

May 7, 2018

TO: Independent School District #818
Verndale

Thank you for partnering with Vocational Rehabilitation Services to provide employment services for students with disabilities both before and after graduation!

This cooperative effort is very beneficial to help students plan post-secondary activities and help graduates reach competitive employment after job placement or post-secondary training.

Allowing me to be part of your School to Work Transition Team provides more consistent services to students before they graduate, leading to better outcomes after graduation.

It has been a continued pleasure to serve in your school. Please contact me if I can provide additional information.

Attached are copies of the proposed 2018-2019 Budget, the actual 2016-2017 Budget, and 2 copies of the contract to sign and return to Vocational Rehabilitation Services. (A copy will be returned to you with the Staples-Motley Boards signature). Please watch for the invoice to be coming from Independent School District #2170 Office before issuing payment.

Sincerely,

Becky Kristiansen

Becky Kristiansen, MS
Vocational Rehabilitation Representative

Enclosures:

*2018-19 contract (2 copies)
Proposed 2018-19 Budget
Estimated 2017-18 Budget
Actual 2016-17 Budget
Return Envelope*

Vocational Rehabilitation Services

Freshwater Education District ■ 1830 Airport Road ■ Suite 2 ■ Staples, MN 56479
Phone: 218-894-2439 ext 1026 or 1028 ■ Fax: 218-894-2295 ■ <http://mn.gov/deed/vrs>

2018-2019

Vocational Rehabilitation Services
Independent School District #2170
Staples, MN 56479

THIS CONTRACT, made and entered into this 1st day of July 2018, by and between Independent School District #2170, the host district, and **Verndale Independent School District #818**.

1. Whereas, Independent School District #2170 and **Verndale Independent School District #818** desire to cooperate in the operation of a Special Vocational Rehabilitation Service Unit for fiscal year beginning July 1, 2018 and ending June 30, 2019; now, therefore:
2. It is mutually agreed by and between Independent School District #2170 and **Verndale Independent School District #818** to operate a Special Vocational Rehabilitation Service Unit for the primary purpose of assisting in the rehabilitation of eligible young persons of school age.
3. The parties to this contract shall share the cost of office personnel and related expenses not supported by state aids. The cost of providing space for the central office shall be the host district's sole responsibility. The formula for allocating shared cost shall be:
 - a. One-half the shared cost shall be allocated equally to all participating school districts.
 - b. The remaining one-half of the shared cost shall be prorated to each participating school district based on their percent of Average Daily Membership (ADM) served of grades 10 through 12 of the immediate preceding fiscal year.

The allocation of shared cost is page 3 of this document.

4. Financial planning and billing for your district as follows:

The Co-op budget for 2018-2019, the current year, is included. Billing for Voc Rehab Co-op services will be forwarded on or about July 15, 2018, and will be payable within thirty (30) days after receipt of the billing invoice. The host district shall provide a financial statement of actual costs of last completed fiscal year when considering current year budget and adjust for difference when billing current contract. Increased cost from budget to actual of last completed fiscal year will be considered approved by the signing of this contract. Financial report of last completed fiscal year, 2016-2017 is included with the contract.

VAC Contract

5. This contract may be terminated by either party hereto upon written notice delivered by registered mail sixty (60) days prior to the last day of the school year in which said notice is given. Said contract may be terminated by either party at any time either party fails to and/or refuses to abide by the terms of said contract, provided that thirty (30) days notice is delivered by registered mail.
6. This contract shall become effective for the fiscal year stated above by the signing of the duly authorized representatives of the parties hereto.

IN WITNESS WHEREOF, THE PARTIES HAVE DULY EXECUTED THIS CONTRACT BY THEIR DULY AUTHORIZED OFFICERS AND CAUSED THEIR RESPECTIVE SEALS TO BE HERETO AFFIXED.

Independent School District #2170

Approved this _____ day of _____, 2018.

