

## Completed Items since September 19, 2016 - Community Task Force

4.2 ESE Support and Related Services				
Recommendation	District Action(s)	Initiation Date	Completion Date	Person Responsible
<b>4.1-3:</b> Monitor the Division's goal of shifting its focus to curriculum and instruction.	<b>COMPLETED/ON-GOING:</b> *ESE Director, Support Services Director and staff are involved in cross-divisional meetings with Literacy department; OSPA; Talent Development; Talent Acquisition; Demographics; Diversity, Intervention and Prevention; ESOL; Head Start/Early Intervention; and Office of Strategic Achievement. Vendor presentations, and K-1 Sub-cadre meetings *Curriculum supervisors regularly meet with cadre directors (OSPA) to continually work with site based management to ensure focus on 1) Curriculum and instruction 2) Provision of proper and necessary support to students with disabilities, and 3) Accountable expenditure of ESE dollars for students with disabilities and ESE Programs. *Curriculum Supervisors trained all high school principals, high school Assistant Principals (APs) over ESE, and all middle school APs June – August 2016. Next step is to train all elementary school principals. Dates for one day school team trainings is available beginning Sept. 21, 2016 through December 2016 for both elementary and secondary schools. All elementary school principals were trained at their November 3 and November 10 sub-cadre meetings. Additional school team SF trainings are scheduled through January 2017.	09/2015	On-going	Sonja Clay
		06/2016	On-going	
		11/2016	On-going	
<b>4.2-1:</b> Develop a prioritized schedule in which key areas of district operations are identified for deeper examination and related action.	<b>COMPLETED / On-Going:</b> *ESE and Support Services administration and staff are involved in monthly/quarterly cross-divisional meetings with Literacy; OSPA; Talent Development; Talent Acquisition; Demographics; Diversity, Intervention and Prevention; ESOL; Head Start/Early Intervention; Instruction & Intervention and Office of Strategic Achievement.	01/2016	05/2017/ On-going	Andrea Ciotti

**4.2 ESE Support and Related Services**

Recommendation	District Action(s)	Initiation Date	Completion Date	Person Responsible
<p><b>4.2-5:</b> Expand the ESE Division's focus on data to the impact on students caused by staffing decreases in related service areas and develop strategies, including increasing staffing levels, to address identified needs.</p>	<p><b><u>COMPLETED/ON-GOING:</u></b>                      *Continuous focus on data with each quarter and year-end review                      *Frequent review of the need for growth positions (additional positions to alleviate larger caseloads)                      *Six (6) Behavior Technicians were added to each District team, to include PreK                      *Five Behavior Technicians were added to five middle schools (SSSM). All traditional middle schools have behavior techs assigned through the SSSM.</p>	<p>10/2014                      04/2015                      08/2016</p>	<p>On-going                      12/2015                      11/2016</p>	<p>Beth Williams                      Gary Grigull</p>
<p><b>4.2-8:</b> Expand identification of specific related services that are needed as students move from particular types of elementary cluster programs to middle schools and use that analysis to guide additional middle school supports for all ESE students.</p>	<p><b><u>COMPLETED/ON-GOING:</u></b>                      *Piloted during the 2013-2014 school year                      *Increased during the 2014-2015 school year to 25 schools                      *Secondary Student Support Model in all traditional Middle Schools as of September 30<sup>th</sup>. We are now in the process of interview and processing the additional Behavior Techs (5)                      *Secondary Support Model program to assist                      *Continuous review/modify as needed                      *Increased to 41 total SSSM behavior technicians for 15-16 school year.                      *Five (5) additional middle schools to be added 2016-2017 school year                      *Researched other districts, no formal matriculation manual or process; rather best practices.                      *Development of Broward ESE Matriculation Manual                      *Rolled out via November ESE Specialist meeting with guidelines for Spring matriculation activities across grade levels                      *Completed- District ESE Matriculation Manual, presented to ACE, Parent Advisory and ESE specialists (January/February), Joint Middle/High School Principal Cadre Meeting presentation (November 2016)</p>	<p>08/2013                       08/2016</p>	<p>09/30/16                       11/2015                      11/2016                       02/2016                      11/2016</p>	<p>Gary Grigull</p>

