

# Colchester Public Schools

## Action Plan of Special Education Programs and Services

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April 12, 2016

Completed	Recommendation	Course of Action	Person(s) Responsible	Timeline Start Date/Implementation	Status 04/12/2016
<b>Updated Actions</b>					
	<p><b><i>Sponsor a workshop on the responsibilities of general education teachers</i></b></p>	<p>Workshop for all educators prior to the start of school. Follow up quarterly with mini--topics at faculty meetings.</p> <p>Case managers to meet with all effected regular educators to review Page 8 of IEP and document the meetings.</p>	<p>Director of Pupil Services</p> <p>Case managers</p>	<p>08-24-2015 to 06-08-2016</p>	<p>Initial meetings completed at all schools</p> <p>All staff have been directed to utilize new documentation sheets</p> <p>Will work with admin to look to establish practice of workshop prior to start of school year</p> <p>New round with Asst. Director has begun; met with WJJMS staff 01/06/16 and will meet with JJIS staff 01/13/16; scheduling BA</p> <p>Met with staff to discuss new regulations regarding restraint &amp; seclusion: WJJMS 02/03/2016; CES</p>

					<p>03/02/2016; JJIS 03/09/2016; <b>BA will be held May 25</b></p> <p>Met with paraprofessionals at WJJMS 01/07/16 to review responsibilities; will meet again next month on request; Met with paraprofessionals at JJIS 02/02/16; Met with BA paraprofessionals on 03/04/2016; <b>CES scheduled 04/15/16 and 05/09/16</b></p>
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	<p><b><i>Survey middle &amp; high school students on the effectiveness of accommodations &amp; modifications in their IEP</i></b></p>	<p>Develop survey with WJJMS and BA faculty representatives. Administer survey to students receiving special education and 504 accommodations.</p>	<p>Director of Pupil services and faculty representatives.  Case managers to administer.</p>	<p>01-04-2016 to 06-08-2016</p>	<p>Reviewing existing surveys to see if we can adopt existing (e.g., USF website)</p> <p>Attended BSE Leadership Forum 02/03/16- gained insight on how other districts survey parents regarding satisfaction with different aspects of special education; looking to incorporate additional aspects into survey; will bring to PFEL for input</p> <p>Met with PFEL 02/29/2016 and discussed draft surveys; Brought drafts to Administrative Council 03/07/2016 for additional input</p> <p><b><i>Incorporated feedback from PFEL via email; reviewed with admin again at Administrative Council 04/04/2016; final versions ready (handout)</i></b></p>

	<i>Survey parents of elementary schools about effectiveness of accommodations &amp; modifications</i>	<b>Develop survey with WJJMS and BA faculty representatives. Administer survey to students receiving special education and 504 accommodations.</b>	<b>Director of Pupil services and faculty representatives.  Case managers to administer.</b>	<b>01-04-2016 to 06-08-2016</b>	<b><i>See above</i></b>
	Reexamine criteria for eligibility for preschool classroom placement	Review current criteria, survey other districts regarding the criteria they use and develop a document that can be shared with parents explaining the criteria.	Director of Pupil Services, CES administration and Early Childhood Team	09-01-2015 to 12-01-2015	<p>Drafted document. Working with Cindy Praisner from C3 to ensure consistency with C3 partnerships and website information Spoke with Maria Synodi 01/07/16; gave verbal feedback to incorporate into document</p> <p>Discussed with the School Readiness Council 01/21/2016</p> <p>Received electronic feedback from Maria Synodi 02/01/16- need to meet with PK and CES leadership to continue to revise draft</p> <p><b><i>Final draft to be prepared 04/13/2016</i></b></p>

