

MEMORANDUM OF UNDERSTANDING

Between
SAN CARLOS SCHOOL DISTRICT
and Portola Valley School District

The Memorandum of Understanding (MOU) is made and entered into as of November 9, 2015 between the San Carlos School District and the Portola Valley School District (PVSD). This MOU shall be in effect until June 14, 2016 or until revised by mutual and written consent of all parties.

The purpose of the MOU is to ensure that, when necessary, students have access to special education programs operated by San Carlos School District (SCSD) when an appropriate program is not available in the pupil's district of residence. It is agreed that when a student is placed in a special education program in SCSD through the IEP process, then the PVSD retains all financial and legal responsibilities under the Individuals with Disabilities Education Act (IDEA) and related federal and California laws. As the student's district of residence and responsible LEA, PVSD remains the proper party to defend any and all legal disputes, claims, complaints, due process proceedings and/or civil litigation related to a student's educational program pursuant to this MOU.

SCSD's responsibility under this MOU is limited to implementing the educational program offered in the student's IEP as well as cooperating with the PVSD staff to support meeting their student's needs. Thus, SCSD shall only be considered a service provider, and not the responsible LEA. Placement under this MOU shall not be deemed an interdistrict transfer, as the student is considered to be a resident of the PVSD.

SPECIAL EDUCATION RESPONSIBILITIES

PORTOLA VALLEY SCHOOL DISTRICT shall:

Prior to Initial Placement:

1. Conduct all necessary assessments to determine student needs. Assessment reports shall not be more than 2 years old at the time of placement.
2. Convene an IEP meeting to identify potential LEA/SELPA programs.
3. Document the need for services to be provided outside the PVSD.
4. Determine the availability and appropriateness of programs in SCSD by contacting the SCSD special education administrator.
5. Coordinate observations and IEP meeting with SCSD.
6. Arrange for and provide/fund transportation for the student to attend SCSD program.

Subsequent to Placement

7. Attend all IEP meetings, assess the student and in coordination with SCSD staff make all educational decisions as required by law (e.g. offering a free appropriate public education (FAPE)). Participate in transition planning for possible return to

the PVSD or when transitioning to other school or at key indicators in educational history (e.g. preschool to kindergarten, elementary to middle, middle to high school)

8. In accordance with the fiscal agreements in this MOU, the PVSD shall reimburse SCSD for all services for the student.
9. Ensure that SCSD is implementing the student's educational program consistent with his/her IEP.
10. It shall be the financial and legal responsibility of the PVSD to handle any and all legal disputes and claims, including but not limited to, negotiating settlement agreements, mediations, due process hearings, compliance complaints and any and all other legal actions related to a student's educational program pursuant to this MOU.
11. If SCSD is named as a party to a legal dispute, the PVSD will cooperate in dismissing, with prejudice, SCSD as a party.
12. The PVSD shall protect, defend, indemnify, forever hold harmless and assume the costs of defense including attorney's fees of SCSD, its Board, officers, members, representatives, agents, guests, invitees, and/or employees, from and against any and all liabilities, claims, losses, judgments, damages, demands or expenses arising out of or caused by the sole negligent, reckless, unlawful or intentional acts of SCSD, its Board officers, members, representatives, agents, guests, invitees, and/or employees.

SAN CARLOS SCHOOL DISTRICT (SCSD):

Prior to Initial Placement:

1. Confirm placement by entering into an MOU outlining responsibilities of the parties.
2. Support the transition process for the student.

Subsequent to Placement:

3. Provide all services identified in the student's IEP. In the event SCSD is unable to implement any or all portions of the student's IEP, and/or it believes that the student cannot be provided a FAPE in its program, SCSD shall immediately notify the PVSD in writing. Thus, it is the responsibility of PVSD to take any and all necessary action to ensure the student's IEP is properly implemented and he/she receives a FAPE.
4. Provide progress reports on at least a trimester basis to PVSD.
5. Attend all IEP meeting in cooperation with the PVSD personnel. However, PVSD, not SCSD, is responsible for facilitating the IEP team meetings and making educational decisions as required by law.
6. Help complete as necessary IEP documents in cooperation with the PVSD.
7. Provide all necessary low incidence materials and equipment consistent with the student's IEP.
8. Contact the PVSD prior to recommending any additional services or assessments.
9. Initiate billing to PVSD. (see Fiscal Responsibilities for detailed instructions.)

