



CSIS California School Information Services

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**FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM  
STUDY AGREEMENT  
April 19, 2012**

The FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM (FCMAT), hereinafter referred to as the Team, and the Mt. Diablo Unified School District, hereinafter referred to as the District, mutually agree as follows:

**1. BASIS OF AGREEMENT**

The Team provides a variety of services to school districts and county offices of education upon request. The District has requested that the Team provide for the assignment of professionals to study specific aspects of the Mt. Diablo Unified School District operations. These professionals may include staff of the Team, County Offices of Education, the California State Department of Education, school districts, or private contractors. All work shall be performed in accordance with the terms and conditions of this Agreement

**2. SCOPE OF THE WORK – Special Education and Home to School Transportation Review**

A. Scope and Objectives of the Study

**Special Education and Home to School Transportation Review  
Transportation Review:**

Provide a comprehensive evaluation of the District’s pupil transportation program to include both home-to-school and special education student transportation services, vehicle maintenance and safety and training practices. Specific areas to be reviewed include:

1. Analysis of the District’s state transportation revenue and contributions (encroachment) from the unrestricted general fund for the transportation program for home to school and special education transportation.
2. Evaluate the Transportation Department’s staffing and provide recommendations to improve the efficiency, if needed.

3. Review routing methodology and relative routing efficiency for both home to school and special education transportation services.
4. Review the District's scheduling of extracurricular field trips/athletic trips.
5. Provide an evaluation of the transportation department's operational efficiency and make recommendations for potential savings.
6. Review the department's driver training and safety and compliance with driver training laws and regulations.
7. Review the department's compliance with all laws and regulations which shall include Vehicle Code, Education Code, CAC Title 5, 8 & 13.
8. Evaluate the department's vehicle maintenance program, vehicle safety, compliance with vehicle maintenance laws and regulations. This component will also include a review of the bus and vehicle replacement schedule and provide recommendations
9. Review the department's board policy, administrative regulations and purchasing procedures for parts and equipment.
10. Evaluate the department's transportation operations facility to include compliance with industrial waste and hazardous materials rules and storm-water run-off regulations.
11. Review of the District's fuel storage facility and management systems.
12. Review use of technology within the transportation program in the areas of routing, scheduling of extracurricular/athletic trips, vehicle maintenance and other areas for efficiency.

B. Services and Products to be Provided

Orientation Meeting - The Team will conduct an orientation session at the District to brief District management and supervisory personnel on the procedures of the Team and on the purpose and schedule of the study.

On-site Review - The Team will conduct an on-site review at the District office and at school sites if necessary.

1. Exit Report - The Team will hold an exit meeting at the conclusion of the on-site review to inform the District of significant findings and recommendations to that point.
2. Exit Letter - The Team will issue an exit letter approximately 10 days after the exit meeting detailing significant findings and recommendations to date and memorializing the topics discussed in the exit meeting.
3. Draft Reports - Electronic copies of a preliminary draft report will be delivered to the District administration for review and comment.
4. Final Report - Electronic copies of the final study report will be delivered to the District administration following completion of the review. Written copies are available by contacting the FCMAT office.
5. Follow-Up Support – Six months after the completion of the study, FCMAT will return to the District, if requested, to confirm the District’s progress in implementing the recommendations included in the report, at no cost. Status of the recommendations will be documented to the District in a FCMAT Management Letter.

**3. PROJECT PERSONNEL**

The study team will be supervised by Anthony L. Bridges, CFE, Deputy Executive Officer, Fiscal Crisis and Management Assistance Team, Kern County Superintendent of Schools Office. The study team may also include:

- |               |                  |
|---------------|------------------|
| A. Eric Smith | FCMAT Consultant |
| B. Tim Purvis | FCMAT Consultant |
| C. Mike Rea   | FCMAT Consultant |

**4. PROJECT SCHEDULE**

The following schedule outlines the planned completion dates for key study milestones:

Orientation:	May 21, 2012
Staff Interviews:	May 21-23, 2012
Exit Interviews:	May 23, 2012
Preliminary Report Submitted:	to be determined
Final Report Submitted:	to be determined
Board Presentation:	to be determined
Follow-Up Support:	if requested

Other equally qualified consultants will be substituted in the event one of the above noted individuals is unable to participate in the study.

**5. PROJECT COSTS**

The cost for the transportation component studies requested pursuant to E.C. 42127.8(d) (1) shall be:

- A. \$500.00 per day for each Team Member while on site, conducting fieldwork at other locations, preparing and presenting reports, or participating in meetings.
- B. All out-of-pocket expenses, including travel, meals, lodging, etc. The District will be invoiced at actual costs, with 50% of the estimated cost due following the completion of the on-site review and the remaining amount due upon acceptance of the final report by the District.

**Based on the elements noted in section 2A, the total cost of the transportation component of the study is estimated at \$14,700.**

- C. Any change to the scope will affect the estimate of total cost.

**6. SCOPE OF THE WORK – Special Education Program Review**

- A. Scope and Objectives of the Study

**Special Education Program Review**

The FCMAT Team will provide a comprehensive operations analysis of the delivery of all special education services throughout the district to ensure the effective use of resources while providing quality special education services to students with disabilities. Identify service delivery options that may be expanded or modified to realize savings and provide recommendations for reallocation of resources and program development options to improve the program effectiveness.

