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Citizens' Advisory Committee for Special Education

www.smccacse.org and Facebook @ CACSE – St Mary's County MD

Elizabeth Snyder, Chairperson

VACANT, Vice-Chair

June Nicholas, Secretary

Meeting Minutes for June 13, 2016

Meeting held at:

St. Mary's County Public Schools – Board of Education Meeting Room
23160 Moakley Street, Leonardtown, MD, 20650

NOTE: This Meeting allowed for Conference Call-in; persons wishing to participate by Conference Call should contact Elizabeth Snyder at smccacse@yahoo.com.

1. Call to Order at 6:30 pm.
2. Introduction of Members and Parents/Community
 - a. All Officers were present except for Leslie Popielarcheck; additional persons present this evening were:
 - i. Susie Fowler, Acting Director of Special Education
 - ii. Laura Schultz, Leonardtown High School, Decoding Dyslexia
 - iii. Brad Searle, Green Holly Elementary School, Reaching for the Stars
 - iv. Mandy Greer, Capt. Walter F. Duke Elementary School, via phone
3. Review and Approve Minutes – The May Minutes were tabled until the August Meeting.
4. Updates from Partners for Success
 - a. The Fall 2016 calendar of workshops has been released; the schedule will be posted to the CACSE website.
5. Committee Reports
 - a. "Family Toolbox"
 - i. The Director will inquire whether ESY service providers and therapeutic camp directors wish to borrow the Sensory Break boxes. IEP chairs need to return all items to the Department of Special Education.
 - b. 2016 Fall Conference
 - i. Registration opened on May 25 for submissions by mail or online; registration is being processed by the Autism Spectrum Support Group of Southern Maryland. Phone registrations will begin this week.
 - ii. A mass mailout via email was sent to all prior Conference attendees.

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- iii. Vendor table space will be available for service providers and nonprofits.
- c. Dyslexia Program
 - i. This new committee will work on implementation of the new state guidelines in teaching students with dyslexia and related disorders, which will replace the MSDE “Identifying Specific Learning Disabilities: Maryland’s Technical Assistance Guide” from 2001.
 - ii. Laura Schultz, Leslie Popielarcheck and Susie Fowler will sit on the committee. Additional parents and educators are welcome to join. Information will be posted on the CACSE website.
 - iii. A focus will be made on implementation in the elementary schools by getting teachers and principals involved. The state rollout is the result of information gathered by a state dyslexia task force called for this purpose.
 - iv. The Guide was originally found at the following link: (NOTE: now defunct) <http://www.marylandpublicschools.org/specialeducation/SLDGuide/SLDGuide-Sig.pdf>
 - v. An archived version of the Guide can be found at this link: (updated February 2017) <http://docplayer.net/13872918-Maryland-s-technical-assistance-guide-maryland-state-department-of-education.html>
 - vi. The current revision of the original Technical Assistance Bulletin, which has been updated, is now located at the following link: (updated February 2017) <http://marylandpublicschools.org/programs/Documents/Special-Education/MDTABulletinSLD.pdf>
- d. “Rise Up Award”
 - i. Orders for “Teacher Toolbox” awards were placed.
 - ii. An incentive program will be developed for helping students on buses in lieu of awards given to the bus drivers and aides.
- e. Communications
 - i. Work on the FAQs and other pages of the website continue.
- f. Membership
 - i. Representation from additional schools is expanding. A welcome letter will be sent to all new representatives; individual stories of representatives’ journeys could be placed online.
- g. Advisement to the Board of Education
 - i. No action is currently pending.
 - ii. It was felt that CACSE form a committee to make periodic, short presentations to the Board beginning in October.
- 6. Director’s Report
 - a. Susie Fowler has been appointed the official Director of Special Education as of July 1, 2016. She filed this report.

