**Special Education Department Chair Agenda**

**October 11, 2018 –** [**www.deerparksped.weebly.com**](http://www.deerparksped.weebly.com)

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| **Topic** | **Issues** | **Notes** |
| Legal Issues & more | - SE Director Meeting |  |
| JAM Info | -Share information from JAM meeting-PPT on the Weebly |  |
| Department Chair Responsibilities | -Meet at least 1-2 times per month with team to disseminate campus and district information-Sign in sheet to document training - communicate w/ Gen Ed teachers about how to effectively utilize & communicate with paraprofessionals | - allow experienced paras to mentor new paras |
| Special Education 101 | -Binder with directions for:1. entering & updating IEP Goals2. Schedule of Services/Course Curriculum3. Accommodations4. IEP Amendments5. Transportation6. How to Archive7. Assistive Technology8. Miscellaneous: Transition, etc. | - training documents will be posted on Weebly under SE101 Tab- Is there anything else? - You can have 1 binder that can be shared or make these for your team |
| STAAR | -TETN Changes -Address current **and** next year in eSped\*Share Robert’s document | \*HS re-testers for December still use the 2018 accommodations |
| STAAR Alt 2 | -Training deadline: March 15-Preview: March 18-March 29-Assessment: April 1-April 23-New Test Admin Manual posted-New Vertical Alignment-New Participation Requirements | -We will schedule a meeting with SLC teachers & anyone who administers STAAR Alt\* Student on STAAR Alt are required to have goals AND at least 2 objectives for all subjects. |
| Benchmarks & CBAs | -Office 365 Site/Elem – S Drive- Secondary CBAs all on ClassKick |  |
| Lead4ward Accountability | -NOBODY GOES BACKWARDS-Pull the String  |  |
| eStar (esped) | -DRAFT- ONLY for Annual ARD (not initials) & you need to notify other ARD participants when starting a draftHANDOUT |  |
| CBI | -Misti sent out an email to remind of procedures |  |
| Paraprofessionals | * Resources
* Para In-service Feedback
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| Child Outcome Summary Form | * Students ages 3-6yrs old
* Complete in eSped
* Handouts:
1. general instructions
2. Entry/Exit
3. Frequently asked questions
4. Decision Making Tree
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| Training Dates | GCASE Law Conference: December 13, 2018 PASS Site Visit: October 29th FE – AM and DWJH -PM |   |
| CPI | Full Course Trainings: November 27th, January 28th, April 23rd Refresher Course Trainings: October 23rd: 12:00—3:00January 17th: 12:00—3:00May 7th: 12:00—3:00 | We will have at least 1 full and 1 refresher during the summer. This has been a great way to recoup time during the year. \*Feedback from Oct. 8th refresher |
| Purchase Orders | * Must include S&H with total
* Turn packing slips in to Carol Carter
 | * Turn in Kroger receipt and yellow form
* Supply orders pay attention to your due dates
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| Para & Teacher Schedules | * Updated student lists and staff schedules (send at end of each 9 wks)
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| Burning Questions or Needs | ??????? |  |

