

2017-18 Leadership Academy topics

- Cognitive coaching - how might we use this for para evaluation.
 - Intervention processing re PERM,
 - Standard vs Implementation
 - Residency issues - who do we send IEPs to.
 - Release of Information -
 - Data - examine data and define what is working and not in three areas:
 - Transportation for non residents MN Statute 124D.03 Subd 8
 - ASD evaluations
 - ESSA updates
 - Brene Brown for leadership
 - Staff Development - \$\$ per departments. Do we encourage and how? What are the needs?
 - o Perhaps develop an activity around this one?
 - Parent refusal of PWN - process and timelines
 - Data Dig - November
 - Equity focus work - Innocent classroom - how do we hold teachers accountable? Convince them that they are a saving force for children.
 - Colors and strengths. How does this reflect with your team.
 - Where you get your energy, how you make decisions, how you approach life,
 - So what now what. We are in year 2. Would like to develop leadership skills. If we start to look at where we are running into roadblocks. How to brainstorm, how to ask for help,
 - Positive psychology. Positive psychology.
- Communication styles. Have leads take Myers Briggs test. Data dig

September 14 lead teacher meeting

- Review commitments,
- Notifications of clubs advisors and coaches of IEP students - process and clarifications
 - o Identify what are the options for student participation at each level - have leads bring this information
 - o Brainstorm how we would know that students are enrolled or how we might get this information
 - o Brainstorm how we would share accommodations/modifications
- Open House: What happens at Open Houses in all special ed classes? Do parents leave with a general understanding of what students are learning in the upcoming school year? Do we share resources and ensure that parents know who to go to with questions? Is there something specific we can do at each building to enhance communication and parent participation - 20 min

- Para training in Envoy - how will we support the work. Concrete plans. Update on numbers who attended on August 25. How will we encourage attendance? Management team will be involved as well. - 20
- SPed forms - need 30 min at least
- DAPE - FTEs, provision of preps - 20 min
- Restrictive procedures - review our restrictive procedure data from 16-17 and talk about how to reduce that number for the 17-18 school year. - 20 min
- WJ - invite psychs - WJ cluster vs. broad scores. I think we need to revisit this to have a common understanding about what the law says and to work towards consistent district practices - 20 min
- Health Plans - 10 min RHS - Darby All others - Phoebe. Invite nurse to meeting.

October 12, 2017 Lead meeting

- Review commitments
- Further third party billing? Is this needed? Christina 5 min for any questions.
- Parent disagreement - more in depth discussion regarding steps - do we need more?
 - Q & A
 - Create a timeline
 - Procedural Safety
- Division of duties for RPS school nurses. - 5 min - Jean
- Release of information - when are they needed, recommended and a uniform plan. - 15 min - Deb and Jean
- TSES - Background & review of first two pages - 10 min - Deb
- Outside therapists. - Jean and Christina - 15 min
- New Q&A on IEP Team Membership - 15 min
- Organization of the IEP sheet - Deb - 20
 - Reminder about team meeting sheet - used for sign in
 - Assistive Technology Sheet
 - Third Party Billing Permission form (in DP file or 3rd PB folder?) - Christina
- Translation Procedures document - Christina (Store in Sped Resources folder?)
- Come next time ready to share a plan as to how you are going to do DUE Process.
 - What is your system for ensuring all due process paperwork is complete?
 - How are you making sure that IEPs are done before May? How do you communicate issues?
- Transportation forms
 - expectation is that these are updated at every single IEP meeting when a student has special transportation. If there is a behavior plan or health plan needed they MUST come in with the request form. - 10
 - for private school students should be on the IEP -5
- American Indian student list
- PD days sessions for January
 - Neurobi session
 - Golden thread session and due process
- No Red Ink - need decision

- OT -
 - what was the response of the casemanagers to the OT meetings this fall.
 - OT service document
 - OT swing training - setting expectations.
 - Next step is sensory room/ space work
- WJIV - finish the discussion. School psychologists have no issues with reading or math. Cannot base eligibility on one subtest. Can use cluster score. One subtest sometimes really affects the cluster score - e.g. spelling effect on the writing cluster score. Discussion about not testing an area that has not received intervention focus. Recommendation to not test spelling subtest and base eligibility on the written expression cluster score.
- Review of standard vs implementation items under student support services

