

## **Staffing and Compliance Meeting** **8/7/2012**

**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, Dawn Sellitto, Jill Smith, Donna Steen, Deb Walters, Sarah Wiest, Julie Yusko

### **PreK Staffings:** Brenda

Please be sure to take care of data entry when you are back at your school sites. There are still a few students who need to be staffed ASAP. Billie has sent emails to school-based admin and CCed SCT. Brenda has a few Transfer files to be shared with SCT. No update on FDLRS addressing Head Start students yet. There has been much discussion.

### **OT/PT Update:** Laura

\* Discontinuation – process is being developed. Must incorporate a meeting to review existing data/determine whether additional evaluation is needed. This mirrors what is in place for Sp/L as a RS (809 meeting prior to discontinuation). Will update as streamlined procedure is put into place.

\* Adding OT/PT as a 504 Related Service – flowchart posted on OT/PT wiki. Same procedure as consideration for ESE RS. **SCT ARE NOT INVOLVED**. Does not use ESE consent – there is a new Student Services Consent for 504 Plans. Refer questions to 504 Coordinator and/or Student Services.

\* Adding OT/PT as an ESE Related Service – Review of procedure. Screening with supervisor notification, therapist recs within 30 days. Team to determine reevaluation options and obtain consent for reevaluation. Formal ESE staffing and IEP revision to add therapy, if recommended. Prescription is required for PT eligibility; OT is requested for Medicaid billing purposes, not eligibility.

\* Questions:

1. Private school without 504 needing OT/PT – student services
2. Therapist signature/date on each IEP or just annual IEP? Use of Care Plans to meet this requirement? If so, when will this be implemented?
3. How to track requests for medicals? Email Laura with student name & date sent to district. Laura will create a database and track

\* Additional Information: Links are available on the wiki under program areas. Cover letter for medical is linked under OHI, OI, TBI and OT/PT and transfer sections. Will need to be added to VI and H/HB.

### **Gifted Follow Up:** Sandy

Thank you to Team Gifted for summer work. Some files returned to school with green cover sheet – file was incomplete and needs work prior to staffing. Some Ineligibles were returned to schools for staffing also. Note: We now contract out for

mail services. It costs 3 cents more for handwritten address. Will need to provide address labels for next summer.

**Deliberate Practice:** Sandy

State law requires that teachers self-identify 2 areas of growth based on previous scores. Need to look at 2 domains and MUST show growth. SCT need to look over prior evaluation to identify those areas and met with mentor. This will help us identify professional development opportunities. Will be looking for weaker areas to target for future intervention, where as in the past we would have not scored due to lack of data. Identify early so we can start grouping and identifying common areas. Our goal is for each SCT to show growth over the school year.

Deliberate Practice will replace IPDPs & based on last years evaluations. Will not need to be aligned with district of school plan. These will be on self-identified areas. Teacher evaluations in past were based on instructional practices (Domain 1). Up to 3 additional areas may be added – under negotiation now. By 2013 we must have all 4 domains. Domains 2-4 will be posted on the Staff development website in the future. SCT should be able to learn more at the school-based faculty meeting.

**SCT Meeting time with Mentors:** Group

Scheduling difficult meetings/dates

Follow up with Deliberate Practice

Meeting among group for transfer of data at schools; school visits

**Additional Notes for SCT:** Various Specialists

\* Please be sure to keep school-based ESE administrator informed of any schedule changes or meeting planning/outcomes. Can be in person, by phone or by email. Communication is key.

\* Memo update – Will be sent after school year begins. SCT to update school staff on training issues. Kathy will be requesting 3 training dates via memo. Schools will be able to identify specific dates & times for their training. Not for beginning of the school year; need to identify training areas specific to your school (based on data). Kathy will add time to a SCT agenda to share existing trainings. Can be emailed or submitted for connect.pasco posting following approval. Group can review existing trainings and develop a guide for prioritizing needs.

\* T/IEP trainers are re-designing training to break it into topics. This will allow all our SCTs to provide consistent information across the district. Anne Fouda can share T/IEP training presentations that can be modified by SCTs as needed for time or identified need. It is important that these trainings be completed at the school sites this year, although we recognize and respect the time constraints and multiple priorities of our schools. Can be posted on connect.pasco.

\* EP trainings will be done at the district-level in the fall and spring. Teachers will be able to sign up through Avatar.