

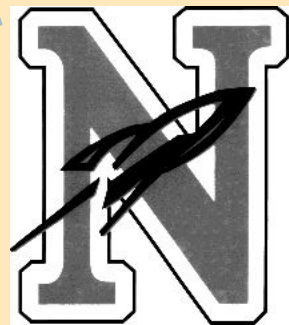
# Introductions

- New members of our department
- Existing members of our department and how many years you have been at LNE



# Special Education

August Department Meeting  
8-10-16



# Ice-breaker



- You are going to line yourself up according to the distance the high school you graduated from is from Northeast.
- Shortest Distance (left) to Longest distance (right)

# Norms - The three P's



Establishing a set of norms will:

- ensure that everyone has the opportunity to contribute in the meeting **(PARTICIPATE)**
- increase productivity and effectiveness **(PRODUCTIVE)**
- promote focus and attendance of all members **(PRESENT)**

# Some Norm Examples

- Start on time/end on time (Be on time)
- Miss only if absolutely necessary
- Productivity/efficiency = done earlier
- Participation and engagement by all
- Computers/phones only at specific times
- Conduct personal business outside of the meeting.
- Support each other
- Give others a chance to talk. Conduct group business in front of the group, not with your neighbor.
- Develop conditions of respect, acceptance, trust, and caring.

PRODUCTIVE, PRESENT & PARTICIPATE

# Let's do this!

## Divide into your groups.

Roles: 1 - Recorder, 2 - Reporter 3 - Facilitator 4 - Paper pusher 5 - Active participant

1. Each person will have **two minutes** to silently write 3 norms on the white paper that you feel are important to our department meetings.
2. At the end of the two minutes, each member will share what they wrote to their group. This is not a discussion, but simply a time to listen. The recorder will write the norm on the green paper. If a norm is repeated, the reporter will put a tally next to that norm. The facilitator is responsible for stopping any conversation that may occur. You will have **three minutes** to complete this activity.
3. The paper pusher will hand the green paper to the reporter. He/she will review the list with the group. As a group, decide on three norms you would like to share with the department. You will have **three minutes**. The recorder will write these on the green paper.

PRODUCTIVE, PRESENT, PARTICIPATE

# Our Department Norms

Begin on time / end early

Electronic devices only as necessary

-laptops closed

-phones put away

Stay on Topic/Productive/ Efficient / Engaged II

Be Supportive

Limit Talking



Can we agree on these? Do they promote productivity, presence and participation?

# Treats????

- Birthday month?
- Volunteer?
- According to what you teach?
- Don't have them?



I want to listen to  
you but I'm thinking  
about snacks.





# Paras

Amber

- \*Schedule
- \*One-on-ones/escorts
- \*Do you really need the support or could it be used elsewhere? Tight schedule.
- \*Para to do sheet for this afternoon (pink)



# IEPs

- [IEP Manual](#)

- [Cheat Sheet](#)

- MDT/IEP Notices need to be handed in to Heidi 10 CALENDAR DAYS prior to meeting. IEPs must be to Heidi ready to be mailed within 7 SCHOOL DAYS after the meeting. Therefore, you have 4 SCHOOL DAYS to complete IEPs, coordinators need them 3 SCHOOL DAYS before they are due. If you have a meeting on a Tuesday, it needs to be emailed to Kathy/Dave by the following Monday stating that it is ready to be finalized. Remember, in subject “FINALIZE - STUDENT NAME”



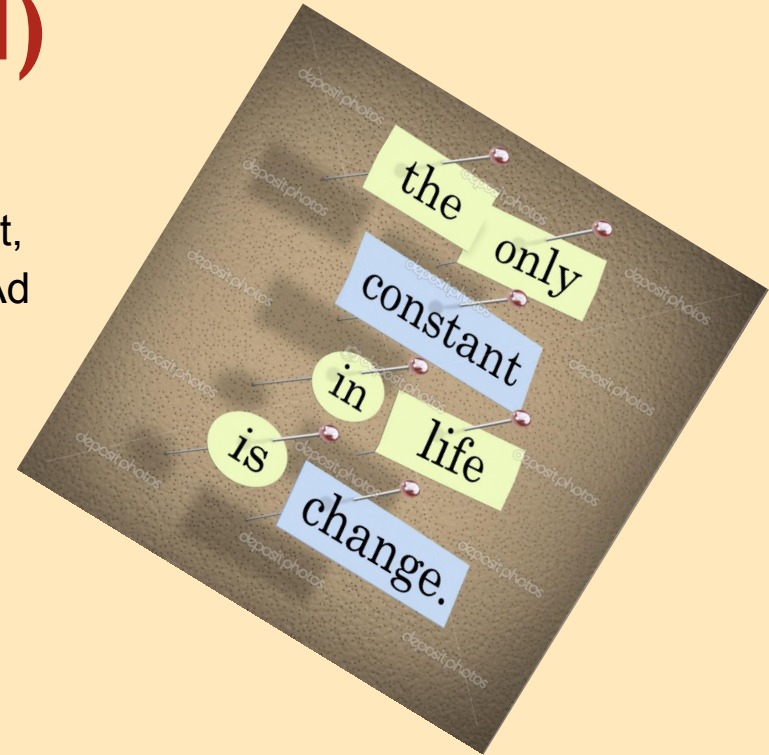
# IEP Changes

- New scheduling form/Scheduling an IEP (basically the same as the old one)
- MDT/IEP Meeting Checklist (updated for current process)
- Complete as much of IEP as possible before meeting
- Agenda (provided agenda template, use this and/or IEP on Synergy to guide your meeting)
- New proposed goal on agenda (these must be on the agenda-whether changing or not)
- Northeast special education measurable objective on agendas (at top)



