



# OODHUE COUNTY EDUCATION DISTRICT #6051

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## Member Districts:

Cannon Falls #252 • Goodhue #253 • Kenyon Wanamingo #2172 •  
Lake City #813 • Red Wing #256 • Zumbrota Mazeppa #2805

## Targeted Services Operational Flowchart

Site Submits Class Request Form to GCED Coordinator of Alternative Programs.



GCED Coordinator of Alternative Programs Approves Class Request.



Site Lead Follows Internal District Procedures to Hire Targeted Services Staff. Site Lead provides the GCEC Coordinator of Alternative Programs with a complete listing of hired staff, including names, position, and rate of pay.



Site Lead Submits Timecards to Local District Human Resources Department for Payroll. Site Lead provides a copy of each time card to the GCED Coordinator of Alternative Programs.



Local District Payroll Pays Targeted Services Employee(s).

### Notes:

- Class Request Forms need to be submitted to the GCEC Coordinator of Alternative Programs to ensure that the budget has been properly constructed and that state statute and best practice in Targeted Services is being adhered to.
- Local School Districts will hire staff according to their local policy and procedures. Positions should be open to both internal and external candidates. Rate of pay will be dependent on each school district's policy and contractual agreements.
- Local School Districts will process payment according to their local policy and procedures.
- Local School Districts will receive Targeted Services ADM revenue directly from the state of Minnesota. Likewise, local school districts will be responsible for expenses associated with offering Targeted Services programming. Typical expenses include items such as instructor(s), instructional assistant(s), supplies, food, and teacher meeting/preparation time. In addition, GCED will need to bill local school districts a to be determined amount for coordinating services, including compensation for MARRS reporting and ALC coordination. A general guideline for local school districts is to set aside 10% of Targeted Services revenue for GCED billing. This 10% is already factored into the hourly reimbursement rates on the budget proposal sheet.

### Definitions:

- “Site” = School Building (i.e. Goodhue Elementary, Cannon Falls Middle School, Sunnyside Elementary).
- “Site Lead” = Person in charge of site Targeted Services Programming...typically this will be the principal or principal designee.
- “Human Resources Department” = The personnel involved in hiring district staff.
- “Payroll” = The personnel involved in implementing the policy and procedures so that staff are compensated.