

Staffing and Compliance Meeting

8/6/2012

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

General Announcements:

- * Personnel: Welcome back to Michelle! Welcome to our 3 new SCT – Tracy Aguilar, Michael Bailey and Connie Batts. Please add these emails to your SCT address book – first letter of first name & full last name for each. Joe Musselman is not an AP at HMS and Lynda Hodges has returned to the classroom at HHS. Amelia Van Name-Larson is not a nation-wide RtI consultant. It is our understanding that the RtI Coaches are being subsumed under the school psychologist group to allow for a more collaborative approach. Sandy May is now overseeing Gifted and Hospital/ Homebound. Holly Rockhill is the Transition Supervisor. ESE Supervisor responsibilities have shifted – refer to chart sent via email.
- * Resource Guide for Community & Agencies provided to SCT – left overs from last year.
- * Welcome back activity – group

Updates: Kathy

- * IEP Training – Have requested future 2 training dates since trainers were not available as scheduled. Our agenda today may provide time for meeting with mentor or exchanging school information. If agenda is finished, SCT may work at school sites tomorrow.
- * Meeting non-negotiable rules – please turn phones down and take phone calls outside. Please leave computers closed unless the meeting content requires you use them. Monthly SCT meetings have not been scheduled yet – still locating meeting rooms. Once dates set, SCT will be notified. First official meeting – would like to hold a luncheon and acknowledge Carol & Becky for their service. Will have meeting food sign up arranged by Laverne.
- * School notes – Kathy strongly encouraged SCT to get to know their coworkers at their school sites – get to know people personally through breakfast, sharing, welcome back notes, introducing self. This is the week SCT should be getting computers. If your primary school cannot provide, let your mentor know so arrangements can be made at a secondary school. The school tech specialist is responsible for updates. Dawn and Kathy will work on insurance/damage information to share with group. Every school has a welcome back faculty meeting – SCT need to attend at least one per Union requirements (attendance taken at school). Recommendation to designate first ISS meeting to assign roles at your school.
- * Health Update & Office Space – Kathy is scheduled for surgery in the near future and she will not be able to take calls/emails for a short period of time (also allows for computer repair). When she returns to work, Kathy is anticipating working out of a portable with Lynn, Laura & Laverne. Portable will help to alleviate department overcrowding.
- * Pete & Penny – Bring to next regularly scheduled SCT meeting.

ESE Staffing Forms: Brenda

Taking into consideration last year's concerns, a new procedure will be in place for developing staffing forms. Courier service to/from schools is cutting back to every other day. Looking to

be more efficient in our handling of paperwork. SCT will be able to access the staffing forms online and will be able to print and complete sections for ESE Staffings. Once all paperwork is complete and signed, it can be sent to Laverne. Files in process will continue per old procedures. Hard copies of all staffing forms will be phased out. Forms are pre-packaged in groups of 10 for SCT to use in the interim. SCT at charter schools may want to take extra hard copies. SCT will be sent electronic copies of the forms via email; intent is for SCT to be able to type directly on the form. IF SCT plan to print, writing must be legible. Copies for parents/district do not need to be in color.

Transportation: Lynn

- * Handouts provided in the SCT packet. MIS 768 has been updated to include "Parent will provide transportation". Complete zoned and provider schools as if student would attend. If parent chooses McKay beyond zoned/provider school, indicate parent choice for transportation. Best practice is to keep conference notes and include a note in fax to Transportation. Every PreK student receives transportation. Some parents may refuse transportation; put transportation on the IEP (special factors, related service, MIS 768) and note the parent choice box on the MIS 768. That way we are offering the service and parent refused. PreK transportation is only offered prior to K. If parent not at IEP meeting and later indicates no need for transportation, simply mark the parent box and include conference notes. Existing McKay families have been notified that transportation is no longer provided; a few students may be grandfathered by program supervisor based on individual needs.
- * Case manager name is now included on the MIS 768 in case transportation has questions.
- * Review of memo – medical, field trips, curb-to-curb, early release and discontinuation of services. Need to maintain communication with transportation; do not have to invite route specialist to IEP Meeting. Gifted transportation is handled through the Transportation Planning sheet.

MIS Revisions: Joan

Headings are now consistent for all forms (whenever possible) and distribution has been updated.