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- b. Dyslexia support.
 - i. There will be a major initiative in implementing programs related to dyslexia. SMCPs will focus on Wilson Tier 3 intervention programs, and will train a special education teacher from each school plus a number of instructional resource teachers system-wide.
 - ii. Intervention will be tried prior to a child receiving an IEP.
 - iii. Teacher training will commence in mid-September; a small cadre will train all year to get Level I certified with the ability to train others.
 - c. Respite camps and ESY services
 - i. Camp New Horizons and Camp Inspire/Project Inspire will begin June 27 at Lexington Park Elementary School.
 - ii. Parents whose children may receive ESY services should be contacted soon; calls from actual providers will follow.
 - d. Staffing Plan for FY 2016-2017
 - i. The Staffing Plan will be discussed at the July BOE Meeting.
 - ii. Public comment to the Plan is welcome by Thursday June 21.
 - iii. The Plan is posted on the SMCPs website; it will also be posted on the CACSE website with the ability to make comments.
 - iv. Areas of focus include: interventions to support students prior to IEP development, new intervention programs at Spring Ridge Middle School and Great Mills High School, joint efforts regarding special education and discipline, a transition "Bridge" program from Infants and Toddlers to Preschool, a "LINK" program from Preschool to Kindergarten, and an additional LAP program at Leonardtown High School.
 - v. Budget reallocations include the re-purposing of positions within Special Education, grant money reallocations, and Medicaid reallocations.
7. CACSE Budget Report
- a. The budget year for FY 2016 ends June 30. Earmarks for FY 2017 will be planned in August.
 - b. Funds allocated for the "Rise Up" award have been spent; any leftover funds will be used to print new CACSE brochures.
 - c. Fall Conference earmarks may include CACSE scholarships; parents must pay in advance but may be reimbursed by SMCPs after proof of attendance and payment are verified.
 - d. CACSE may also buy books for the Fall Conference "Dragonfly Book Giveaway."
8. Old Business
- a. Family Communications
 - i. School website links for the CACSE website need to be tested.
 - ii. Effective online parent/school communication methods will be studied.

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- b. Sensitivity Training
 - i. Leslie Popielarcheck and Missy Alexander will work on this program.
 - c. Transportation
 - i. CACSE will seek a meeting with Transportation to discuss issues.
9. New Business
- a. Transition of records
 - i. June Nicholas will work on a transition plan to turn over development and maintenance of the website prior to the end of the 2016-2017 school year.
 - b. Elections
 - i. Elections for Officers to the Executive Board for the 2016-2017 School Year were held. Leslie Popielarcheck stepped down as Vice Chair. Elizabeth Snyder and June Nicholas were nominated to the Executive Board and were elected to another term as Chair and Secretary, respectively, by unanimous consent. Calls for nominations for the Vice Chair will be made with the start of the new school year.
10. By-Laws
- a. A suggestion was made for revision to the By-Laws; Elizabeth will prepare a proposed draft of amendments, including:
 - i. A requirement that members must attend meetings or participate via conference call
 - ii. Agency reports should be submitted to the Chair in advance to attach to the Meeting Agenda and/or Minutes
 - iii. Elections shall commence at the June Meeting rather than May; with the new Executive Board taking control on July 1
 - iv. Notice for call of nominations and elections shall go out at least two weeks in advance
 - v. The Chair shall oversee the preparation of an Annual Report to the Board of Education with input from CACSE members or a committee drafted for that purpose
 - vi. The Secretary shall assist in the membership committee in collaboration with the Chair and members called for that purpose
 - vii. CACSE shall formally call for the creation of committees or subcommittees for a time and a purpose as required
 - b. A draft of the proposed amendments to the By-Laws will be posted and shared as a Google Document for comment and collaborative revision.
11. Additional Concerns
- a. No additional concerns were presented at this time

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12. Reports from Agencies and Organizations

- a. Decoding Dyslexia
 - i. A rally will be held July 11 in Washington, DC. The Maryland chapter is coordinating. Information is posted on their website.
- b. Reaching for the Stars
 - i. "CPTV" will be a new national web-based TV channel available through Roku and other venues; it is in development now. Programming will include advertising camps and services, interviews, sharing of assistive technology and the like.
 - ii. RFTS will create an on-call "hacker team" to aid in the creation and modification of assistive technology. RFTS would like to do an assistive tech "make and take" at an upcoming PFS event.
 - iii. Future ideas include showing a movie or movie series related to cerebral palsy and other disabilities.
- c. Autism Spectrum Support Group of Southern Maryland
 - i. Training was conducted for law enforcement officers and other first responders by Pathfinders for Autism at St. Mary's College on May 25.
 - ii. Training dealt with appropriate interactions with individuals with autism and other intellectual or developmental disabilities.
 - iii. Talks are underway for additional law enforcement/first responder training in the fall and winter to meet a new state mandate by end of 2017.
 - iv. The new training sessions will include the "Be Safe" movie and interactive training between law enforcement and teens and adults with disabilities. Details are forthcoming.

13. Adjournment

- a. Adjournment was at 8:00 pm.
- b. There will be no July Meeting.
- c. The next CACSE Meeting shall be held on Monday, August 8, 2016 at 6:30 pm in the Special Education Conference Room, and will include Conference Call dial-in. Contact smccacse@yahoo.com for access.
- d. The next CACSE Support Group Meeting shall be held just prior to the regular September Meeting.