**Special Education Department Chair Agenda**

**September 13, 2018**

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| **Topic** | **Additional Information** | **Notes** |
| Welcome & Introductions | **New Department Chairs:**  Clint Mitchell – BJH  Jaimeson Dalton-WAC |  |
| Department Chair Roles & Responsibilities | * Have you assigned a mentor for new teachers? * Case Manager lists need to be sent to Misti/Michele and updated each 9 weeks |  |
| Corrective Action Plan | Pam  (documents on the Weebly) |  |
| Cameras In the Classroom | Pam  -cameras are currently turned off, each year there has to be a new request (verbal or written) forms completed by person making the request |  |
| Referrals & CART process | Pam  -revised form  - tracking all initial FIE’s & Parent Requests  -CART on Wednesday |  |
| Electronic Communication | Pam  -handout | **\*Official school business should NEVER happen through Text messages** |
| ARD procedures & eStar | -eStar ARD Updates/Reminders  -ESY Flow Chart  -IEP Update Chart  -RTI application added to your accounts  - Health Folder  -eStar screen responsibilities |  |
| 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 | \*ALL ARDs for AI/VI students must include the AI/VI teacher (annual, revision, IEP Amendment, etc)  NEW AI Teacher: Stephanie Halligan |
| STAAR/  STAAR ALT | * TETN- September 19, 2018 * We will share any changes ASAP * STAAR ALT: NEW PARTICIPATION REQUIREMENTS |  |
| Accommodations/  Modifications | -Time at faculty meeting or meet with teachers during conference periods  -Supplemental Aids Party |  |
| Schedule of Services | -Documentation Form  -CHANGE: only document SE time/services |  |
| Special Programs Guidelines/Behavior Specialist | - procedures for placing students in more restrictive settings (STAFF Portal/RFAs)  -Debbie Torres: Job description Info |  |
| Specialized Programs | Handout is on the Weebly  NEW: TLC at PWE and Deer Crossing 18+ at DWE and SLC hybrid at DPE |  |
| Budget | - Teacher allotment sheets  - Kroger PO’s- PPCD, SLC, SLS, FLS, Life Skills, PASS, TLC, 18+  - Personal Care Services- Paula P new staff  - Paras paid with federal funds |  |
| Transportation | -all 2018-2019 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 |
| Assistive Technology | -Elizabeth Stone will be serving with assistive technology Full time this year.  -She will be assisting with Benchmarks  -Extension 87158. | -request assistance through an RFA |
| System 44/Read 180 | -The district is no longer utilizing these programs. |  |
| DPISD Transition Resources Folders | -Give folders to ALL new to the district SLC/SLS students  -Documents will be linked to District Site |  |
| Progress Monitoring | - make sure you are doing some form of assessment  - AIMS web  - Brigance/ FISH  - STAR Math and Reading | -PLAAFP needs to reflect student functional levels |
| August  Para In-Service | -Feedback? |  |
| Autism Satellite | Handout sent in August  October 25th 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 |
| Resources  (handouts on Weebly from August) | - DC & Specialized Programs lists  - Special Services Staff Assignments  - CPI Schedule – All trainings are “Enhanced”  - SS meeting dates | - Para & school calendars  - Folder Access/Confidentiality forms  -Autism Satellite Dates |