# IEP Changes (continued)

- Only attach signature page and MIPs page (if appropriate) to IEP. Do not attach meeting request, BIP, etc. Other documents can be uploaded into Ad Hoc.
- Projector (Will be in IEP Meeting Room for case manager use, encouraged to use)
- Peer review of IEP - We have partnered you with someone to review your IEPs if you so choose. Please validate IEPs before emailing a coordinator.





Kyker - Bowmaster

Langan - Kaup

Robbins - Froschheiser

Simley - Bahr



Bell - Tallman

Cejka - McMahan

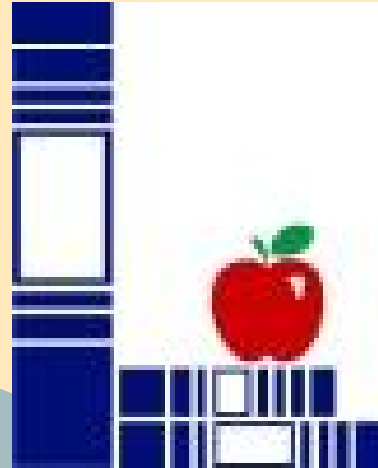
Manley - Rabbe-Miller

Cover - Antholz - Songster

# IEP Partnerships

# New YH Success School Forms

- Coming your way very soon.  
Do NOT use old forms!
- Please document all interventions.



# Special Education Calendar

- You should all have access to this. Make sure you schedule on this calendar and not your personal one.
- Please follow this format when scheduling IEPs and/or MDTs
  - IEPs: IEP/Student first & last name/Your last name
    - Example: IEP/Steve Johnson/Songster
  - MDTs: MDT/Student first & last name/Your last name
    - Example: MDT/Frank Smith/Cover
- HEIDI will fill in district rep.

# Spark



- Go to your computer Finder (bottom left)
- Click on Applications (left)
- Open “Spark” App
- Log-in using your LPS account information
  - NOTE: Server is `chat.lps.org`
- Please go around the room and start adding
- We suggest you add this to your Computer Dock



# Student Schedule Changes

-Must be approved by Dave or Kathy.

-Counselors will not make changes without our approval.

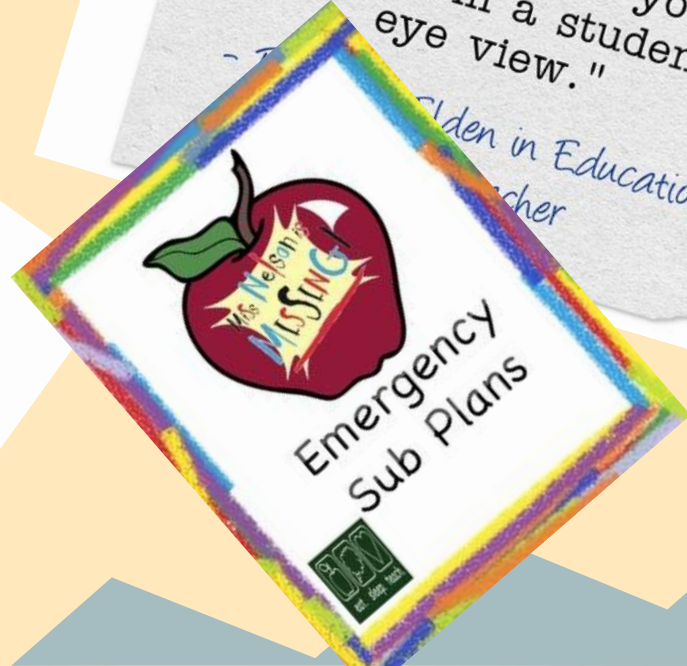
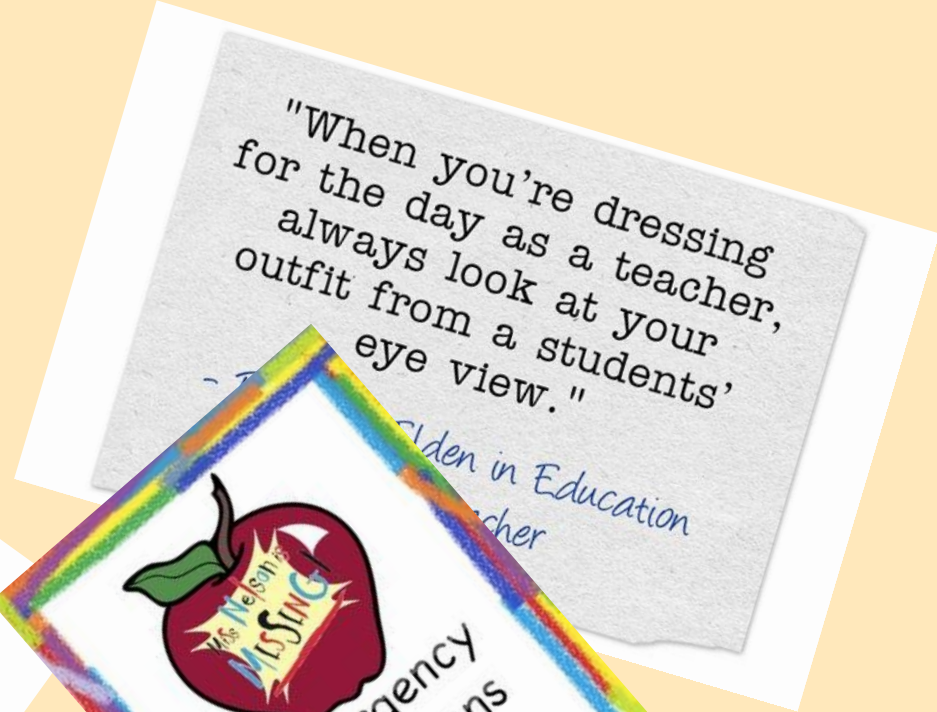
**ATTENTION!!  
SCHEDULE  
CHANGE**

