

# Colchester Public Schools

## Action Plan of Special Education Programs and Services

December 8, 2015

Completed	Recommendation	Course of Action	Person(s) Responsible	Timeline Start Date / Implementation	Status 12/08/15
	<b><i>Sponsor a workshop on the responsibilities of general education teachers</i></b>	Workshop for all educators prior to the start of school. Follow up quarterly with mini---topics at faculty meetings. Case managers to meet with all effected regular educators to review Page 8 of IEP and document the meetings.	Director of Pupil Services  Case managers	08-24-2015 to 06-08-2016	<b><i>Initial meetings completed at all schools--will begin a new round with Asst. Director in the new calendar year</i></b>  <b><i>All staff have been directed to utilize new documentation sheets</i></b>  Will work with admin to look to establish practice of workshop prior to start of school year
	Survey middle & high school students on the effectiveness of accommodations & modifications in their IEP	Develop survey with WJMS and BA faculty representatives. Administer survey to students receiving special education and 504 accommodations.	Director of Pupil services and faculty representatives. Case managers to administer.	01-04-2016 to 06-08-2016	Reviewing existing surveys to see if we can adopt existing (e.g., USF website) * Note Jan start date

	Survey parents of elementary schools about effectiveness of accommodations & modifications	Develop survey with CES and JJIS faculty representatives. Parents to complete at annual reviews.	Director of Pupil services and faculty representatives. Case managers to distribute and collect.	01-04-2016 to 06-08-2016	See above
	<b>Be more transparent regarding responsibility for conducting independent education evaluations</b>	<b>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.</b>	<b>Director of Pupil Services. Administrators and case managers.</b>	<b>08-26-2015 to 06-08-2016</b>	<b>Slated as discussion topic for CONNCase LEARN regional director's meeting 12/18/15</b>
	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

YES	<b>Review protocol for addressing any inconsistencies in the IEP document</b>	<b>Review procedure of taking minutes in summary section. Continue practice of reading recommendations prior to ending PPT.</b>	<b>Director of Pupil Services and building administrators</b>	<b>09-01-2015 to 10-30-2015</b>	<b>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.</b>
YES	<b>Change practice of the Chairperson of the meeting also recording the document</b>	<b>Review current practice with administration and union leaders. Implement recommendations</b>	<b>Superintendent</b>	<b>09-01-2015 to 10-30-2015</b>	<b>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</b>
YES	<b>Review protocol on communicating with service providers</b>	<b>Review with case managers their responsibility to ensure that all services listed on the IEP are scheduled and being provided.</b>	<b>Director of Pupil Services</b>	<b>09-01-2015 to 10-30-2015</b>	<b>Have met with all case managers and reviewed this practice as of 10/06/15</b>

	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.</p> <p>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>	<p>08-26-2015 to 06-08-2016</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>Have met with all case managers and reviewed this practice as of 10/06/15</p>
	<b>Reexamine criteria for eligibility for preschool classroom placement</b>	<b>Review current criteria, survey other districts regarding the criteria they use and develop a document that can be shared with parents explaining the criteria.</b>	<b>Director of Pupil Services, CES administration and Early Childhood Team</b>	<b>09-01-2015 to 12-01-2015</b>	<b>Drafted document. Working with Cindy Praisner from C3 to ensure consistency with C3 partnerships and website information</b>
	<b>Review protocol of records of students entering pre-school</b>	<b>Consult with SDE Early Childhood Education Consultant</b>	Director of Pupil Services, CES administration and Early Childhood Team	09-01-2015 to 12-01-2015	<p>Will incorporate SDE input into guidelines we develop</p> <p><b>Received guidance from Maria Synodi at CSDE regarding student ratios and other requirements; incorporated into draft</b></p>

	<p><b>Review and make any changes to reevaluation process prior to students graduation</b></p> <p><input type="checkbox"/> Post grad services available vs. reeval timing</p>	Review process and revise as needed.	Director of Pupil Services, BA Special Educators and Related Services Personnel.	08-24-2015 to 06-2016	<p>Future staff meeting; transition coordinator compiled list of services available that can be shared with staff</p> <p><b>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 (see</b></p>
	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
YES	<b>Review protocol of providing information (page 8) and meet with the receiving teacher(s)</b>	<b>Protocol to be reviewed with all educators at workshop held prior to start of school. (see first action) Form to be developed to record meeting with signatures by both regular and special educators.</b>	<b>Director of Pupil Services and building administrators</b>	<b>08-24-2015 to 08-25-2015</b>	<p><b>Staff meetings completed</b></p> <p>Proposed sheet to document meetings where information shared drafted</p> <p>Will work with admin to look to establish practice of workshop prior to start of school year</p>

YES	<b>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</b>	<b>Continue use of access sheet in each file. Develop a sign off sheet for each student and place in student file.</b>	<b>Director of Pupil Services and building administrators</b>	<b>08-12-2015 to 08-13-2015</b>	<b>See above</b>  <b>Access record in “blue books” reviewed</b>
	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
YES	<b>Hire a permanent Associate Director of Pupil Services and Special Education</b>	<input type="checkbox"/> <b>Develop job description</b> <input type="checkbox"/> <b>Identify funding source</b>	<b>Superintendent</b>	<b>06-16-2015 to 08-24-2015</b>	<b>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</b>
YES* <b>Will continue to update BOE on status of meetings and topics</b>	Implement a comprehensive educational program for parents on special education programs and procedures	Contact CPAC to provide program for parents Consider re-establishing “Back to the Classroom” nights for parents.	Director of Pupil Services and CPAC  Special educators and related services Personnel	09-01-2015 to 12-01-2015	Survey deployed and analyzed  SEPTO created; first meeting held 09/28/15; second meeting held 10/26/15; <b>third meeting held 11/23/15 CPAC offering training “Becoming Your Child’s Best Advocate” approximately 20 parents in attendance</b>

	<p>Require the Director or Associate Director to form a Special Education advisory committee with membership of staff, parents, and community professionals</p>	<p>Consider re-establishing Colchester Special Education PTO. Evaluate other models.</p>	<p>Committee consisting of Superintendent, Director of Pupil Services, special educator, related services representative and parent</p>	<p>09-01-2015 to 12-01-2015</p>	<p>SEPTO created; first meeting held 09/28/15; CPAC trainings shared with parents; next meeting 10/26/15</p> <p>Met with group of parents 11/09/15 to hear concerns and address how concerns will be handled going forward</p>
	<p>Hire a professional to monitor the implementation of these recommendations</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop job description</li> <li><input type="checkbox"/> Develop program protocol</li> <li><input type="checkbox"/> Identify funding source</li> </ul>	<p>Superintendent</p>	<p>07-01-2015 Ongoing</p>	<p>Reviewing current practice</p>