

Priority Area Four: Equity and Inclusion

Objective: *Revise processes, procedures, and documentation related to the Intervention and Referral Services committees and other educational support services, as needed.*

Leads:

- Ms. Davis, Assistant Superintendent of Educational Support Services
- Ms. Cerilli-Levine, Director of Special Services

Revised 10/17/19

Steps	Action	Person Responsible	Resources Required	Timeline	Evaluation Metric
Phase I: Assessment/Planning					
1	Identify consistent assessment system using universal screening tools for ELA and Math.	Director of Special Education, Assistant Director of Special Education, Director of Innovation ELA & ESL, Supervisor of Mathematics & Committee Members	Compilation of all district universal screening tools currently used for ELA and Math	Nov. 2020	Publication of universal screening tools for ELA and Math
2	Survey I&RS committee members on training/professional development needs.	Director of Special Education, Assistant Director of Special Education, Title I Coordinator	Survey instrument	Oct. 2019	Survey data
Phase II - Implementation					
3	Train key committee members on Intervention and Referral Services (I&RS).	Director of Special Education, Assistant Director of Special Education, Director of Guidance, Career Services and Vocational Education, Building Administration, I&RS Committee	-Internal and external trainers for professional development/scheduling -Committee Members	Oct. 2019 Dec. 2019	Survey training, Meeting agendas, sign-in sheets

4	Create and distribute a Standard Operational Manual for Intervention and Referral Services (I&RS).	Director of Special Education, Assistant Director of Special Education, Building Administration	-Manual, revised documents to be used during the Intervention & Referral Services Process -Google Documents	October 2019 November 2019 March 2020 July/August 2020 September 2020	Publication of Standard Operational Manual for Intervention and Referral Services (I&RS)
5	Provide training on the functions and procedures of Intervention & Referral Services to all instructional staff.	Director of Special Education, Director of Guidance, Assistant Director of Special Education, Intervention & Referral Services Committee members	Staff meeting time	Oct. 2019 Oct. 2020 Oct. 2021 Oct. 2022 Oct. 2023 Oct. 2024	Meeting Agendas, sign-in sheets
6	Implement grade specific screening protocols.	Director of Special Education, Assistant Director of Special Education Intervention & Referral Services Committee members	Current grade level screening tools	Oct. 2019 - May 2020 (Years 1-5)	Manual of grade level specific screening protocols
7	Implement effective use of Multi-Tiered System of Support (MTSS) at each building.	Director of Special Education, Assistant Director of Special Education, Director of School Innovation, ELA and ESL, subject supervisors, building principals, Intervention & Referral Services Committee members	district/building interventions/tier III interventions resources as needed	Nov. 2019 Jan. 2020 Mar. 2020 May 2020	Properly completed protocols.
8	Effective use of documentation for I&RS.	Director of Special Education, Assistant Director of Special Education Intervention & Referral Services Committee members	Documentation on the use of data in decision making for the Intervention & Referral Services process	Nov. 2019 Jan. 2020 Mar. 2020 May 2020	Data of successful outcomes of I&RS process.

Priority Area Four: Equity and Inclusion

Objective: Deploy a revised special education plan that strengthens the district’s special education services.

Leads:

- Ms. Davis, Assistant Superintendent of Educational Support Services
- Ms. Cerilli-Levine, Director of Special Services

Revised 10/17/19

Steps	Action	Person Responsible	Resources Required	Timeline	Evaluation Metric
1	Create online platform for shared documents.	Director of Special Education and Nursing Services, Assistant Director of Special Education, Principals, Assistant Principals, Coordinator of Child Study Team (CST), CST Members	Access to shared document, ongoing updates and monitoring of programs and student placement	Sept. 2019 - Dec. 2019 (Years 2-5)	Publication of the shared document to select staff.
2	Monthly update to the special services website.	Director of Special Education, Assistant Director of Special Education	Chain of Command document FAQ in English, Spanish and Arabic	Nov. 2019 - Jun. 2020 (Years 2-5)	Monthly update posted.
3	Provide ongoing (3-4 times per year) parent information forums with SEPAG and SPOT.	Director of Special Education, Assistant Director of Special Education , Coordinator of Child Study Team (CST)	Parents and community members	November 2019 - June 2020 (Years 2-5)	Meeting flyers and/or agendas
4	Establish a clear and efficient process to gather and respond to parent feedback and concerns.	Director of Special Education, Assistant Director of Special Education	FAQ, Special Education Chain of Command Chart.	September 2019 February 2020 April 2020 June 2020 (Years 2-5)	Quarterly parent survey, Updated FAQ
5	Improve case manager-communication with families.	Director of Special Education, Assistant Director of Special Education , Coordinator of Child Study Team (CST)	Parents and community members	February 2020 (Years 2-5)	Case manager communication log, quarterly parent survey
6	Survey teachers and staff on their needs for professional	Assistant Superintendent of Educational Services,	Survey, teacher evaluations	October 2019 June 2020	Completed survey