November 9, 2017 Lead meeting = **210 min**

- Para training - 3 group presentations and next step decisions - 30 min
- Paral evaluations, responsibilities and to-dos. Update to Para rubric- Jean- 20
- TSES - review of pages 3- middle of page 5 (Evaluation) - 10 - min - Deb
- File organization document review - Deb - 10 min
- PARS calendar reporting - ?
- Restrictive procedures. RPS quarter 1 data review - Kaye 10 min
- Health Care Plan updates and discussion of where the process starts - all - 15
- Procedure for changing student information on SpEd Forms- Deb -5 min
- Sub committee due process updates - Deb, Nicole, Lu Ann - 30 min
- ESY - Krista - 20 min
- ACCESS - Angela Maryn - 15 min
- Development of data collection tool - Jean and Mary - 20
- Sensory rooms - OT's will be here in December. -5 min
- Middle school Janservice minutes into elementary IEPs for 5th graders- 20 min
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December 7

- OT discussion of Sensory Rooms
- Health Care Plan - Plan updates, Discussion of where the process starts
- Behavior Collaboration team reset
- iPlan to SpEd Forms. Must upload the last Eval into Hlstory no matter when it was last done. How are you tracking this? Do we make this a Jan 26th session? Can staff do this on a due process night. How about the students who were evaluated at a previous bldg?
- Third party billing. new requirements for PCA billing (deb)
- Due Process discussion from October. How are you monitoring the due process completion. Bring a random file for Golden Thread activity

- PD day for Jan 26th. Plan for sped folks
- Due Process committee updates
- Data collection - purpose and tool
- Report back on Bus training for Park Adams drivers and staff
- iPlan>SpEd Forms. Staff must have all plans in Active or History status.
- Last eval must be put in SpEd Forms History - what is your department's plan? What might be the best plan for those students who moved buildings? Their ER is not accessible to the new building as it is in the shared folder of the previous building.
- TSES - middle of page 5 - middle of page 8 (remainder of Evaluation section) - 10 - min - Michelle
- Paraprofessional training. Plan going forward

Dec 19, 2017

- Paraprofessional staff development sessions. Plan going forward. - 20 -30
- Cognitive Coaching plan development for future leadership academies -20
- IEP agenda/meeting management - 10
- ESY discussion - who qualifies and where is the data to support? - 30 min
- Data, Referral. Dual Identified - -
 - referrals - as leads looking at all this data - 45
 - Questions? Pattern? Noticings? challenges? What additional information is needed? What do we want to accomplish with this data dig? Next steps and communication? To which groups.
 - MAP - bring fall scores for special ed students on MAP. - 45 min
 - Look at 5 yr history. We have steadily dropped in the %age of students meeting or exceeding their personal growth score.
 - Now go into the iCue system. How are you monitoring and changing instruction to increase these scores?
 - If you want to know what each child specifically should work on go to teach.mapnwea.org. User name is full email address.
 - If you want a child to get to grade level, blue is the goal
 - Goal of this activity is to repeat with your staff. How are you going to use this information for instructional purposes with your staff.
 - What are some challenges with grouping these students.
- Spec Forms reports 30 minutes. - Michelle 30 min
 - Quick reports - Access ELL, Case manager list data,
- Leadership commitments

Jan 11 Lead Teacher meeting 8:45- 12:15 - 3.5 hrs

- Basic PE in on all IEPs for nerioibi at SEC, RHS and RMS? - 15 min
- ESY - 45 min
 - SpEd forms documents - 10 min

- Lead teacher Google sheet - 5 min
- Data to confirm qualification - 30 min??
- Spec Forms reports 30 minutes.
 - Quick reports - , District assessment and accommodation, MCA accommodation, More data needed checked on service plan. Progress reports, Transportation.
- TSES - Method of Providing the Special Education Services for the Identified Pupils - Pages 8&9 Deb & Kaye 10 min?
- File review commitment for each building/program in January?
- Referral data - continued-
- Extra Curricular documentation and notification of coaches and advisors