10. If a legal dispute arises regarding the implementation of a student's IEP, SCSD will fully cooperate with the PVSD, including but not limited to making its employees and documents available in advance of or part of a due process proceeding.
11. SCSD shall indemnify and hold the PVSD harmless from any adjudicated liability related to the SCSD's negligent, reckless, unlawful or intentional acts arising out of obligations under this MOU. In the event that an administrative body or court of law determines that the claim of a student arises out of the negligent, reckless, unlawful, or intentional acts of SCSD, SCSD will be obligated to provide contribution to the PVSD in accordance with its proportionate share of liability. The amount of the contribution shall be determined by informal resolution between the superintendents, or designees, going before the County Superintendent of Schools or mediation and identifying who will incur the cost of this process.

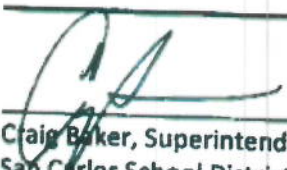
FISCAL RESPONSIBILITIES

When the PVSD determines through the IEP process that a student shall be served outside the PVSD in an SCSD placement in accordance with this MOU, the following shall occur:

1. The SCSD and PVSD shall verify and approve each student's placement. SCSD must submit an Invoice for payment, as appropriate, based on student's placement beginning after the actual date of enrollment. The PVSD will claim the student on its CASEMIS report.
2. The PVSD shall sign the MOU in a timely manner, verifying fiscal obligations, student placement and related services.
3. The costs for placement and services identified on the IEP are listed on Attachment A.
4. Given the student remains PVSD student, PVSD will claim student for ADA purposes.

MEMORANDUM OF APPROVAL

This MOU entered into this 9th day of November, 2015 by and between the undersigned parties.


Craig Baker, Superintendent
San Carlos School District


Eric Hartwig, Interim Superintendent
Portola Valley School District



San Mateo County Special Education Local Plan Area

TRANSFER OF SPECIAL EDUCATION FUNDS AGREEMENT (To be Initiated by District of Attendance)

SPECIAL EDUCATION: THIS AGREEMENT IS IN EFFECT FOR THE SCHOOL YEAR

Student Name: # 33 Student Age/Grade: _____ / _____
 Date of Enrollment: 11/9/15 Total Days of Enrollment: 129 days
 The student residing in the Portola Valley School District, is hereby
 authorized to attend the San Carlos School School District.

Special education services are described in the student's IEP. Cost calculation for transfer of funds will be based on SELPA adopted program standards. Actual days may include ESY.

RSP Prog.Std. _____ Est. Days Enrolled _____ Est. Cost _____ Actual Days Enrolled _____ Cal. Cost: _____
 SDC Prog.Std. X Est. Days Enrolled 129 Est. Cost 17,163.51 Actual Days Enrolled 129 Cal. Cost: 17,163.51
 DIS _____ Other (If any) _____ Other (If any): _____

Amount Due: _____
 1. Prog. Std. Speech Min/Wk 60 Est. Days Enrolled _____ Est. Cost 1,324.44 Actual 1,324.44 Cal Cost: _____
 2. Prog. Std. ^{OT} assessment Min/Wk _____ Est. Days Enrolled _____ Est. Cost 157.26 Actual 157.26 Cal Cost: _____
 3. Prog. Std. _____ Min/Wk _____ Est. Days Enrolled _____ Est. Cost _____ Actual _____ Cal Cost: _____

*ESY

* If student attended ESY,
add number to actual days enrolled

_____ Transportation Actual Cost: _____
6,927.60 Special Circumstance Instructional Assistance (SCIA) Actual Cost: _____

Total Cost: 25,572.81

District of Residence

Theresa L. Shaly
Special Education Administrator

Eric H. Lundy
District Superintendent/Authorized Agent

2/4/2016
Date

District of Attendance

Sharon W. Travis
Special Education Administrator

[Signature]
District Superintendent/Authorized Agent

2/1/16
Date

District of Attendance - Copy 1

District of Residence - Copy 2

District of Residence- Copy 3 cc: Business Office

Transfer of Special Education Funds Agreement

Rev. 10/13

Prepared for printing by San Mateo County SELPA