**Special Education Department Chair Agenda**

**August 9, 2019**

[**www.deerparksped.weebly.com**](http://www.deerparksped.weebly.com)

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| **Topic** | **Additional Information** | **Notes** |
| Welcome & Introductions | **New Teachers** |  |
| New Special Education Teacher Orientation | * Programming options
* Operating Guidelines
* Staff Portal
* Weebly
* Levels of Support documents
* Assistive Technology
* Case Manager Responsibilities
* ARD Checklist
 | * 10 thing you NEVER say
* Where to go for help
* Frontline Login
* upcoming training
* classroom management
* Top 10 List

-Frontline screen responsibilities |
| ESC Clerical Staff Changes | Heather Bradshaw – Secretary (Carol Carter)Karen Page – Medicaid Clerk (Paula Pereira) Michele Olson – PEIMS ClerkHayley Hearn – Records Clerk (Karen Page)Amy Peveto – Diag Clerk (Judy Highfield)Trina Carroll – Special Services Clerk  |  |
| Name Changes | * eSped = Frontline
* PPCD = ECSE- Early Childhood Special Education
 |  |
| TLC/PASS Roles & Responsibilities | handout |  |
| Indicator 11 & 12 Frontline Screens | handout |  |
| House Bill 165 | Students can earn an endorsement with or without modified curriculum. |  |
| Documenting Accommodations/Modifications | -Skyward Notes portion(handout) |  |
| Unique Learning | - Required curriculum for SLC/SLS- Usage will be monitored- Expensive Program |  |
| Department Chair Roles & Responsibilities | * Have you assigned a mentor for new teachers?

Case Manager lists and para/teacher schedules need to be sent to Misti/Michele and updated each 9 weeks |  |
| Electronic Communication  | Pam-handout | **\*Official school business should NEVER happen through Text messages** |
| ARD procedures & Frontline | -Frontline ARD Updates/Reminders-ESY Flow Chart-Archive Phone Contacts and Clear all previous- Make sure all IEP Amendments completed during the summer have been sent in for processing. |  |
| ARD invites &  ARD Calendar | -Invitations to ARDs through Outlook Calendar-ARD calendar – Shared Outlook Calendar (at least 1 month at a time)-Include Related services Staff- Absent Assessment Staff | \*ALL ARDs for AI/VI students must include the AI/VI teacher (annual, revision, IEP Amendment, etc) |
| Budget | - Teacher allotment sheets - Kroger PO’s- PPCD, SLC, SLS, FLS, Life Skills, PASS, TLC, 18+- ESHARS training/Medicaid – Karen Page- Paras paid with federal funds |  |
| Transportation  | -all 2019-2020 forms have been completed-new/changing forms only- ALL forms reviewed/updated at the end of the year-See the handout from transportation  | - please add info about size or weight when student needs harnesses or car seats |
| CBI Procedures (Community Based Instruction) | -JH and HS 1 per month- Elementary 1 per 9 weeks-follow guidelines set in the CBI manual | - Send ALL CBI approval forms to Pam prior to requesting transportation-REMIND SLC/SLS |
| Progress Monitoring | Follow the RTI Campus Model Inclusion students – MonthlyResource students – twice a month  | Aims Web and STAR Ren |
| Resources(handouts on Weebly) | - DC & Specialized Programs lists- Special Services Staff Assignments- CPI Schedule - SS meeting dates | - Para & school calendars- Folder Access/Confidentiality forms |