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<b>Completed</b>					
<b>YES</b>	Review protocol of records of students entering pre-school	Consult with SDE Early Childhood Education Consultant	Director of Pupil Services, CES administration and Early Childhood Team	09-01-2015 to 12-01-2015	Will incorporate SDE input into guidelines we develop  Received guidance from Maria Synodi (Coordinator, Early Childhood Special Education (IDEA 619) Education Consultant at CSDE) regarding student ratios and other requirements; incorporated into draft
<b>YES</b>	Require the Director or Associate Director to form a Special Education advisory committee with membership of staff, parents, and community professionals	Consider re-establishing Colchester Special Education PTO. Evaluate other models.	Committee consisting of Superintendent, Director of Pupil Services, special educator, related services representative and parent	09-01-2015 to 12-01-2015	SEPTO created; first meeting held 09/28/15; CPAC trainings shared with parents; next meeting 10/26/15  Met with group of parents 11/09/15 to hear concerns and address how concerns will be handled going forward

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<b>YES</b>	<i>Review protocol for addressing any inconsistencies in the IEP document</i>	<i>Review procedure of taking minutes in summary section. Continue practice of reading recommendations prior to ending PPT.</i>	<i>Director of Pupil Services and building administrators</i>	<i>09-01-2015 to 10-30-2015</i>	<i>Discussed at Principals and Directors meeting 09/30/15. Summaries should be brief; additional important information should be noted in PLEP section. Recommendations will be reviewed at end of each PPT.</i>
<b>YES</b>	<i>Change practice of the Chairperson of the meeting also recording the document</i>	<i>Review current practice with administration and union leaders. Implement recommendations</i>	<i>Superintendent</i>	<i>09-01-2015 to 10-30-2015</i>	<i>Proposal rejected at Principals and Directors meeting 09/30/15. Administrator/designee ultimately responsible for document; as such, administrator/designee most comfortable keeping this responsibility</i>
<b>YES</b>	<i>Review protocol on communicating with service providers</i>	<i>Review with case managers their responsibility to ensure that all services listed on the IEP are scheduled and being provided.</i>	<i>Director of Pupil Services</i>	<i>09-01-2015 to 10-30-2015</i>	<i>Have met with all case managers and reviewed this practice as of 10/06/15</i>
<b>YES</b>	<i>Review protocol of providing information (page 8) and meet with the receiving</i>	<i>Protocol to be reviewed with all educators at workshop held prior to start of school. (see first action)</i>	<i>Director of Pupil Services and building administrators</i>	<i>08-24-2015 to 08-25-2015</i>	<i>Staff meetings completed</i>  <i>Proposed sheet to document meetings where information shared</i>

	<i>teacher(s)</i>	<i>Form to be developed to record meeting with signatures by both regular and special educators.</i>			drafted  Will work with admin to look to establish practice of workshop prior to start of school year
<b>YES</b>	<i>Develop protocol of documenting that the regular ed teacher has read and signed off that he/she has accessed and read the special ed student file</i>	<i>Continue use of access sheet in each file. Develop a sign off sheet for each student and place in student file.</i>	<i>Director of Pupil Services and building administrators</i>	<i>08-12-2015 to 08-13-2015</i>	<i>See above  Access record in "blue books" reviewed</i>
<b>YES</b>	<i>Hire a permanent Associate Director of Pupil Services and Special Education</i>	<i><input type="checkbox"/> Develop job description <input type="checkbox"/> Identify funding source</i>	<i>Superintendent</i>	<i>06-16-2015 to 08-24-2015</i>	<i>Mr. Joshua Vinoski has been selected as the new Assistant Director of Pupil Services and Special Education; he will begin the appointment on January 4, 2016</i>

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<p><b>YES*</b> <i>Will Continue to Update BOE on Status of Meetings and Topics</i></p>	<p>Implement a comprehensive educational program for parents on special education programs and procedures</p>	<p>Contact CPAC to provide program for parents Consider re-establishing "Back to the Classroom" nights for parents.</p>	<p>Director of Pupil Services and CPAC  Special educators and related services Personnel</p>	<p>09-01-2015 to 12-01-2015</p>	<p>Survey deployed and analyzed</p> <p>SEPTO created; first meeting held 09/28/15; second meeting held 10/26/15; third meeting 11/23/2015 PFEL (note name change) meeting held; Jane Hampton-Smith from CPAC presented on the topic of "Becoming Your Child's Best Advocate"; meeting was well attended (20+ parents) with much discussion</p> <p>Fourth meeting held January 25, 2016; Andi McKinzie from Nachaug regarding dealing with challenging behaviors (6 parents attended)</p> <p>Fifth meeting held 02/29/2016; Discussed proposed surveys related to special education (3 people attended)</p>



