

October 2022 Elementary Special Services (K-6)

Jeremy, Rebecca, Jen Mazur and I met with the Special Ed team on September 22nd. Minutes from the meeting are being approved by all involved and will be shared with you after approval.

Items discussed:

- Special Ed MOU
- RRs
- Resource room

Special Education:

Caseloads:

Everyone should have a caseload by now. Please run a cognos report on a regular basis and check with your lead teachers to verify the case load.

When you receive your caseload, please check that it is in compliance and the FTE is equal to 1. If your caseload is over, please contact Jeremy or me, so we can go over it together.

Paperwork:

-You may receive some paperwork that was not completed from last year. Ask your PC how to proceed with the paperwork. The last case manager may still be working on it. The last case manager may not be in the district any more.

-If you feel that you cannot complete any paperwork, or hold meetings, in order to stay in compliance, reach out to your PC in an email stating exactly what you may not complete on time.

-Keep track of all paperwork that you complete. This will help you determine if you have completed a full FTE of 1. If a student is taken off of your caseload and you have completed an IEP or RR keep track of that.

Reading Virtual Academy (RVA)-

Most IEP students have returned to the buildings. They may have difficulty adjusting to the building at first. Some have not been back since shut down in March of 2020.

FBA -

These are time consuming and we want to be successful with the data collected by all participants. Regular Ed teachers may help you with the observations that are required. The procedure is in the Special Ed Procedure Manual on pages 145-158.

LRE - We need to continue to individualize our IEPs so that students receive support that they need. If you are requested to change a level of support for no valid educational reason, let Jeremy and Chrissiel know.

Change in Placement:

If you have been requesting that a PC observe a student for a change in placement since last year, reach out and send the PC an email stating when you requested it and why. Provide a timeline of requests so we can assist you. Pages 195 of the manual.

ESL: Elevation monitoring forms: If a student is flagged in the system, the ESL case manager will contact you about the student. If you have any questions about monitoring forms, please reach out to your grade level ESL teacher. If an IEP student is reclassified, please reach out to the case manager to Exit the student with the proper changes to the IEP. Updates were due on September 30th.

Interventions: ESL and Special Ed case managers should collaborate in order to assure students are receiving interventions without an overlap in programs. It is hard to find time to collaborate. Please communicate the best that you can.

Reps- Please invite Jeremy and Chrissie to your monthly building meetings

Officers- if you hold meetings, let us know, so that we may attend

Respectfully submitted,
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