**4.2 ESE Support and Related Services**

Recommendation	District Action(s)	Initiation Date	Completion Date	Person Responsible
<p><b>4.2-11:</b> Examine BCPS program placement determination in light of the impact of decisions on the length of ESE student bus rides, develop procedures to remedy the issues, and ensure that all transportation-related procedures are uniformly followed in the district.</p>	<p><b><u>COMPLETED/ONGOING:</u></b>                      In collaboration with the Transportation Department:                      *Hired ESE Specialist for Transportation to assist with processes/accountability relating to IEPs                      *Current ESE Specialist on FMLA. Compliance Program Specialists have been handling transportation issues and concerns while the position has been vacant. Interviews were held December 2, 2016 and a new ESE Specialist for Transportation will be hired and in place by January 2017                      *Ongoing meetings are held with Transportation                      *Revised the timeline for generating transportation requests to maximize the amount of time needed to properly route students                      *Transportation created a report of ride times for all students—currently under review                      *Timelines for routing students for the 2016-2017 school year were tightened to all requested needed by the end of the 2015-2016 school year</p>	06/2014	08/2014	Tara Rodger
		12/8/2016	01/2017	Felicia Starke Sarah Samuels
		02/2016	04/2016	
		06/2016	02/2016	

**4.3 Use of Funds**

Recommendations	District Action(s)	Initiation Date	Completion Date	Person Responsible
<p><b>4.3-2:</b> Gather the analytic data needed to accurately assess the cost and programmatic benefit of providing ESE services by program category and campus or location.</p>	<p><b><u>COMPLETED/ON-GOING:</u></b>                      *Curriculum Supervisors provide Budget Department with projected program numbers for each school                      *Budget Department provides reports/monitoring                      *ESE &amp; SS – assist with programming development and support                      *Curriculum teams conducted first week visitations. Data for the visitations was used to make adjustments to staffing ratios. (Reviews are conducted annually and discrepancies are addressed with school based administration)                      *Currently gathering data for 17-18 budget projections</p>	10/2013 9/2014, 2015, and 2016 12/2016	On-going/ Annually	Gary Grigull

**4.4 Communication with Stakeholders**

Recommendation	District Action(s)	Initiation Date	Completion Date	Person Responsible
<p><b>4.4-3:</b> Overhaul the ESE website so that information is organized logically, contains current information, and is visual appealing to BCPS stakeholders.</p>	<p><b>COMPLETED/ON-GOING:</b>                      *Updates provided by individual ESE &amp; SS Departments to micro tech for revisions                      *An additional Micro Technician was hired.                      *ESE and SS Division Focus 2016-2017                      *Initial meeting of Parent Focus Group 7/13/16 to discuss website revisions and take recommendations                      *Follow-up meeting Parent Focus Group 7/21/2016 reviewed recommendations and created draft of website revisions per parental input                      *08/8-10/16 Staff completed individual webpages using a uniform template to make sure each page is user friendly for school staff, parents and the community. All documents and information will be updated and republished on the new website. The re-launch for the new website is scheduled for September 2016.</p>	08/2014	On-going	Deneen Gorassini Debra Harrington
		07/13/16	07/2016	
		07/21/16	08/2016	

**4.9 Referral, Evaluation, and Eligibility – Ages Six through 21**

Recommendation	District Action(s)	Initiation Date	Completion Date	Person Responsible
<p><b>4.9-3:</b> Incorporate resources to support social/behavioral development in addition to academic achievement into all MTSS and CPS/Rtl reforms.</p>	<p><b>COMPLETED/ON-GOING:</b>                      *CPS/Rtl System rolled out under the direction of the Diversity Prevention and Intervention Department                      *District Social Emotional Learning Leadership Team was established to explore current research in Social Emotional Learning                      *The SEL Team established SEL Standards based on Collaborative for Academic, Social and Emotional Learning (CASEL) and Social-Emotional Learning (SEL) framework.                      *SEL presentation to School Psychologists by Daniel Shapiro                      *Professional development is ongoing across the District through Z-PAC</p>	08/2015	On-going	Rhonda Said
		07/2016	09/2016	

4.9 Referral, Evaluation, and Eligibility – Ages Six through 21				
Recommendation	District Action(s)	Initiation Date	Completion Date	Person Responsible
<b>4.9-7:</b> Conduct a review of student referral records to identify the extent to which teams engaged in the problem solving process adhere to the criteria for referring students for evaluation without unnecessary delay.	<b>COMPLETED/ON-GOING:</b> *MTSS/RtI District Leadership Team Identified criteria and supports necessary to facilitate the review process *Student Support Initiative (SSI) technical assistance and professional development are provided to school teams *RtI records in BASIS 3.0 are reviewed periodically	06/2015	On-going	Emily Goldstein

