

## **FDLRS East Project Narrative: 2023-2024 Fiscal Year**

The Florida Diagnostic & Learning Resources System (FDLRS) provides diagnostic, instructional, and technology support services to district exceptional education programs and families of students with disabilities. FDLRS East directly serves Brevard and Volusia school districts in the areas of Child Find, Parent Services, Human Resource Development (HRD), and Technology.

FDLRS East provides services by:

- Assisting in the location, identification, evaluation, and initiation of appropriate education or other needed services to all children and youth—focused on children aged three to five—who have, or are at-risk of developing, special or unique needs and are not enrolled in public school. Child Find services help to promote general public awareness of programs and services available for young children who have or are at risk of developing disabilities.
- Collaborating with school districts, exceptional student education departments, and staff development offices to provide professional learning opportunities focused on refining teacher practice and increasing achievement of students with disabilities. Human Resources Development (HRD) personnel offer professional learning activities at a variety of training levels including awareness, skill development, in-depth and implementation as well as in face-to-face and virtual settings.
- Providing information, training, and support to districts and families, in order to promote effective parent participation in the education of children who are exceptional and/or have special needs. Parent Services include assistance in the development of family-friendly programs, training, and support for services for children with disabilities, and the support of partnerships between schools and parents to support student achievement.
- Providing technical assistance and support in the appropriate use of a variety of technologies for students, teachers, professional staff, and parents. Support services are available in the areas of assistive technology, instructional technology, Universal Design for Learning (UDL), AIM/NIMAS Florida services, and virtual/online instruction.
- Providing support to families and teachers of gifted and other school district level personnel who interact with students who are gifted (funded through General Revenue dollars only).

The FDLRS Associate Center Network aligns its activities with the Bureau of Exceptional Student Education (BESE) Strategic Plan and FLDOE Goals and is included in Florida Statute 1006.03. The FDLRS Associate Center Network ensures delivery of project programs and services throughout Florida.

### FDLRS East Budget Summary: 2023-2024 Fiscal Year

The districts included in the FDLRS East Associate Center are Brevard and Volusia counties with Brevard serving as the fiscal agent. Two separate sources provide the allocation of \$1,189,386 for FDLRS East. Please see chart below.

<b>Individuals with Disabilities Education Act (IDEA Federal Funding)</b>	<b>\$1,156,118</b>
<b>General Revenue</b>	<b>\$33,268</b>
<b>TOTAL</b>	<b>\$1,189,386</b>

The project funds will be used to maintain current operations that include: staff salaries and fringe, specialized curriculum and technology resources, equipment and maintenance of equipment, substitutes and stipends, supplies for offices (3), library and labs, in- and out-of- county travel expenses, conference registration, professional services, printing and reproduction, communication costs such as postage and freight, dues and fees, and indirect costs. With Brevard County serving as the fiscal agent, funding is also included in the IDEA allocation to support all Priorities and Initiatives. The proposed budget by major function and object code is summarized as follows.

<b>Function(s)</b>	<b>Object</b>	<b>Description</b>	<b>Amount</b>
6130/6400	100	Salaries (131, 132, 161, and 181)	\$ 743,282
6130/6400	133	Supplements for Resource Teachers	42,900
6130/6400	200	Benefits (all categories)	276,938
6130/6400	310	Professional Services	3,000
6130/6400	330	Travel (both in- and out-of-county)	12,000
6130/6400	350	Maintenance (agreements & repairs)	1,000
6130/6400	360/365	Rental/Software Subscriptions	2,000
6130/6400	370	Communications (Postage)	200
6130/6400	390	Other Purchased Services (Printing)	5,000
6130/6400	510	Supplies and Subscriptions	49,160
6130/6400	640/690	Equipment/AV/Hardware/Software	10,000
6130/6400	737	Dues and Fees	4,300
7200	792	Indirect Costs @ 3.33%	39,606
<b>TOTAL</b>			<b>\$1,189,386</b>

**COORDINATING COUNCIL ATTESTATION  
Additional Assurances for Florida Diagnostic &  
Learning Resources System Associate Centers  
(FDLRS ACs)**

**Fiscal Agent: Brevard County**

Submission of this application hereby assures that the applicant and all participating school districts will implement the discretionary project consistent with the requirements of Section 1006.03, F.S., and with the prescribed project priority areas to provide support services to enable school districts to meet the full educational opportunities goal for students with disabilities. Certification of this application by the superintendents of a multi-district service area ensures the existence of a cooperative agreement for the operation of the project in accordance with the prescribed joint resolution. Consistent with this certification, the applicant and all participants also make the following assurances:

The center will function under the auspices of an administrative structure that operates as follows:

- The center will operate in accordance with the **Center-Required Operating Procedures** provided by BEESS, which addresses the administrative structure, including members and procedures for the coordinating council, and provision of services for each priority function area.
- The coordinating council, in collaboration with the fiscal agent school district and in accordance with the **Center-Required Operating Procedures**, shall select one full-time FDLRS employee as center manager through a competitive hiring process with a minimum of **75 percent of time allocated to project management duties**. In circumstances when the FDLRS manager assumes duties for the fiscal agent school district, no more than 25 percent of time may be allocated to activities that are not directly related to FDLRS project management duties and responsibilities. All costs associated with time allocated to non-FDLRS project management duties must be borne by the fiscal agent school district. Time and effort logs must be maintained regardless of the funding source that is supporting costs associated with non-FDLRS project management duties.
- The FDLRS project manager will ensure there is a job description and staff assignment for each FDLRS function.
- IDEA, Part B, funds will be used to support students with disabilities **ONLY**, with no direct services provided to students. IDEA, Part B, funds cannot be used to support the gifted program. Therefore, any staff members who are involved with the gifted program will be paid from general revenue funds consistent with the percentage of time allocated to the gifted program.
- The fiscal agent will make the sub-grants to participating school districts consistent with policies and procedures provided in State Board of Education Florida Administrative Code under Finance and Accounting, Rule 6A-1.099, Cooperative Projects and Activities, <https://www.flrules.org/gateway/readFile.asp?sid=0&tid=1051594&type=1&file=6A-1.099.doc>.
- Procurement of assistive technology equipment and software are permitted **ONLY** when used for the purposes of preview, trial use, awareness training and skill-building activities within the service area. Discretionary projects are prohibited from purchasing assistive technology for an individual student's use.
- All FDLRS staff shall be permitted to travel to all school districts within the center service area to perform project activities.
- Minutes of all coordinating council and, as applicable, advisory committee meetings will be kept on file at the FDLRS ACs, available for review and considered part of the monitoring process.
- All personnel are employed through the fiscal agent district using a competitive hiring process based on current FDLRS job descriptions, unless an approved written waiver has been obtained from BEESS.
- Services in all functions will be made available on a 12-month basis to all personnel involved in the education of students with exceptionalities, including basic and exceptional student education teachers, administrators, supervisors, resource staff and support personnel; parents; agency and organization personnel; and private school personnel.

- All project staff will be allowed to travel to participate in regional and, as applicable, statewide activities, including function meetings, that are necessary for the implementation of project or network activities, and to improve or develop competencies needed to provide quality training or other services to consumers, notwithstanding restrictions within the fiscal agent or participating districts.
- Services will be based on assessed program needs relating to project outcomes and may not supplant existing facilities, resources or services.
- FDLRS ACs will collaborate with the FDLRS Administration to ensure seamless delivery of services at the local, regional and state levels.

**NOTE:** Failure to adhere to these assurances will result in notification to the fiscal agent district that the discretionary project is non-compliant and that continued funding is endangered.

Our coordinating council has reviewed and agrees to the assurances required of the FDLRS Associate Center projects.

\_\_\_\_\_  
Signature of Coordinating Council Chairperson

\_\_\_\_\_  
Date

**CONSOLIDATED APPLICATION  
CERTIFICATION – Florida Diagnostic &  
Learning Resources System Associate Center**

**Fiscal Agent: Brevard County**

The filing of this application has been authorized by each District School Board listed below.

Brevard County

**District Name**

\_\_\_\_\_  
**Superintendent's Signature**

\_\_\_\_\_  
**District Name**

\_\_\_\_\_  
**Superintendent's Signature**

\_\_\_\_\_  
**District Name**

\_\_\_\_\_  
**Superintendent's Signature**

\_\_\_\_\_  
**District Name**

\_\_\_\_\_  
**Superintendent's Signature**

\_\_\_\_\_  
**District Name**

\_\_\_\_\_  
**Superintendent's Signature**

<b>ESE DIRECTOR ASSURANCES – CERTIFICATION OF DUTIES AND RESPONSIBILITIES</b>	<b>Fiscal Agent: Brevard County</b>
---	-------------------------------------

The ESE Directors for each school district in the Florida Diagnostic and Learning Resources System (FDLRS) Associate Center service area have been informed that a percentage of the FDLRS Associate Center Manager’s time, not to exceed 25%, will be allocated to perform responsibilities on behalf of the fiscal agent school district that are beyond the scope of management responsibilities and duties for the FDLRS Associate Center. Information has been provided to assure the ESE Directors that this assignment will not negatively impact the receipt of FDLRS services and supports by school districts in the service area. It is the understanding of the ESE Directors that the fiscal agent school district will assume all costs related to activities that are beyond the scope of management responsibilities and duties for the FDLRS Associate Center.

Brevard County  
**District Name**

\_\_\_\_\_  
**ESE Director’s Signature**

\_\_\_\_\_  
**District Name**

\_\_\_\_\_  
**ESE Director’s Signature**

\_\_\_\_\_  
**District Name**

\_\_\_\_\_  
**ESE Director’s Signature**

\_\_\_\_\_  
**District Name**

\_\_\_\_\_  
**ESE Director’s Signature**

\_\_\_\_\_  
**District Name**

\_\_\_\_\_  
**ESE Director’s Signature**

\_\_\_\_\_  
**District Name**

\_\_\_\_\_  
**ESE Director’s Signature**

---

**District Name**

---

**ESE Director's Signature**

---

**District Name**

---

**ESE Director's Signature**

---

**District Name**

---

**ESE Director's Signature**