

Town of Cohasset Reserve Policy ***Special Education Stabilization Fund***

Objective:

Pursuant to MGL Chapter 40, Section 5B, special reserve accounts are allowed by Massachusetts General Law to allow savings to be set aside. The Special Education Stabilization Fund provides a proactive, strategic approach to planning for unforeseeable special education costs and to provide stability in the delivery of public education that could otherwise be adversely impacted by unanticipated expenses.

Financial Goal:

The purpose of the Special Education Stabilization Fund is to provide for payment of unbudgeted, unforeseen special education expenses in any year, without forcing cuts to other school services during that year.

Transfers In:

- The target funding ceiling (TFC) for this Fund shall be \$500,000 and the target funding floor (TFF) shall be \$100,000. If the balance of the Fund drops below the TFF, the Town and Schools shall formulate a plan to restore the Fund to the identified TFC.
- The first funding source will be free cash derived from year-end surpluses from the appropriated school budget.
- Undesignated fund balance (free cash) may be transferred into stabilization fund.

Transfers Out:

To request a transfer out of the Special Education Stabilization Fund, the School Department will provide a report comparing the aggregate special education expense of the six line items below. This report will compare in aggregate the full-year forecast of actual expenses versus the originally budgeted line item amounts.

- ***Out of District Tuitions*** (account numbers 313-9300-00-6-2, 313-9400-00-6-2, 313-9100-00-6-2)
- ***Special Education Transportation Contract Services*** (account number 313-3300-00-4-2)
- ***Instructional Education Support Professionals*** An ESP (also referred to as a 1:1 aide) by definition is one adult hired and assigned full-time to the special needs of one particular SPED student who otherwise would not be able to attend or take part in the educational activities of the regular school day and programs. (account numbers 320-2300-23-3-2, 330-2330-23-3-2, 340-2330-23-3-2, 350-2330-23-3-2)
- ***SPED Nursing Contract Services*** (account number 313-2320-26-4-2)
- ***Testing/Assessment*** (account number 313-2720-20-4-2)
- ***Tutoring Services*** (account number 313-2310-00-1-2, 313-2310-00-4-2)

The school department can request a transfer from this Fund in an amount not to exceed \$300,000 in any one fiscal year if the conditions above are met. In order to ensure that the Fund is not depleted, and that proper financial planning is undertaken, the aggregate amount of transfers from the Fund in any two consecutive fiscal years is not to exceed \$400,000.

All transfers out must be approved by a two-thirds vote of Annual or Special Town Meeting.

Reserve Procedures:

Below is an outline of the specific procedure for calculating requested deposits to or withdrawals from the Fund:

- Confidentiality of student records is of the utmost importance to the Cohasset school district. The Town of Cohasset and its committees acknowledge the need to maintain student confidentiality per state and federal law (FERPA and IDEA).**

- The School Committee will annually create a budget for each of the six line items above.
- When requesting a transfer out, the School Committee will no later than 45 days prior to Special or Annual Town Meeting deliver a report to the Town Manager and Town Finance Director. The School Committee may then request that the Board of Selectmen place an article in the town warrant to withdrawal funds from the Special Education Stabilization Fund.
- The special education reserve policy will be reviewed periodically for modification to ensure that reserve fund is meeting its objective and financial goal.

** IDEA Part B 20 U.S.C 1400 and 34 CFR Part 300, IDEA Part C 20 U.S.C. 1400 and 34 CFR Part 303, FERPA 20 U.S.C. 1232g and 34 CFR Part 99 (example: Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty).

Approved:
Cohasset Board of Selectmen, October 11, 2016