	development.	Director of Special Education, Assistant Director of Special Education		(Years 2-5)	
7	Identify and provide (1-2) professional learning opportunities for teachers and staff who need training/ support in writing legally compliant IEPs	Assistant Superintendent of Educational Services, Director of Special Education, Assistant Director of Special Education	List of teachers, CST members, and staff Funding for PD Substitute as needed	October 2019 April 2020	Completed professional development, legally compliant IEPs based on district's attorney review of samples.
8	Provide (1-2) trainings on the special education process to all staff.	Assistant Superintendent of Educational Services, Director of Special Education, Assistant Director of Special Education	List of teachers, CST members, and staff Funding for PD Substitute as needed	December 2019 September 2020 (Years 2-5)	Professional staff training, Support staff training (Year 2-3)
9	Training and assessment of special education compliance.	Assistant Superintendent of Educational Services, Director of Special Education, Assistant Director of Special Education	Professional Development Plan Teacher Schedules Professional Learning/Training Opportunities Funding	October 2019-June 2020 (Years 2-5)	Evaluation of staff regarding special education compliance.
10	Regularly scheduled meetings to include special education teachers, child study team members and nurses.	Director of Special Education and Nursing Services, Assistant Director of Special Education, Coordinator of Child Study Team	Review of IEP Student Progress Report Projections	Oct. 2019 - Jun. 2020 (Years 2-5)	Meeting Agendas, Faculty Sign-in Forms
11	Provide professional learning student information	Director of Special Education and Nursing Services, Assistant Director of Special Education, Coordinator of Child Study Team	List of teachers, CST members, and staff Funding for PD Substitute as needed	Oct. 2019 - Jun. 2020 (Years 2-5)	Meeting Agendas, Faculty Sign-in Forms
12	Develop ongoing professional development plan for teachers, Child Study Team and other support staff.	Director of Special Education and Nursing Services, Assistant Director of Special Education, Coordinator of Child Study Team	Input from Teachers Child Study Team Members and support Staff Funding for PD Substitute as needed	October 2019-June 2020	Meetings with staff, completed professional development, feedback, sign-in sheets
13	Descriptive list of programs.	Director of Special Education and Nursing Services, Assistant	Shared document on all in-district programs Special Education	October 2019 (Years 2-5)	Published list

		Director of Special Education, Building Principals, Coordinator of Child Study Team, Child Study Team, Teachers	projections with listed programs		
14	Implement a review process to monitor the development and implementation of IEPs.	Director of Special Education and Nursing Services, Assistant Director of Special Education, Coordinator of Child Study Team	District created checklist to use during biannual self-review	October 2019-June 2020 (Years 2-5)	Results of the review.
15	Establish a mechanism involving stakeholders to evaluate the strategic plan.	Director of Special Education and Nursing Services, Assistant Director of Special Education, Coordinator of Child Study Team	Teachers, staff, administrators, parents and community members Volunteer	October 2019-June 2020 (Years 2-5)	Stakeholders survey

Priority Area Four: Equity and Inclusion

Objective: Provide translated materials, especially at points of entry (e.g. registration documents and website resources), in languages other than English.

Leads:

- Ms. Corallo, Director of Community Relations/Chief of Staff

Steps	Action	Person Responsible	Resources Required	Timeline	Evaluation Metric
1	Move Google Language Translator (for multiple language choices) on district website to more prominent position on homepage (TOP of page)	Director of Community Relations Web Content Manager	Staff time	September 3, 2019	Completion of Task – DONE
2	Promote Google Translator on Website	Director of Community Relations Web Content Manager	Staff time	Fall 2019	Post on Facebook and notify PTO's
3	Review current registration materials translated into Spanish	Central Reg. Registrar Director of Special Education Early Childhood Supervisor	Translator/Budget	Spring 2020	Completion of Task
4	Select new Student Information System that translates into multiple languages	Director of Technology SIS Committee	Committee Review of systems Funding	March 2021	Completion of Task
5	Issue survey to explore additional language options for translations	Director of Community Relations Director ELA/ESL	Translator/Budget	Fall 2021	Survey results will determine additional language
6	Hire New Professional Translator for additional language option	Director of Community Relations	Budget & Board Approval	Spring 2022	Translator Hired