Verndale ISD #818

Approved this _____ day of _____, 2018.

Chair of School Board

Chair of School Board

Clerk of School Board

Clerk of School Board

Superintendent of Schools

Superintendent of Schools

STAPLES MOTLEY ISD 2170
VOCATIONAL REHAB
CO-OP PROGRAM

	TOTAL BUDGET	DVR SHARE	CO-OP SCHOOLS SHARE				
DESCRIPTION	2018-19	N/A	SHARE			STAPLES-MOTLEY ORIGINAL BUDGET	
COUNSELOR'S SALARY	\$ -	\$ -	\$ -			TOTAL BUDGET	\$ 26,555.30
SECRETARY'S SALARY	\$ 18,530.00	\$ -	\$ 18,530.00				
COUNSELOR'S FRINGE	\$ -	\$ -	\$ -			1. LESS DVR SHARE	\$ -
SECRETARY'S FRINGE	\$ 5,384.00	\$ -	\$ 5,384.00			2. LESS CO-OP SCHOOLS	\$ (26,555.30)
TELEPHONE	\$ 400.00	\$ -	\$ 400.00			3. FACILITY COST 551 SQ FT	
TRAVEL	\$ -	\$ -	\$ -			4. STAPLES-MOTLEY SHARE	\$ 2,824.55
POSTAGE	\$ 500.00	\$ -	\$ 500.00				
SUPPLIES	\$ 500.00	\$ -	\$ 500.00				
FISCAL CHARGE (5%)	\$ 1,241.30	\$ -	\$ 1,241.30				
	\$ 26,555.30	\$ -	\$ 26,555.30			TOTAL STAPLES-MOTLEY	\$ 2,824.55
CO-OP SHARED BUDGET ASSESSMENT:							
	ADM	PERCENT	BUDGET	BUDGET	TOTAL CO-OP	TOTAL CO-OP	ASSESSMENT
	GRADE 10-12	OF	PERCENT	EQUAL	BUDGET	BUDGET	INCREASE
SCHOOL	ST.CERT.16-17	ENROLLMENT	SHARED	SHARED	2018-19	2017-18	(DECREASE)
BERTHA-HEWITT #786	109.63	5.35%	\$ 711.02	\$ 1,021.36	\$ 1,732.37	\$ 1,627.78	\$ 104.59
BROWERVILLE #787	81.09	3.96%	\$ 525.92	\$ 1,021.36	\$ 1,547.28	\$ 1,453.86	\$ 93.42
FRESHWATER #6004	0.00	0.00%	\$ -	\$ 1,021.36	\$ 1,021.36	\$ 959.69	\$ 61.66
HENNING #545	101.98	4.98%	\$ 661.40	\$ 1,021.36	\$ 1,682.76	\$ 1,581.16	\$ 101.59
LONG PRAIRIE-GREY EAGLE #2753	221.72	10.83%	\$ 1,437.99	\$ 1,021.36	\$ 2,459.35	\$ 2,310.86	\$ 148.48
MENAGHA #821	173.45	8.47%	\$ 1,124.93	\$ 1,021.36	\$ 2,146.29	\$ 2,016.71	\$ 129.58
NEW YORK MILLS #553	153.46	7.50%	\$ 995.28	\$ 1,021.36	\$ 2,016.64	\$ 1,894.89	\$ 121.75
PARKERS PRAIRIE #547	129.97	6.35%	\$ 842.93	\$ 1,021.36	\$ 1,864.29	\$ 1,751.74	\$ 112.55
PERHAM-DENT #549	349.21	17.06%	\$ 2,264.84	\$ 1,021.36	\$ 3,286.19	\$ 3,087.79	\$ 198.40
SEBEKA #820	109.23	5.34%	\$ 708.42	\$ 1,021.36	\$ 1,729.78	\$ 1,625.35	\$ 104.43
STAPLES-MOTLEY #2170	278.03	13.58%	\$ 1,803.19	\$ 1,021.36	\$ 2,824.55	\$ 2,654.02	\$ 170.53
VERNDALE #818	123.42	6.03%	\$ 800.45	\$ 1,021.36	\$ 1,821.81	\$ 1,711.82	\$ 109.99
WADENA-DEER CREEK #2155	216.06	10.55%	\$ 1,401.28	\$ 1,021.36	\$ 2,422.64	\$ 2,276.37	\$ 146.26
TOTALS	2,047.25	100.00%	\$ 13,277.65	\$ 13,277.65	\$ 26,555.30	\$ 24,952.05	\$ 1,603.25

