines the need to move.		-Incur the cost of classroom moves if MCOE determines the need to move.  -Provide packing materials for MCOE staff.  -Pack all classroom materials.
<b>Extended School Year (ESY)</b>	-Anticipate the use of the same classroom for the purposes of Extended School Year (ESY).  -Ensure access to restrooms for staff and students.  -Provide janitorial services daily.		

**TRANSPORTATION**

Pick-up and delivery times, parking lot support, and traffic flow are coordinated to include Special Ed buses from:

**District of Residence Is:**

**The Transportation Agency Contact Is:**

- Novato Unified: Nicholas Cruz
- Miller Creek: Marie Henrio
- Shoreline Unified: Emily Kerran

All other school districts, Marin Pupil Transportation – Melissa Remy

## Agreement and Commitment

We, the undersigned, commit to advancing inclusive practices and shared responsibility so that **every student belongs, participates, and succeeds.**

Unless otherwise amended or terminated, this agreement shall be effective for a term of five (5) years from the date of execution by both parties.

- Term start date: **July 1, 2026**
- Term end date: **June 30, 2031**

SENT IN THE SUMMER BY MCOE TO THE FOLLOWING: SUPERINTENDENT (OR HIS/HER DESIGNEE), MCOE SPECIAL EDUCATION DIRECTOR, DISTRICT SPECIAL EDUCATION DIRECTOR, DISTRICT CBO, SITE LEVEL PRINCIPAL

Name	Role	Signature	Date
	District Superintendent		
	District Sped Director		
	Site Principal		
	District General Education Teacher		
	District Education Specialist		
	MCOE Program Manager		
	MCOE Education Specialist		

NOTES: