

**September 18, 2008**  
**WPUSD & SEAMS**  
*www.mysiams.org*

***This agenda is on-going and dynamic. As topics referenced below continually evolve through discussion, they remain on agenda to chart and/or support progress. Items no longer relevant will be removed.***

- \* Indicates to establish timelines and individual(s) responsible on indicated items.
- New or "Hot" topics or questions in ***BOLD Italic*** print.
- Answers ***ROUGHLY*** scribed in Red as given by Eli during meeting (As per Eli, more info to come on or before 10/20)
- Highlighted areas are comments added by SEAMS

**1) Questions specific to Head of Special Ed Director Eli Gallup... (on-going 11/07)**

- a) "Chain of command" of service providers identified and/or documented? **Changes for '08?**
- b) ***New Positions created/hires?***
- c) ***Eval process for itinerants? Who accountable to?***
- d) ***Return of a contact "timeline" for calls/emails from parents/providers? Person to "assist"?***
- e) ***Specific, current, or new areas Eli is working to assist/change/implement/etc? Timelines?***
- f) ***\*Special Ed "Parent Survey Results"?***
- g) ***Where find who has filed complaints against any District?***

b) See paper handout....many new hires, but still in need in a few areas

c) Modifying eval process from another Dist, (OT, Psych) – speech by Principal – implement this year – all will be eveled

d) Diane or Roberta or to Beverly...Eli's own personal goal to improve his return contact times

f) in process – results at state – state creates plan to improve areas – areas DOCUMENTED as in need are 2, 17, 20, 21 of actual survey; will post 12/1 for public to see

g) CA Dept Ed – no formal with 06/07, 07/08??, 08/09??

**2) Required Trainings for general ed teachers and staff ? (RTI) (9/08)**

- a) ***RTI (Response to Intervention)– Formal approach or informal? (what is it?)***
- b) ***What/how has training been implemented?***
- c) ***How RTI implemented? – Uniform process at each school site?***
- d) ***Translators? – Still available to WHOMEVER need – ( i.e., teachers)***

*Still no "Required Trainings" in place – asking atafee what they think they need or would like*

*Early release day Mondays – developing "training" – B-mod – understanding IEP – by Oct.*

*Developing RTI – still not in place – ask Mary Boyle.....*

*Special ed translators available, general ed go to principal....list available in DO*

*Required trainings should be outlined by Oct*

**3) \*REQUIRED Trainings for teachers/staff RE IEP/504/Autism/ED/Physical Dis/Special Ed in general:**

- a) ***"Required" vs "optional" Trainings/workshops?*** (2/07)
- b) ***Autism? Restraint? Paraprofessional? ED? etc***
- c) ***General Accountability for sites/providers and if not attended – who/what/when?***
- d) ***"Summary of Needs" page created, when implemented? - Teachers still not getting info prior to beg year.***

*Developing required trainings – asking staff for input – timeline –next month....*

*Need to work on formal accountability for not attending....*

*Summary needs paper worked on...10/20*

*Also see #3 above for "trainings info"*

**4) Board member involvement in Special Ed? (9/08)**

- a) ***What is role of Board regarding Special Education?***
- b) ***Does Board assist in determining Special Ed Regs for WPUSD? With what resources/consultants?***
- c) ***Who/how regs determined?***
  - (1) ***i.e. Federal Regs vs. WP Regs (ex, RSP - WP regs say 33, Federal Regs say 28 max)***

*approve programs, hires, job is to supervise, take action based on super advise,etc.*

*procedures on web, devised by Psychs, use Selpa as guide*

*hiring RSPs -*

*posting OT, short on OTs, or Asst,*

*WP Guidelines SHOULD follow suit with Fed and State Regs – Eil will look into that..*

5) \* **Changes/Needs for Spec Ed services and Providers?** ( 2/07)

- a) **Special Ed and Provider positions - including SLP,OT, Rsrce status and numbers at sites?**
- b) **Current Special Ed Postings?**
- c) **Partial % positions?**
- d) **SPL/OT services and compensatory services still owed? Who/how keeping track? Parents informed?**

All comp should be made up – SLP and OT keeping track.

