**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 Clerk  Hayley 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 – Monthly  Resource 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 |