STAPLES MOTLEY ISD 2170
VOCATIONAL REHAB
CO-OP PROGRAM

	TOTAL BUDGET 2017-18	DVR SHARE N/A	CO-OP SCHOOLS SHARE				
DESCRIPTION						STAPLES-MOTLEY ORIGINAL BUDGET	
COUNSELOR'S SALARY	\$ -	\$ -	\$ -			TOTAL BUDGET	\$ 24,952.05
SECRETARY'S SALARY	\$ 17,648.00	\$ -	\$ 17,648.00				
COUNSELOR'S FRINGE	\$ -	\$ -	\$ -			1. LESS DVR SHARE	\$ -
SECRETARY'S FRINGE	\$ 5,251.00	\$ -	\$ 5,251.00			2. LESS CO-OP SCHOOLS	\$ (24,952.05)
TELEPHONE	\$ 150.00	\$ -	\$ 150.00			3. FACILITY COST 551 SQ FT	
TRAVEL	\$ -	\$ -	\$ -			4. STAPLES-MOTLEY SHARE	\$ 2,654.02
POSTAGE	\$ 600.00	\$ -	\$ 600.00				
SUPPLIES	\$ 120.00	\$ -	\$ 120.00				
FISCAL CHARGE (5%)	\$ 1,183.05	\$ -	\$ 1,183.05				
	\$ 24,952.05	\$ -	\$ 24,952.05			TOTAL STAPLES-MOTLEY	\$ 2,654.02
CO-OP SHARED BUDGET ASSESSMENT:							
	ADM GRADE 10-12 ST.CERT.16-17	PERCENT OF ENROLLMENT	BUDGET PERCENT SHARED	BUDGET EQUAL SHARED	TOTAL CO-OP BUDGET 2017-18	TOTAL CO-OP BUDGET 2016-17	ASSESSMENT INCREASE (DECREASE)
BERTHA-HEWITT #786	109.63	5.35%	\$ 668.09	\$ 959.69	\$ 1,627.78	\$ 2,129.62	\$ (501.83)
BROWERVILLE #787	81.09	3.96%	\$ 494.17	\$ 959.69	\$ 1,453.86	\$ 2,103.08	\$ (649.22)
FRESHWATER #6004	0.00	0.00%	\$ -	\$ 959.69	\$ 959.69	\$ 1,264.38	\$ (304.69)
HENNING #545	101.98	4.98%	\$ 621.47	\$ 959.69	\$ 1,581.16	\$ 2,040.52	\$ (459.36)
LONG PRAIRIE-GREY EAGLE #2753	221.72	10.83%	\$ 1,351.17	\$ 959.69	\$ 2,310.86	\$ 3,104.58	\$ (793.72)
MENAGHA #821	173.45	8.47%	\$ 1,057.01	\$ 959.69	\$ 2,016.71	\$ 2,547.60	\$ (530.90)
NEW YORK MILLS #553	153.46	7.50%	\$ 935.19	\$ 959.69	\$ 1,894.89	\$ 2,573.37	\$ (678.48)
PARKERS PRAIRIE #547	129.97	6.35%	\$ 792.04	\$ 959.69	\$ 1,751.74	\$ 2,175.95	\$ (424.21)
PERHAM-DENT #549	349.21	17.06%	\$ 2,128.10	\$ 959.69	\$ 3,087.79	\$ 4,078.62	\$ (990.83)
SEBEKA #820	109.23	5.34%	\$ 665.65	\$ 959.69	\$ 1,625.35	\$ 2,216.46	\$ (591.11)
STAPLES-MOTLEY #2170	278.03	13.58%	\$ 1,694.33	\$ 959.69	\$ 2,654.02	\$ 3,475.46	\$ (821.44)
VERNDALE #818	123.42	6.03%	\$ 752.13	\$ 959.69	\$ 1,711.82	\$ 2,238.50	\$ (526.68)
WADENA-DEER CREEK #2155	216.06	10.55%	\$ 1,316.68	\$ 959.69	\$ 2,276.37	\$ 2,925.86	\$ (649.48)
TOTALS	2,047.25	100.00%	\$ 12,476.03	\$ 12,476.03	\$ 24,952.05	\$ 32,874.00	\$ (7,921.95)