Jan 18 leadership academy

- Person, Role, System
- Trust - the three components and the handout - Sincerity, Reliability and Competence
- Sit back exercise
- Data dig. - Dual identified (invite psychs)
- CCoaching - how will we use this practice in completing para rubric discussions?
 - Decision
 - Practice
- First para rubric discussion. Bring name of individual you will first review rubric with. Write out CC questions
- Documentation of para discussions to principal.
- ESY

February 8 lead teacher meeting:

Restrictive procedures - 15 min **8:45 - 9 am.** Kaye

ESY - 1 hr. Krista

CC para rubric review - 20 min - all

MTAS review - look at flow chart. How do we interpret this? 20 min - Jean

TSES - 15 - Michelle

Due process transition work - 15 min - Jean

Talk through March 2nd data needs. 3 hrs

March 8 lead teacher meeting:

- Behavior Intervention Plan - update following meeting with psychs - Kaye & Michelle -15 min
- Access questions regarding Sped Forms for sharing records - DO, clerical or building secretaries - Jean - 10 min

- TSES review - Administrative and Management section to the end. Starts on bottom of page 9 - Deb - 10 min
- OHD and PI evaluation is the only one that specifies who does the observation - awareness issue - Jean - 2 min
- Restrictive Procedures discussion - 10 min - Kaye
- Training on Frontline for para evaluation - Jean - 20 min
- Para Evaluation Team Drive - 15 min - Jean
- OT update. Rubrics and evaluation process. Peer reviewers - 20 min
- U of M research project on ASD qualifications for a specific group of students - Mary - 15 min
- Location of due process work nights - all - 10 min
- SpEd Forms - Deb and Michelle - 30 min
- Para training for fall - due to March 2nd cancellation - 20 min
- Agenda for centerbase transition meeting - 20 min - Jean - health plan, evacuation plan, PBSP, review of school hours, classroom structure and/or visit, health physical needs, e.g. toileting, communication needs or AT, child's likes. Interests, dislikes. Food - (breakfast/lunch, hot vs cold, food issues), behavioral issues. Parent sharing about what they want the staff to know about their child. Communication with parents.

March 15 - Leadership academy:

- Transportation - review protocol in the shared folder. Make sure all understand what is SPECIAL TRANSPORTATION - 20 min
- Lead teacher look fors for Peer Evaluators. 60 min
- Person, Role, System
- Trust - the three components and the handout - Sincerity, Reliability and Competence
- Sit back exercise using cognitive coaching - 20 min
- Clear leadership training - Mary
- Data

April lead teacher meeting

- TENA - 9:10
 - Transportation - review protocol in the shared folder. Make sure all understand what is SPECIAL TRANSPORTATION - 20 min
 - What is our expectation for parents of who do not speak English to call if there is a sick child. - brainstorm options. Texting? Language Line or another service?
 - Transportation set up for parents who do not speak English - same issue?
 - Bus brochure
 - Cross check the information that staff are putting on the forms. -
 - expectation is that all students receiving special transportation have it checked yes on spedforms
- Joel - Frontline use for para evaluations. - **April 12**
- Amber & Kaye - for school psychologists what is the process. - 15 min

- Battelle. School psych - FBA and PBSP.
- Amber - report back on transition agenda - refinement - April 12
- Standards based IEPs - April 12
- ASD assessment plan - how do we train and have staff available? Who has the responsibility to order protocols and where does the budget come from? - April 12
- Para staffing - April 12

April Leadership Academy.

- Cognitive coaching exercise
- Person, Role, System
- ASD evaluations
- Speech language numbers
- Para exercise

May lead meeting

- Final review of TSES document
- Third Party Billing - 15 min - Christina and Mary
- ASD evaluation update - Deb
- Review of Resource file folder updates - Deb
- Para exercise
- Para evaluation update -
- Para staffing

June 2018

- Review of all special transportation. Should be able to filter who receives special transportation on SpEd Forms
- Bring files for next buildings
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Transportation

Length of time for bus set up in the fall.

2017 plans for specific groups:

Secondary leads

Collaborative problem solving - go in and practice it with students and staff and be videotaped. Could this be a monthly practice with the lead and nerobi teacher.

Psychologists:

Evaluation practices. What is our plan for looking at evaluations. Part of it is bringing in our cultural liaisons and Kasya

Follow up on performance:

Melissa Williams - 1 weekly nerobi groups. Need to be in the DCD classrooms to know the students.

Lu Ann Tauer Stone