**Special Education Department Chair Agenda**

**October 4, 2019 –** [**www.deerparksped.weebly.com**](http://www.deerparksped.weebly.com)

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| **Topic** | **Issues** | **Notes** |
| Legal Issues & more | - SE Director Meeting |  |
| JAM Info | Pam will share information |  |
| 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- Are you having any issues with paraprofessionals?All paraprofessionals paid with federal funds MUST work with special education students all day.  |
| September/ October ARD meetings | -Reevaluations due before October 31st for transitioning students, the evaluation must be completed before they leave that campus.For students transitioning to new campuses whose ARD meetings are due in the month of September, those ARD meetings will be held before the student leaves that campus. |  |
| 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? - Each new teacher received a binder and all DCs should have received updated materials.  |
| STAAR Alt 2 | -Training deadline: March 13-Preview: March 16-March 27-Assessment: March 30-April 21, 2020 | -We will schedule a meeting with SLC teachers & anyone who administers STAAR Alt\* Student on STAAR Alt are required to have goals AND a min of 2 objectives for all subjects. |
| Benchmarks & CBAs |  - Elem – S Drive in folder named:(Benchmarks\_Elementary\_Special\_Needs- Secondary CBAs all on ClassKick | Elementary – All are recorded on ClassKick and the codes are put on S Drive in this folder. |
| Progress Monitoring | * How are you updating parents on student progress at the annual ARD meetings?
* You must use something!!
 | Brigance ; Aims Web ; Star Ren; etc |
| Lead4ward  | PLC  |  |
| FrontlineeStar | * SLC/SLS/FLS Goals/Objectives – if a student is placed in a specialized self-contained program and/or taking STAAR Alt 2, you must have goals in each content area and a minimum of 2 short-term objectives under each of these goals
* During the ARD meeting, the special education teacher **MUST** review the PLAAFP and how the disability “impacts” the student. This information is what should drive the IEP goals selected and proposed to the parent.
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| Random Moment Time Study | * Teacher and Para who provide services for students who are Medicaid eligible, will receive an email from Fairbanks Ltd. In reference to the Random Moment Time Study
 | DCs will be copied on the email sent from Karen Page so you can assist the paras in responding to the survey since they do not have computers assigned to them.This is a requirement in order to fill Medicaid SHARS claims. |
| Who are the required member of an ARD meeting? | * 1. Administrator
* 2. General Education Teacher
* 3. Special Education Teacher
* 4. Assessment Staff Member
* 5. Parent
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| Special Education Services | * How do you determine if a student receives instructional support in one of the four content areas?

-Accommodations being appropriate from one grade level to the next - discussion |  |
| Invitation to ARD | * Invitation to ARD – Phone number is the parents number not the school number
* Teachers are not always archiving the Invitation to ARD – please remind them; this needs to be done when the Invitation is created
* Invitation to ARD – Case Managers are responsible for creating and sending out all Invitation to ARD notices EXCEPT for initial assessment ARDs.
* All teachers are expected to use Outlook calendar for inviting staff to ARD meetings. This was an expectation last year and some teachers are not following through with this directive.
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| 9wk student failure | * Documentation Form (primarily Secondary)
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| Paraprofessionals | * Elementary Para ½ day In-service cancelled due to bad weather day; it has been rescheduled for November 6th.
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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
 | These forms will be posted on Weebly. |
| Training Dates | * GCASE Law Conference: Galleria

 December 13, 2019 * Pam will pay for 1 staff member per campus.
* Must send registration form to Heather Bradshaw at ESC; date TBD
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| CPI | Full Course Trainings: November 13th, January 30th, April 23rd Refresher Course Trainings: October 24: 12:00—3:00January 23: 12:00—3:00April 28: 12:00—3:00 | We will have at least 1 full and 1 refresher during the summer. This has been a great way to earn exchange hours. |
| Purchase Orders | * Campus Deadlines - Remember
* Must include S&H with total
* Turn packing slips in to Heather Bradshaw
 | PO Deadlines are below:* October 31st – DWE,JPD,WAC,DPJH,NC
* December 13th – ECC,DPE,FME,DWJH,FMJH
* January 31st – PWE,SJE,BJH,SC,WC
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| Kroger Cards | * Teachers are being asked to use their campus Kroger cards to purchase groceries.
* Make sure you send the store receipt to Heather Bradshaw at ESC and include your name and campus name
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| Para & Teacher Schedules | Updated student lists and staff schedules (send at end of each 9 wks) |  |
| Burning Questions or Needs | ??????? |  |