STAPLES MOTLEY ISD 2170
VOCATIONAL REHAB
CO-OP PROGRAM

	TOTAL BUDGET	DVR SHARE	CO-OP SCHOOLS SHARE						
DESCRIPTION	2016-17	2016-17	SHARE	STAPLES-MOTLEY AMENDED BUDGET					
COUNSELOR'S SALARY	\$ 64,895.00	\$ 64,895.00	\$ -	TOTAL BUDGET					\$ 117,567.00
SECRETARY'S SALARY	\$ 17,648.00	\$ -	\$ 17,648.00						
COUNSELOR'S FRINGE	\$ 16,122.00	\$ 13,298.00	\$ 2,824.00	1. LESS DVR SHARE					\$ (84,693.00)
SECRETARY'S FRINGE	\$ 5,403.00	\$ -	\$ 5,403.00	2. LESS CO-OP SCHOOLS					\$ (32,874.00)
TELEPHONE	\$ 400.00	\$ -	\$ 400.00	3. FACILITY COST 551 SQ FT					\$ 3,207.00
TRAVEL	\$ 6,500.00	\$ 6,500.00	\$ -	4. STAPLES-MOTLEY SHARE					\$ 3,475.46
POSTAGE AND SUPPLIES	\$ 1,000.00	\$ -	\$ 1,000.00						
FISCAL CHARGE (5%)	\$ 5,599.00	\$ -	\$ 5,599.00						
	\$ 117,567.00	\$ 84,693.00	\$ 32,874.00	TOTAL STAPLES-MOTLEY					\$ 6,682.46
CO-OP SHARED BUDGET ASSESSMENT:									
	ADM GRADE 10-12 ST.CERT.14-15	PERCENT OF ENROLLMENT	BUDGET PERCENT SHARED	BUDGET EQUAL SHARED	TOTAL CO-OP BUDGET 2016-17	TOTAL CO-OP BUDGET 2015-16	ASSESSMENT INCREASE (DECREASE)		
SCHOOL									
BERTHA-HEWITT #786	111.49	5.26%	\$ 865.23	\$ 1,264.38	\$ 2,129.62	\$ 1,670.53	\$ 459.09		
BROWERVILLE #787	108.07	5.10%	\$ 838.69	\$ 1,264.38	\$ 2,103.08	\$ 1,773.28	\$ 329.80		
EAGLE VALLEY #2759	0.00	0.00%	\$ -	\$ -	\$ -	\$ 1,290.39	\$ (1,290.39)		
FRESHWATER #6004	0.00	0.00%	\$ -	\$ 1,264.38	\$ 1,264.38	\$ 974.75	\$ 289.63		
HENNING #545	100.01	4.72%	\$ 776.14	\$ 1,264.38	\$ 2,040.52	\$ 1,495.78	\$ 544.74		
LONG PRAIRIE-GREY EAGLE #2753	237.12	11.20%	\$ 1,840.20	\$ 1,264.38	\$ 3,104.58	\$ 2,506.00	\$ 598.58		
MENAGHA #821	165.35	7.81%	\$ 1,283.22	\$ 1,264.38	\$ 2,547.60	\$ 1,954.51	\$ 593.09		
NEW YORK MILLS #553	168.67	7.96%	\$ 1,308.98	\$ 1,264.38	\$ 2,573.37	\$ 1,942.43	\$ 630.94		
PARKERS PRAIRIE #547	117.46	5.55%	\$ 911.56	\$ 1,264.38	\$ 2,175.95	\$ 1,698.53	\$ 477.42		
PERHAM-DENT #549	362.63	17.12%	\$ 2,814.24	\$ 1,264.38	\$ 4,078.62	\$ 3,193.78	\$ 884.84		
SEBEKA #820	122.68	5.79%	\$ 952.07	\$ 1,264.38	\$ 2,216.46	\$ 1,839.86	\$ 376.60		
STAPLES-MOTLEY #2170	284.91	13.45%	\$ 2,211.08	\$ 1,264.38	\$ 3,475.46	\$ 2,771.42	\$ 704.04		
VERNDALE #818	125.52	5.93%	\$ 974.11	\$ 1,264.38	\$ 2,238.50	\$ 1,765.73	\$ 472.77		
WADENA-DEER CREEK #2155	214.09	10.11%	\$ 1,661.47	\$ 1,264.38	\$ 2,925.86	\$ 2,416.01	\$ 509.85		
TOTALS	2,118.00	100.00%	\$ 16,437.00	\$ 16,437.00	\$ 32,874.00	\$ 27,293.00	\$ 5,581.00		