*The review process will consist of but not be limited to the following:*

1. An examination of the district’s philosophy, programs and procedures in special education/504 to determine whether they are consistently aligned with the district mission and core beliefs.
2. A review of the special education administrative structure and responsibilities in districts of comparable size. Review of all administrative procedures regarding special education/504 and the relationship to the district’s overall organization.

3. Review board policy and administrative regulations for the special education/504, SELPA Local Plan, Annual Service Plan and other documents outlining the delivery system for special education/504 services.
4. Provide an analysis of staffing ratios, class and caseload size in relation to other districts across the state and legal mandates.
5. Dissemination of surveys to all teachers and staff that provide data regarding staff morale, communication, effectiveness of programs, services and support.
6. Provide recommendations to address the necessary balance between providing a full continuum of services required by law for students with special needs while providing full consideration of the financial effects that the funding of special education has on the district.
7. An evaluation of the efficiency of resource allocations for special education staffing and services such as district staff, the use of nonpublic agencies, mental health services, nonpublic schools.
8. An analysis of parent input regarding the opportunities currently available for parent involvement, district outreach and parent communication related to obtaining services for their students.
9. Dissemination of parent surveys to all parents of students with disabilities in the district that provide data on parent satisfaction, communication, problem solving, parent participation and support. Survey development and dissemination will be done in coordination with the district and FCMAT staff.
10. Conduct parent focus groups to gather additional parental input regarding special education programs, communication and community satisfaction.
11. Review of any district data already available regarding parent satisfaction with special education programs such as SESR parent survey or focus group data.
12. Review of the Speiler vs. Mt. Diablo Consent Decree and all supporting data regarding implementation.

7. **PROJECT PERSONNEL**

The study team will be supervised by Anthony L. Bridges, CFE, Deputy Executive Officer, Fiscal Crisis and Management Assistance Team, Kern County Superintendent of Schools Office. The study team may also include:

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|--------------------------|-------------------------------------|
| A. Dr. William Gillaspie | FCMAT Deputy Administrative Officer |
| B. Debbie Fry            | FCMAT Consultant                    |
| C. JoAnn Murphy          | FCMAT Consultant                    |
| D. Ann Stone             | FCMAT Consultant                    |

8. **PROJECT SCHEDULE**

The following schedule outlines the planned completion dates for key study milestones:

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|-------------------------------|------------------------------------|
| Orientation:                  | 5 days field work to be determined |
| Staff Interviews:             | to be determined                   |
| Exit Interviews:              | to be determined                   |
| Preliminary Report Submitted: | to be determined                   |
| Final Report Submitted:       | to be determined                   |
| Board Presentation:           | to be determined                   |
| Follow-Up Support:            | if requested                       |

9. **PROJECT COSTS**

The cost for the special education program component studies requested pursuant to E.C. 42127.8(d) (1) shall be:

- D. \$500.00 per day for each Team Member while on site, conducting fieldwork at other locations, preparing and presenting reports, or participating in meetings.
- E. All out-of-pocket expenses, including travel, meals, lodging, etc. The District will be invoiced at actual costs, with 50% of the estimated cost due following the completion of the on-site review and the remaining amount due upon acceptance of the final report by the District.

**Based on the elements noted in section 6 A, the total cost of the special education component of the study is estimated at \$22,200.**

- F. Any change to the scope will affect the estimate of total cost.

**The total agreement cost for transportation and program review is estimated at \$36,900.**

Payments for FCMAT services are payable to Kern County Superintendent of Schools - Administrative Agent.

**10. RESPONSIBILITIES OF THE DISTRICT**

- A. The District will provide office and conference room space while on-site reviews are in progress.
- B. The District will provide the following (if requested):
  - 1. A map of the local area
  - 2. Existing policies, regulations and prior reports addressing the study request
  - 3. Current or proposed organizational charts
  - 4. Current and two (2) prior years' audit reports
  - 5. Any documents requested on a supplemental listing
  - 6. Any documents requested on the supplemental listing should be provided to FCMAT in electronic format when possible.
  - 7. Documents that are only available in hard copy should be scanned by the district and sent to FCMAT in an electronic format.
  - 8. All documents should be provided in advance of field work and any delay in the receipt of the requested documentation may affect the start date of the project.
- C. The District Administration will review a preliminary draft copy of the study. Any comments regarding the accuracy of the data presented in the report or the practicability of the recommendations will be reviewed with the Team prior to completion of the final report.

Pursuant to EC 45125.1(c), representatives of FCMAT will have limited contact with pupils. The District shall take appropriate steps to comply with EC 45125.1(c).

**11. CONTACT PERSON**

Name of contact person: Bryan Richards, Chief Financial Officer

Telephone: (925) 682-8000 x4092 FAX: (925) 691-5246

E-Mail: [richardsb@mdusd.org](mailto:richardsb@mdusd.org)

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Steven Lawrence, Superintendent  
Mt. Diablo Unified School District

Date



April 19, 2012

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Anthony L. Bridges, CFE  
Deputy Executive Officer  
Fiscal Crisis and Management Assistance Team

Date