



DIVISIONS FOR SPECIAL EDUCATION SERVICES AND SUPPORTS

APRIL 2010 DL UPDATE

Budgets and Grants: Personnel Activity Reports (PARs) or Timelogs

The Office of Management and Budget (OMB) Circular A-87, entitled **Cost Principles for State, Local and Indian Tribal Governments**, was posted in the Federal Register - Volume 70, No. 168, on August 31, 2005. This circular establishes principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts and other agreements with State and local governments.

Standards of salaries and wages - this section provides information regarding the semi-annual certification (h. 1-3) and time logs or personnel activity reports (PARs) (h. 4 and 5) that should be read and shared with each of your business offices (on page **51915** under **h**). On page **51916**, the **(5) PARs** or equivalent documentation must meet the following standards:

- (a) **They must reflect an after-the-fact distribution of the actual activity of each employee,**
- (b) **They must account for the total activity for which each employee is compensated,**
- (c) **They must be prepared at least monthly and must coincide with one or more pay periods, and**
- (d) **They must be signed by the employee.**
- (e) Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to Federal awards but may be used for interim accounting purposes, provided that:
 - (i) The governmental unit's system for establishing the estimates produces reasonable approximations of the activity actually performed;
 - (ii) **At least quarterly, comparisons of actual costs to budgeted distributions based on the monthly activity reports are made. Costs charged to Federal awards to reflect adjustments made as a result of the activity actually performed may be recorded annually if the quarterly comparisons show the differences between budgeted and actual costs are less than ten (10%) percent; and,**
 - (iii) **The budget estimates or other distribution percentages are revised at least quarterly, if necessary, to reflect changed circumstances.**

Illuminate Posting - "Everything You Need to Know About Disproportionality"

The revised powerpoint from the Illuminate, "Everything You Need to Know About Disproportionality," conducted by Nancy O'Hara on March 18, 2010, was sent out to special education directors via email on March 30, 2010. It has come to our attention that the date of the recorded Illuminate posting is **March 21, 2010** (Sunday) because all participants did not sign off when the session was over.

The Vocational Rehabilitation and Education Collaborative Application

A memorandum from Superintendent Kathy Cox is being sent to all system superintendents regarding the collaborative agreements for Vocational Rehabilitation for students with Significant Disabilities. In the memorandum, Mrs. Cox stated:

" We are pleased to announce that joint efforts are continuing between the Georgia Department of Education (GaDOE) and the Georgia Department of Labor's Vocational Rehabilitation (VR) Program to work more effectively with students with significant disabilities who are transitioning from high school to post-school activities and employment. Our collaboration is based on the Individuals with Disabilities Education Act (IDEA) and Title I of the Rehabilitation Act of 1973, as amended. Since spring 1994, federal rehabilitation funds have been available to provide additional services that benefit students with significant disabilities; currently 85 local school systems are taking advantage of this funding opportunity. Because of the success of this collaboration, the funds for this program continue to be available for Georgia residents. These federal funds are offered to the VR program and may be matched by LSS funds for program expansion of rehabilitation services. This money should be used specifically to provide training and education to students with significant disabilities who are transitioning from school to work. Collaborative participation requires the LSS to provide local and/or state funds equaling 21.3 percent (\$13,000) to match 78.7 percent (\$48,033) of federal funds from the VR program. To prepare our students for work, the VR Program utilizes a professional team approach that includes assessment, training, work preparation, job accommodations, assistive work technology, and counseling. This is an exciting opportunity for school systems to become an integral part of the team."

The annual collaborative agreement application packet will be included as a part of this memorandum. For additional information regarding this agreement, please check with your system superintendent.

FY11 Focused Monitoring Parent and Peer Recruitment

The Division for Special Education Services would like to request your assistance in recruiting parents and peers to participate as members of the FY11 Focused Monitoring Teams. Parent and Peer Applications with specific information accompany this update and may be reproduced.

Please be aware of the following and mention them to potential applicants:

- The updated applications will be available on the GaDOE website by April 1, 2010
- Team Member Training will be conducted in August or September, location TBA.
- Training is two days for parent participants. **Lodging expenses for training will be covered up front by GaDOE for parent participants only.** Other expenses such as cost of travel and some meals will need to be paid up front by the parent participants and submitted for reimbursement.
- Training is one day for peer participants. Peers will need to cover **all** expenses for training upfront and submit for reimbursement. Peer participants may or may not require overnight stay for the one day training.

Ensuring Accurate Parent Data

In order to ensure the accurate recording of your parent data, there are two items that require special attention:

Parent Surveys: Please let your families know that if a question on the parent survey is not relevant to their situation to LEAVE IT BLANK. The district will not be penalized for blank answers.

Parent Participation in the IEP: Special education directors should collaborate with the information technology staff that complete and submit the student record to the GaDOE to ensure that the parent participation data element is accurately recorded in the student record. The item will default to "N" if you do not enter the correct response. You will not receive an error message if you fail to enter Y or N and it will default to N automatically. This will negatively impacting your parent participation data.

