**Special Education Department Chair Agenda**

**September 13, 2018**

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| **Topic** | **Additional Information** | **Notes** |
| Welcome & Introductions | **New Department Chairs:**Clint Mitchell – BJHJaimeson 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
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| 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 WeeblyNEW: 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 AugustOctober 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 |

