**Special Education Department Chair Agenda**

**September 13, 2017**

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| **Topic** | **Additional Information** | **Notes** |
| Welcome & Introductions | **New Department Chairs:**  Arielle Wilson - DWE |  |
| Department Chair Roles & Responsibilities | * Have you assigned a mentor for new teachers? * Case Manager lists need to be sent to Misti/Michele ASAP and updated each 9 weeks |  |
| Cameras In Classroom | Update- Pam |  |
| Referrals & CART process | Pam  -revised form  - tracking all initial FIE’s |  |
| ARD procedures & esped | * eSped ARD Updates * Steps for Completing/Processing an IEP Amendment   **\*Official school business should NEVER happen through Text messages** |  |
| DRAFT | Handout  -**Teachers** initiate the DRAFT after goals from current ARD have been updated and Archived |  |
| ARD invites &  ARD Calendar | -Invitations to ARDs through Outlook Calendar  -ARD calendar – Shared Outlook Calendar (at least 1 month at a time) |  |
| STAAR | * TETN- September 12, 2017 * Important Changes to Texas Assessment Program (document on Weebly) |  |
| Special Ed 101 Trainings | * Region 20 Online Training must be completed by Friday, September 15th * Plans for future trainings (CANVAS)   \*Services & Transportation  \*Accommodations/Modifications  \*IEP Amendments  \*State Assessment | Make sure a copy of the certificate from Region 20 is sent to Misti/Michele |
| Special Programs Guidelines | - procedures for placing students in more restrictive settings (STAFF Portal/RFAs) |  |
| Budget | - Teacher allotment sheets  - Kroger PO’s- PPCD, SLC, SLS, FLS, Life Skills, PASS, TLC  - Personal Care Services- Paula P will train new staff  - Paras paid with federal funds |  |
| Transportation Form | -all 2017-2018 forms have been completed  -new/changing transportation forms only  -we will review ALL forms at the end of the year | - please add info to help transportation with 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  -all approved by Pam  -follow guidelines set in the CBI manual |  |
| Assistive Technology | Elizabeth Stone will be serving with assistive technology 2-3 days per week this year.  She can be reached at ext. 87158. |  |
| Progress Monitoring | - make sure you are doing some form of assessment  - AIMS web  - Brigance  - STAR Math and Reading at all elementary | -PLAAFP needs to reflect student functional levels |
| Read 180 & System 44 | -current versions still work (could go away anytime) |  |
| October  Para In-Service | -October 9th @ North Campus  - Related Services will be hosting the full day training |  |
| Autism Satellite | Handout sent in August  October 26th & February 20th in Webster from 9-11:30 or 12:30-3:00 | * Can select either session time * If you have a conflict you can attend a different date/site |
| Co- Teach Training | September 18th – returning teams  Please have your teachers register for either the AM or PM session. |  |
| Resources  (handouts on Weebly from August) | - DC & Specialized Programs lists  - Special Services Staff Assignments  - CPI Schedule – All trainings are “Enhanced”  - Consultant Information  - SS meeting dates  -Autism Satellite Dates | -ESY Flow Chart  - IEP update Chart (10/13 ; 12/20 ; 3/9 ; 5/25)  - Para & school calendars  - Folder Access/Confidentiality forms |

