

Staffing and Compliance Meeting 12/19/2012

Present: Brenda Cable, Toni Clayton, Lynn Hollingsworth, Joan Incaudo, Laura Luter, Sandy May, Kathy Zielinski, Michael Bailey, Connie Batts, Rachel Boehmer, Jennifer Clarke, Jen Coats, Chris Fallon, Lynn Graniero, Shelly Hellendrung, Sandi Hoenigman, Ceni Holcomb, Donna Mastromarino, Laura Meshbesh, Michelle Mitchell, Gina Moe, Tracy Repp, Marcie Risser, Beth Robinson, Angie Saxton, Jill Smith, Donna Steen, Deb Walters, Sarah Wiest, Julie Yusko

SCT Updates: Kathy Z

1. Looking forward and welcoming new district staff and vision.
2. Mileage form is now being used to specify the activities you are performing at the school sites. Need to indicate what you are doing - every line completed. Kathy MUST deny the mileage form if it is not completed corrected. Must indicate mentor name & title on the form. School-based administrator should not be signing the form as this comes from a different pot of money. Should be completed once a month; cannot combine months. Also, if not received in a timely manner, they can deny mileage claims.
3. Spring/future focus is school-based training and use of technology to facilitate meetings.
4. Confidentiality reiterated. Stressed importance of appropriate content on social networking sites.

Orientation & Training Follow Up – Joan

Looking at training time in mid-March for school staff with secretarial activities. Considering 2 half-day trainings pending location availability. Will also address gifted summer procedures. Has already received approval form third floor. Need topics which need to be reviewed – please let Joan know.

IEPs that Succeed – Chapter 7

FAPE for OOS transfer students must be provided based on previous IEP until an evaluation has been completed to determine any different needs. Still obligated to complete evaluation if we suspect services were provided prior and there is not a current IEP. In-State transfers must honor current IEP. Importance of service page, eligibilities and reeval due dates. Calling prior school can also help determine additional information about the student. Has been beneficial for home-based services & transportation. Receiving/sending records – parents do not need to provide consent. Should let them know we are sending information. Within district, we send everything – every file including working. Out of district & out of state, we keep a master copy and send the original files. The files belong to the student. This is stressed at O&T for secretaries. SCT are seeing variances at their schools. Also have back-up staffing forms via Optiview. Incarcerated students do not lose FAPE; however, if convicted as an adult then assessments and transition (if aging out prior to release from prison) can be removed from TIEP. Ramon is

working on a DJJ TIEP format. Districts should conduct an IEP meeting to include the private school when student is going to a private school for FAPE. This includes residential programs or day programs (Carlton Palms or Red Apple – Christa involved in these meetings and placing students in these environments). Darcy Mentor works with incarcerated or mental health residential students with legal backgrounds who are returning to public schools. If parentally placed in private schools, then district provides a SP. We are responsible for Child Find activities in private schools. Graduation requirements still in effect for ESE students. We do not terminate eligibility upon graduation. An academic summary is required at graduation.

Number of difficult PreK/K cases needing immediate attention – Brenda Melissa is considering requesting additional assistance for the beginning of the school year. There has been quite a few critical cases for new students and transfer students. Brenda collected information from SCT on critical cases.

Pete & Penny Penguin

Slideshow & limerick of Pete's November/December activities. Pete is being given to Michelle for her modeling of professionalism and excellent paperwork.

Penny is on hold until a later time.

Team Building activities – afternoon hands-on tasks and problem solving activities.