SPE010	G010	Parent Present at Conference	A	x	1	36	36		Valid values are 'Y', 'N', blank or null.	E588
									Must = 'Y' or 'N' for Initial IEP Meeting (EVENT CODE '05') and for IEP Annual Review (EVENT CODE '07').	E601

Parent Mentor Partnership Applications

Parent Mentor Partnership applications are due to the GaDOE by April 7, 2010 in order to receive FY11 funding. If you have questions or need an application, please contact Patti Solomon, Family Engagement Specialist, at psolomon@doe.12.ga.us.

GaDOE Mathematics Newsletter

The Mathematics Department at the Georgia Department of Education puts out bi-monthly mathematics newsletters. They are full of “**must know**” information for **all** teachers. The mathematics newsletters include: Content articles, Resources, Elluminate Calendar, Professional Learning Opportunities, Assessment Articles, Instructional Articles, and much more. Often the Mathematics Department works with the Division for Special Education Services to write some of these articles.

Please share this information with all your teachers of mathematics. A document with a screen shot of the newsletter as well as links to be used to subscribe to the newsletter accompanies this update.

Georgia Peach Cochlear Implant Retreat

The Georgia Peach Cochlear Implant Retreat will be offered on July 9-11, 2010 at the Cohutta Springs Conference Center in Crandall, Ga.

The conference theme will focus on new information and trends available for individuals with cochlear implants or candidates exploring the possibility of obtaining a cochlear implant. The theme "HELPING YOURSELF TO BETTER HEARING" will allow the presenters to connect you with valuable resources available in the community. The keynote speaker this year is Dr. Audie L. Woodley from the University of Alabama. More information and 3 registrations forms, *Child Care Registration*, *Retreat Letter*, and *Retreat Registration* accompany this update.

Transition Elluminate Date Change

The Transition Elluminate Session entitled “*Adult Services-CHAPTER TWO-The Rest of Your Life*”, which was cancelled in February, will be offered on April 19, 2010. This important Elluminate Session will help anyone involved with Adult Services navigate the “system”. Please mark your calendar for April 19, 2010. To access the session, please visit the GeorgiaStandards.org website and select the Training tab. On the training tab, select Elluminate LIVE! webinars in box on the left side of the screen, then select Current Daily Sessions. Select the date of session and then locate this session by title.

Autism Academy: Save the Date

This year's Autism Academy will be held on June 21-24, 2010 at the Rutland Center in Athens, GA. In response to system requests, the Autism Academy will provide an in-depth study of autism spectrum disorders and an understanding of needs for students including a specialization in low and high functioning autism. This academy is intended for educators who are in the classroom. Attendees will be provided with various strategies, educational practices and methodologies for students with autism, including classroom set up and district program design.

Because this academy will build on previous sessions, attendance is recommended for classroom teachers, speech and language pathologists, occupational therapists, physical therapists, and behavior specialists who have attended the previous autism academy and/or GATTAP regional team meetings. Selection of attendees should be based on staff dedicated to building capacity within your local system. Registration information will be available in the near future.

For additional information, contact Dr. Alice Murphy mmurphy@doe.k12.ga.us or 404-657-9957.

Developing a Framework for RTI in High Schools: Addressing Challenges and Opportunities for Success

Seven workshops on RTI for high schools are being offered during the month of April by SSTAGE (Student Support Team Association for Georgia Educators). For further information, including dates, locations and registration information, go to their website at www.sstage.org.

Dates to Remember

April

- 1** Grant for High Cost Fund (GHCF) - Applications due
- 19** Adult Services-CHAPTER TWO-The Rest of Your Life
- 20** Developing a Framework for RTI in High Schools
Location: Swainsboro
- 21** Developing a Framework for RTI in High Schools
Location: Cumming
- 22** Developing a Framework for RTI in High Schools
Location: Dallas
- 22** Special Education Directors' Discussion Forum
Location: Bibb County, Career Center Annex at Hutchings
- 23-24** Georgia Association of School Psychologists Spring Conference - Atlanta
Register at www.gaspnet.org
- 28** Developing a Framework for RTI in High Schools
Location: Perry
- 29** Developing a Framework for RTI in High Schools
Location: Thomasville
- 30** Developing a Framework for RTI in High Schools
Location: Gainesville

May

- 7** Georgia Vision Impaired Consortia Meeting, Host Site: Pioneer RESA ETC
- 10** Special Education Directors' Elluminate Session
- 15-16** Educational Interpreter Performance Assessments, Largo Tibet Elementary School, Savannah

June

- 7-11** Georgia Aquarium Summer Camp
- 9-10-11** Educational Interpreters Performance Assessment, Valdosta State University, Valdosta
- 10** State Board of Education Recognition Awards of Excellence, Department of Education, Atlanta
- 21-24** Autism Academy
Location: The Rutland Center, 1250 Oglethorpe Avenue, Athens