School District Area Schools 5/7/2018

	Orientation	Students Receiving Services	Post Secondary	Job Coaching/PBA/SA/C&G	Priority Two/Hold	Achieved Employment	Closed
Bertha Hewitt	10 Received Orientation 4 Followed Through	1 Previous 5 Total	2	2	1	3	3
Browerville	16 Received Orientation 3 Followed Through	1 Previous 3 Total	2	1	3	3	5
Henning	6 Received Orientation None Followed Through	2 Previous 2 Total	4	0	4	1	3
Long Prairie	14 Received Applications 1 Followed Through	2 Previous 2 Total	4	1	2	2	1
Long Prairie ALC	10 Received Applications None Followed Through	0 Previous 0 Total	0	0	0	0	0
Menahga	25 Received Applications 5 Followed up	3 Previous 8 Total	3	1	0	1	1
New York Mills	8 Received Applications 2 Followed Up	0 Previous 2 Total	0	1	1	2	0
Parkers Prairie	7 Received Applications 3 Followed Up	1 Previous 4 Total	1	1	0	1	0
Perham	12 Received Applications 7 Followed Up	0 Previous 7 Total	8	4	2	3	3
Perham ALC	6 Received Applications 4 Followed Up	1 Previous 5 Total	0	0	0	0	1
Sebeka	4 Received Applications 1 Followed Up	0 Previous 1 Total	2	2	0	0	3
Staples	13 Received Applications 2 Followed Up	5 Previous 7 Total	1	2	2	2	3
Staples ALC	5 Received Applications 2 Followed Up	0 Previous 2 Total	0	0	0	0	0
Verndale	8 Received Applications 1 Followed Up	0 Previous 0 Total	1	0	1	2	2
Wadena Deer Creek	14 Received Applications 6 Received Applications	1 Previous 7 Total	2	1	2	1	0
Wadena ALC	4 Received Applications 0 Followed Up	1 Previous 0 Total	0	0	0	1	3
White Pine Academy	5 Received Applications 0 Followed Up	0 Previous 0 Total	0	0	0	0	2

Total amount of Students:

101

Total: 18

Total: 22

Total: 30