No one is currently missing a service

RSP over – new hires being interveiwed

SLP cusp – looking for new hires

6) \***SDC classes format and possible reorganization...** (1/08)

- a) **New Locations? – Print-Out?**
- b) **Currently most non-categorical – are we moving toward more specific grouping? What and how?**
- c) **Grade level restructuring? – 2 grade levels instead of 3 grouped?**
- d) **Required Trainings?**

Print-out being devised that illustrates where and what Special Ed classes are available in WP

Pre-Sch ASD, K/1 ASD, PS SDC all @ FR, k/2 SDC, TBE - We at SEAMS believe it is actually a K/1 @ FR –

2/3 SDC @ CCC and 4/5 SDC @ CO, ED class @ LHS - working on how to determine placement for those kids in various groupings

More notification of placements and transport prior to beg year still needed

7) **What are the proper referral procedures for intake/referral of incoming students** (5/07)

- a) **Intake “specialist”.**
- b) **Preschool intake process and “Team” coordinator? Timelines?**
- c) **“Program Specialist” duties...mainly to parents or to district?**

New position of Program Specialist to handle – Beverly Morrow

8) **What does the District have in place for transitions of Special Ed students:?** (1/08)

- a) **Pre-School intake “specialist” ...Who does initial transfer meetings? Same person follow through?**
- b) From middle to High- school?
- c) For job skills/training and transition to adult living?
- d) **Training for such positions? Required???**
- e) **“Program Specialist” role?**

Program specialist - coordinator all special ed programs – All ASDs, ALL PreSch SDC,, EDs K/I

Coordinate DO to Countywhen necessary; Reps WP on some IEPs

STILL NEED TRAINING!!

9) \* **Clarify the conditions surrounding the paraprofessional role:** (8/06)

- a) Who are the trainers and with what qualifications?
- b) What about procedures for when AIDE is absent – who arranges?
- c) **\*\*\*“Chain of command” and procedures available on paper for parents and providers?**

Still need trainings formalized, and procedures documented on paper as handout to parents AND staff – 10/20

This LACK of training, documentation, written procedures has caused legal and formal “issues” in the past ...Kitty situation; Kelly situation examples of what can happen w/o procedures – illustrate problems of NOT having procedures documented

10) \* **How are we handling the role of an Inclusion Specialist?** (8/06)

- a) What resources available to teachers/staff to effectively deal with needs?
- b) Designate on paper “areas of knowledge/specialty” among Psychs/other professionals to act as consult?
- c) Who currently available to act as “consult”?

SELPA, Program Specialist, Psychs

Still need those individuals listed on paper as a reference

11) **Summer School Special Ed classes/services update?** (5/07)

- a) Procedures for making summer services known and available to families/students?
- b) **More Summer programs offered? What are they?**
- c) Time-line for notification for dates and places for summer services?
- d) Contact availability for teachers/providers/kids during summer services/school?
- e) Transportation Info provided by when and by whom for both?
- f) **SS discussed as option at IEPs...**

Still need more notification of sites/schedules/transportation, more programs

SS NEEDS to be discussed at EACH IEP, rather than just checking the box “No” , w/o discussion

12) \* Update WPUSD website with Special Ed info? Currently none mentioned... (12/06)

- a) SEAMS contact info available? *Making updated SEAMS fliers available to newcomers...?*
- b) Administrator contact info available, such as principal emails and DO Admin?
- c) School site online "feedback surveys" available for all school sites as well as DO?

Will work on updating site in "Special Ed" with specific programs offered and other relevant info

Not OK to have all other depts, such as GATE, have PLETHORA of info, but NONE really regarding SPED programs

Ask principals why some contact info not available for email

Why can't ALL schools do "feedback surveys" such as those done at TBE? Will ask about implementing at ALL sites...

13) \*WPUSD SEPAC? (Spec Ed Parent Advisory Committee)... (9/08)

- a) Who is currently responsible in WP?
- b) Possible to make SEAMS the "official" SEPAC for WPas in other Districts such as Roseville?
- c) Steps in doing so....

Eli likes separate for unbiased perspective, but is interested and will go to super to ask. Need to keep unbiased/parent perspective. If not how more SEPAC involved – Look into ways... respond 10/20

Additional Topics Covered:

- a) \*Specific student parent "assessment" request.
- b) SEAMS Site FINALLY updated! Send resources our way and "shout-outs" and "pix"!
- c) Email contact made through site or to [info@myseams.org](mailto:info@myseams.org) go directly to SEAMS leader, Christina Conn.
- d) WPUSD provider email list – ask providers who would like to receive SEAMS updates?

Still need WP employee provider email list as interested...

Questions for SEAMS:

Next meeting(s) and /or Events:

- a) SEAMS – Ask Eli/Supers/Board to come speak at November 14<sup>th</sup> Meeting  
YES – Eli will attend , speak, take Q's on Nove 14<sup>th</sup> Meeting
- b) Will call to schedule next individual meeting w/ Eli Gallup...

*Our sincere thanks to those who truly want to help ALL children succeed!*