# New/Updated Forms

- Testing Accommodations Form
- IEP/MDT Scheduling Form
- IEP/MDT Meetings Checklist



# Professional Responsibilities



# Consistent Expectations in the Classroom

Cell phones

Passes

10/10

IDs

I HAVE NO IDEA  
WHAT'S GOING  
TO HAPPEN.



AND I LOVE IT.



# Medicaid Time Studies

You MUST, You MUST!

Funding depends upon it!

This will come to you as an email. Don't ignore it.



# Caseload Class Schedules



- Please check your student's schedule to make sure they are in the correct classes.
- Experienced teachers please help new teachers.





# IEP Group Reports



# Special Education Flex Sessions (This is in addition to August 7th)

Meaningful Resource Instruction (4 hours)

Critical Incident and ALE (1.5 hours)

Your choice (1.5)



(Co-teachers and  
&class teachers)

Success Schools Strategies (4 hours)

Critical Incident and ALE (1.5 hours)

Your choice (1.5)



(CORE and Structured  
Learning teachers)

Life Skills Curriculum Lesson Planning (5.5)

Critical Incident and ALE (1.5 hours)



(VOICE and FCR  
teachers)

# Department Schedules

- Please review your schedule.
- We will explain your schedule and T-Flex individually if you have any questions.



# Changes in Special Education Programs

## Changes:

Structured Learning/Structured Support

CORE

Life Skills (FCR)

Interventions & Strategies (I&S)

Adjusted Curriculum (& classes)

9th Grade Team

Co-taught classes



Our  
Programs

# Flex Scheduling

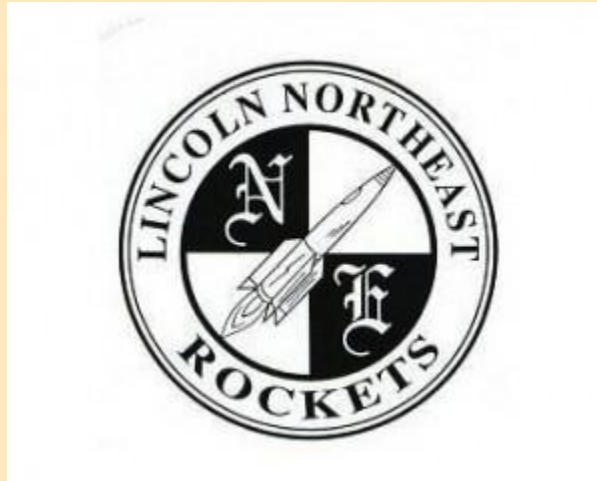
- T-Flex
- Expectations
- Unique flex schedules
- How this is indicated on department schedule



# Questions?

Thank you for all that you do.

We look forward to another great year at LNE!



# Questions?

\*We will save this for another date since we have two of our new teachers needing to go to the athletic meeting.

If not, you may go...

...unless you are a first-year special education teacher at Northeast.



1  
our first year  
together

# Sign up for IEP calendar AND accept permission

How to do this:

- Go to Zimbra
- Click on calendar tab



# Go over calendar management



# How to see your caseload accommodations and due dates



# How to communicate with students' teachers



# IEP processes



# How to set up an IEP



# Teacher input sheet



# IEP agenda



**MDT**





# Questions?

Now you may go...

...unless you have any questions you would like to ask us one-on-one.