

**ESE Parent Advisory Committee
Board Meeting Minutes
January 16th, 2018
6PM**

**Flagler County Government Services Building
1769 E Moody Blvd,
Training Room 3, 3rd Floor
Bunnell, FL 32110**

Board Members:

Voting Parent Members (12 Total)

Present: Astrid Figueroa, Amanda Royer, Stephen Furnari, Kristi Furnari, Lisa Peterson, Wendy Lee, Joanna Hughes, Shirley Ortiz,

Absent: Josephine Scott, Jennifer Paterno, Jody Ward, Joan Whittenmore

Voting Admin Members (3 Total)

Present: Diane Bixler, Durand Brown, Stacia Collier

Non-Voting Admin Members (4 Total)

Present: Janet McDonald, Tim King, Lynette Shott, Latoya Lockhart

Proceedings

Meeting called to order at 6:05 pm

Removal and Replacement of members who have missed meetings.

- If members miss a certain number of meetings, they can be removed from the board per the by-laws. It was suggested to contact those members who have missed and offer them an opportunity to renew commitment or resign. If parents resign, we can approach those parents that have been present and that have expressed a desire to participate on board. Applications will be submitted as a formality. If none are interested, we will make another appeal to the ESE parent community.
- Lynette Schott made a motion to add a bylaw to add new members, Lisa Peterson 2nd, all Aye.
- These should include rules to add people. Go to people who have expressed and interest first, then public application process.
- Stephen Furnari will reach out to those members who have been absent and those that are interested in joining before next meeting.

Creation of Sub-Committee to create "pamphlet" for parents new to ESE, or whose children are experiencing challenges that need to be further addressed.

- Stacia Collier volunteers to participate
- Diane Bixler offers to Chair the sub-committee
- Parent member volunteers – Lisa Peterson, Wendy Lee, Heather Dorries.

Teacher access and knowledge of IEP's before start of school year.

- Tim King – via conference call - Case manager for students is to make sure that IEP's are read. VPK to elementary: Series of professional developments and IEP case managers go over IEP's with teachers.
- Diane Bixler: At HS level since students have 5-7 teachers, distribution of IEP's is difficult due to FIRPA. Getting customization in Skyward. Teachers will have access to IEP's for students in their class only. Piloted at FPC, aiming to go schoolwide. Goal is to have IEP's in skyward set up districtwide by August.
- Shirley Ortiz: How do we know that teachers have read students IEP's?
- Diane Bixler: This is an ethical and professional issue, it assumed they are read.
- Stacia Collier: If IEP accommodations are not implemented it is addressed individually. Student in class roster have a blue Asterix to identify ESE students. Roster changes up to 1st day of school, HS has add/drop which can compound roster issue.
- Lynette Shott: Roster closing dates vary by school, but usually it is 3-5 days before school starts. Skyward is live information. Is there verification in Skyward that the ESE documents have been opened and reviewed by teachers? – No.
- Latoya Lockhart: When students move to middle or high school, are parents given case manager info?
- Joanna Hughes: As a kindergarten teacher she is handed a printed copy of IEP's from guidance.
- Durand Brown: As a self-contained classroom teacher he is also given printed IEP's.
- Are support facilitators and all support staff given access prior to start of school? Is there any verification that they have read them?
- Stephen Furnari: Are there any district Policies and Procedures in place to handle receipt and viewing of IEP's by teachers? – No.
- Stacia Collier: We should set expectations to make it easier. A policy might place a stronger emphasis on the topic and reduce that lack of preparation by teachers. Tell them why it will make their teaching experience better.
- Stephen Furnari: Should we propose a policy, and how would it be implemented?
- Lynette Shott: Could add a procedural guideline, where? Professional Development in the beginning of school? Coordinate with teaching and learning. Component to be held accountable.
- Stephen Furnari: Who decides is a policy can be put in place? This would come from ESE department. ESE Department would work with supervisors and whoever else needs to be involved. Track and generate reports of who participated. New teachers need to be trained on how important it is to read IEP.
- Stephen Furnari: Formal request made to create such a policy. STF to draft prior to next meeting.
- Question to district staff: How do you recommend parents be proactive with teachers in the beginning of the year?
- Stacia Collier: Send your teacher a friendly email to open the lines of communication. At HS level blanket all the teachers. Call a parent teacher conference, it doesn't have to be an IEP.
- Lynette Shott: To committee grating brochure, make sure you ask these questions of the teachers about IEP review.

Public Comments

- Kristine Gasbar: Teachers were not aware of IEP in each year for her student.
- Richard Stansberry: 4th grader at Belle Terre. Could his daughter meet the teacher separately? (student with anxiety)

- Quiet meet the teacher, maybe wait until the end of the session, most have gone already. Each school does it differently, expectations set by administrators. Could be difficult to set separate times, 2 -3 PD day during teacher back to school days, Hours allotted could make it difficult.
- Heather Dorries: Meet the teacher at VPK, teacher hadn't reviewed the IEP on first day. Child has significant medical needs, could have been a life-threatening issue.
- Gloria Snack: Grandchild with IEP, has severe behavioral issues 5th grade. Feels abandoned by district. Child is currently living in a residential facility. Transferred between schools' multiple times, no information followed the student to assist in his learning or behavior.
- Gloria Snack: Summer school for her grandson. None of the accommodations were able to be fulfilled during camp so when he had behavioral issues, they would call her, and say come get him. Again, feeling left unsupported by district.
- Stacia Collier: suggests ESY instead of camp. ESY is for students who will regress in during summer months. Academic based. Through FTI.

Add summer camp as a potential topic for future meetings.

Meeting adjourned at 7:00