- * MIS 433 ISS Notes updated by Student Services
- * MIS 707 Transfer now includes dates of enrollment in a non-public school (i.e. McKay).
- * MIS 753 Gifted Checklist shifted 3 prong requirement to eval data. If student does not meet need/characteristics, we do not test. Evidence of academic need – teacher input sheet (should not exceed a few months). Parent consent needed when providing private evaluation to include all components for eligibility consideration.
- * MIS 762 Invitation removed additional date/input sections, added (if warranted) to T/IEP development. Will not be used for parent request to evaluate meetings.
- * MIS 777 OT/PT Checklist – need the prescription for both & removed the referral (MIS 776 is no longer used/available – please recycle these forms at your schools)
- * MIS 809 Reeval Options removed some duplications, added check boxes, broad assessment recs, new reeval due date. Comments can explain if team wants more frequent reeval. Can still amend this form if needed by team, with parent involvement. Conference notes are also recommended. Classroom-based assessments can be ongoing and noted under Other section.
- * MIS 821 Informed Notice is in process of revision.
- * MIS 826/827 Medical & Program Checklists incorporate MTSS, OHI for ADHD removed, TAD now at bottom of form with Staffing documents (827 needs ISS reinstated)

Connect.Pasco website: Laura

SCT website: <http://connect.pasco.k12.fl.us/members/lluter/>

No password or account is needed. Recommend bookmarking on your computer. Includes links to commonly used documents and sites. Let me know if anything needs to be tweaked or added. Please recycle older versions of paperwork.

LEA Profile: Kathy

Quick overview of our statistics. Some bars are being raised, so we need to continue to show improvement to meet requirements. Email Kathy if you want to discuss further – can be added to a SCT meeting agenda.

Notice of Denial: Kathy

If team is clear that a Notice of Denial is needed, no need to contact Kathy. If there is any concern from any team member, Kathy can help the teamwork through the situation. Be sure to document concerns. Do not need to send Kathy copies of the Notice of Denial; still send to Laverne for scanning.

Hospital/Homebound Update: Sandy

DOE H/HB Rule is under revision – pending. Review of medical – clarified for doctors. Initial medical (and H/HB agreement) MUST be updated annually – not through a Status Update. Update is for within the 365 days of the initial medical. There is now a TAD for H/HB – this is required. Must invite the parent to a formal meeting. Parent can waive 7 days and can opt to not attend; we must legally invite them. Holly now works with H/HB (and Gifted) and will send the teacher packets to the schools; SCT will be responsible for issuing H/HB staffing paperwork. Send completed staffing forms to Holly Weber for database entry. Sandy has drafted a memo regarding H/HB which will go out to school-based administrators; SCT will be CCed.

Team Analysis of Data: Lynn

* Review of new TADs. Please give feedback to Lynn, when requested after using them, later in the school year. Lynn shared Tips for TADs handout. Most of the content can be completed by team members prior to ESE Staffing. A lot can be done prior to the ISS where decision to evaluate is made. Please share with team members & work to build capacity at your school sites. Teams should not automatically waive interventions – consider concurrent MTSS.

Should only be used in extreme situations. Cannot waive interventions for SLD or LI K to 12th grade students. If considering SC-ASD regular standards unit, team needs to have a FBA/BIP in place. Program Supervisor, Jennifer Hykes will be involved in these placement discussions. For existing ESE students who do not meet eligibility criteria for Sp/L, team should minimally consider Sp/L as a related service.

* Review of TAD MTSS section “shirt”. Discussion of observations –not required to put the entire observation on the TAD, but a summary and relation to academic functioning is required. Refer to G-TIPS for descriptor of RtI boxes. Interventions can/should be completed in advance. Evaluators can insert evaluation results and graphs/charts into the TAD, if desired.

* Review of Program “pants” – eligibility sections. ASD clarification – law requires a comprehensive psychoeducational evaluation; may not have to be an IQ tests, but a cognitive measure. EBD requires FBA/BIP of reasonable intensity and duration implemented with fidelity. Additional medical documentation may be requested at our cost and within the 60

day timeline. Socio-cultural factor clarification - Level of performance & rate of progress compared to students from same ethnicity. Expectation is that each exclusionary factor addressed with supporting documentation from evaluation. OHI/OI/TBI are only programs which references date of team meeting to waive interventions; supervisor must be involved. SI may use either ISS form or their evaluation to document team meeting. Discussion of appropriate interventions.

Demonstration of matching shirt to pants. There are single program TADs in the folder Lynn sent (and on the wiki/connect.pasco). Will need to unprotect/protect the document to blend programs. Can simply copy/paste to add observation elements. Remove additional signature sections when combining programs.

Review of schedule for tomorrow – agenda to be continued.