

Response to CSAC Question #7: A plan detailing how the 60-day requirement for new IEPs will be met with the staffing level at the new budget.

As of June 10, 2016, The Delaware STEM Academy has 131 students currently enrolled. Sixteen (16) of those students are transitioning to the school with an IEP. Eleven of those students are classified as basic and five are classified as intensive. The new staffing ratio provides the Delaware STEM Academy with two full time special education teachers. One teacher will be assigned as the special education coordinator and provided with release time during the daily schedule to work on coordination of services and compliance with the special education program

The staff member that is identified as the Special Education Coordinator will also be the special education designee and will be offered a contract of 11 months in order to bring that individual on board as of July and maintain progress with the process that has started with requesting records for the sixteen (16) IEP students enrolled.

All students on an IEP have been advised of a mandatory meeting with the academic school leader to review current records. That process started in February.

Data collection for records from districts is currently occurring. The special education coordinator will be responsible for following up with record requests and getting all materials needed for the 60-day review process starting in July.

As outlined in the special education action plan, the special education coordinator will meet with Dale M., the (DOE) transitional specialist, in July and discuss suggestions to implementing the 60-day review meetings prior to attending the mandatory DOE boot camp training in August. The coordinator will then work with the additional special education teacher to create a specific caseload of students for each teacher. The coordinator will create a calendar of scheduled meetings and a list of mandatory staff needed at each meeting. Invites for those meetings will be sent out prior to the Sept. 6th opening date for all transitional IEP's. The Principal will monitor progress of data collection, participation in trainings and deadlines for required documentation.

Action Step:	Resources Needed:	Staff:	Timeline:	Notes:
Hold Parent Enrollment Conferences for all students	Enrollment documents and student records	School Leader, Parent, Student and other identified staff	January-September	Conferences will be held to review school information, academic program, expectations and respond to parent questions/concerns
Request student records from district schools	Current school district contacts	School leader/CMO support staff	April-August	Documentation of requests/ follow up will be supported through the CMO.
Hire Staff-Special Education Teacher	Job posting: TalentEd, Join Delaware Schools website ads	School Leader, HR Committee, CMO support staff, New Tech Planning Coach	Advertisement-Feb.-until filled Interview: until filled	Also interviewing content area teachers with dual certification in special education
Training of staff in New Tech Model to support PBL classroom and special populations	New Tech Network support materials	New Tech Planning Coach	June 21-22, July 11-15	Training and support from New Tech will be continuous and available throughout the school year
Establish a calendar of meetings for 60-day review requirements for transitional IEP's	Parent contact information, student records	Special Education Teacher/Special Education Coordinator-Coordinator, School Leader, CMO support	Calendar complete by August 15, 2016 Goal completed by September 15, 2016	Ensure Special Education Teacher is coordinating with Dale M.-DOE to meet compliance with all transitional IEP's

Review all required services and adjust schedules as necessary to ensure full implementation	Work with CMO to adjust individual schedules as necessary	Special Education Teachers, School Leader, CMO	Goal completed by Sept. 30th	Ensure contracted services are in place and can begin Sept. 6, 2016 "Boost Learning" quote received, waiting on Therapy Services of DE and EBS.
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