**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 Goals  2. Schedule of Services/Course Curriculum  3. Accommodations  4. IEP Amendments  5. Transportation  6. How to Archive  7. Assistive Technology  8. 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 draft  HANDOUT |  |
| CBI | -Misti sent out an email to remind of procedures |  |
| Paraprofessionals | * Resources * Para In-service Feedback |  |
| 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 |  |
| 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—3:00  January 17th: 12:00—3:00  May 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 |
| Para & Teacher Schedules | * Updated student lists and staff schedules (send at end of each 9 wks) |  |
| Burning Questions or Needs | ??????? |  |

[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwiX75Cv6PzdAhVCZawKHQlwAAUQjRx6BAgBEAU&url=https://quotevision.net/motivational-quotes-10-not-so-obvious-quotes-for-teachers-a-teachable-teacher-3/&psig=AOvVaw33CBHwH32-bTliBP6kADlF&ust=1539293238150076)