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<b>Pending</b>					
	Review protocol of sensitive information regarding a student going from one school to another	Consult with BOE attorney regarding acceptable methods of notation in student's cumulative file. Implement recommendations	Director of Pupil Services and BOE attorney	09-01-2015 to 09-30-2015	District-wide "Calibration Committee" for special education; Could start Jan if asst. director position approved and schedule has more time available for district-based meetings
	Review protocol to document in writing its efforts to secure parent participation	<p>Parents will be notified of annual review requirements in a letter to be enclosed with PPT notices.</p> <p>Service providers will continue to document all parent contact on the existing form. Contact via phone, email or in person to schedule a mutually agreed upon date for a PPT will continue. Staff will be reminded of this protocol at monthly meetings.</p>	<p>Letter to be developed by Director of Pupil Services. Case managers will distribute.</p> <p>Special educators and related services personnel.</p>	08-26-2015 to 06-08-2016	<p>Have met with all case managers and reviewed this practice as of 10/06/15</p> <p>Received new draft of "Parents Rights Related to Special Education" and "Meeting Regarding PPT Process/Evaluations" letters from attorneys 09/23/15; received communication from state to go ahead with these revisions 10/08/15</p> <p>New "Parents Bill of</p>

					Rights” now distributed with EVERY PPT notice
	Review and make any changes to reevaluation process prior to students graduation □ Post grad services available vs. re---eval timing	Review process and revise as needed.	Director of Pupil Services, BA Special Educators and Related Services Personnel.	08-24-2015 to 06-2016	Future staff meeting; transition coordinator compiled list of services available that can be shared with staff  Ann Copeland, Transition Coordinator, organized Transition Information Night; will be held January 27, 2016. BRS and DDS will present and be available to answer parent questions  New “Parent Bill of Rights” document provided with EVERY PPT notice outlines resources for transition
	<i>Be more transparent regarding responsibility for conducting</i>	Review June 8, 2015 SDE memo re. IEEs with administrators and pupil services staff. Highlight changes via letter to parents and enclose in PPT notices with SDE revised procedural safeguards.	Director of Pupil Services.  Administrators and case managers.	08-26-2015 to 06-08-2016	Slated as discussion topic for CONNCASE LEARN regional director’s meeting 12/18/15 ConnCASE LEARN regional director’s meeting 02/19/2016 State liaisons updated issue

	Develop an Ombudsman program	Develop protocol and model program	Superintendent	07-22-2015 to 08-24-2015	Consultation with Charles Howard; discussed with parents at meeting held 11/09/2015
	Hire a professional to monitor the implementation of these recommendations	<input type="checkbox"/> Develop job description <input type="checkbox"/> Develop program protocol <input type="checkbox"/> Identify funding source	Superintendent	07-01-2015 Ongoing	Reviewing current practice

	Review special education eligibility process	Continue the process of reviewing eligibility procedures and documents with special educators and related services personnel at monthly meetings.	Director of Pupil Services	07-22-2015 to 06-08-2016	District-wide "Calibration Committee" for special education; Could start Jan if asst. director position approved and schedule has more time available for district-based meetings
	District should review protocol for flagging students earmarked for monitoring	Review and revise protocol to include documentation of monitoring visits and develop a notice to parent when child is no longer in need of monitoring. Communicate to all providers at monthly meetings.	Director of Pupil Services and selected special education and related services personnel.	09-01-2015 to 10-30-2015	District-wide "Calibration Committee" for special education; Could start Jan if asst. director position approved and schedule has more time available for district-based meetings