4.10 Individual Educational Plans				
Recommendation	District Action(s)	Initiation Date	Completion Date	Person Responsible
<b>4.10-5:</b> Include data-based analysis of the potential impact of requiring draft IEP components five days prior for every IEP team meeting in the district's review of local policies recommended above.	<b>PARTIALLY COMPLETED/ON-GOING:</b> *Local procedure and facilitated IEP (FIEP) promote best practices to improve meaningful parental participation in IEP meetings. *Procedures outlined for the monitoring of schools complying with the required five-day draft and providing school staff, principals, curriculum supervisors, and cadre directors with feedback by the compliance team. *Worked with EasyIEP to include a cover letter for the Draft IEP document and a document for the parents to provide input. 05/2016 *Surveyed ESE Specialists to gauge the impact on ESE Specialists and to see if they have a better impression of how the 5 day draft IEP helps students, families and other stakeholders	04/20/15 08/22/16 9/2016 11/2016	On-going On-going 11/2016 11/2016	Sarah Samuels Felicia Starke

**4.11 Transition/Matriculation**

Recommendation	District Action(s)	Initiation Date	Completion Date	Person Responsible
<p><b>4.11-10:</b> Establish an easily located page on the Division of Exceptional Student Education and Support Services website to provide parents, students, and staff members with informative and action-oriented information and links to the array of specialized transition programs available across the district.</p>	<p><b><u>COMPLETED/ON-GOING:</u></b>                      *Links to adult agencies and transition resources added, description of specialized transition programs and agency referral documents included                      * Transition staff working with IT department to update transition page with agency information, links and transition program descriptions, and services available                      *ESE and SS Division Focus 2016-2017                      *Initial meeting of Parent Focus Group 7/13/16 to discuss website revisions and take recommendations                      *Follow-up meeting Parent Focus Group 7/21/2016 reviewed recommendations and created draft of website revisions per parental input                      *Transition Supervisor completed individual webpage using a uniform template to make sure each page is user friendly for school staff, parents and the community. All documents and information will be updated and republished on the new website. Resources and action oriented information and links are accessible.                      *The relaunch of the website will be on December 15, 2016.</p>	01/2016	07/2016  12/2016/ Completed	Brian Norris, Louis Ruccolo

**4.12 Inclusionary Practices**

Recommendation	District Action(s)	Initiation Date	Completion Date	Person Responsible
<p><b>4.12-6:</b> Review recent organizational and staffing changes and current positions and develop strategies for increasing schools access to district-level program areas specialists and support services.</p>	<p><b><u>COMPLETED/ON-GOING:</u></b>                      *Added 4 ESE Specialist Field Coaches                      *Added 7th District Behavior Technicians.                      *Expanded Secondary Student Support Model by adding Behavior Technicians                      *Each traditional Middle School has an "On Site Behavior Tech" assigned                      *Revised InD Funding Model guidelines to address SLP caseload                      *ESE Supervisors monitor special program numbers and provide additional support when over the recommended ratio                      *ESE Supervisors regularly meet with school administration to discuss staffing concerns, provide feedback from observations or classroom walkthroughs, programming, training and additional support they may need.                      *Increased to a total of 12 District Behavior Technicians                      *Quarterly Collaborative team meetings between curriculum program specialists and compliance program specialists to improve communication and supports to schools</p>	08/2013  08/2014  10/2016	On-going  On-going  09/2016 On-going  On-going  On-going	Felicia Starke Gary Grigull

4.13 Performance and Instruction of Students				
Recommendation	District Action(s)	Initiation Date	Completion Date	Person Responsible
<b>4.13-1:</b> Evaluate the effectiveness of the action initiatives to determine continuation, modification, and expansion.	<p><b>COMPLETED/ON-GOING:</b></p> <p>*Stakeholders are involved in evaluating program effectiveness via data chats, end user surveys, and student achievement data</p> <p>2016 FSA ELA student achievement data reviewed by Curriculum Supervisors and shared with teams</p> <p>*Fall, 2016 ongoing collaboration with the Literacy department via Literacy Coaches meeting, BAS training and conversations about data of ESE students</p>	<p>10/2014</p> <p>08/2016</p> <p>11/2016</p>	<p>On-going</p> <p>On-going annually</p>	Janice Koblick