

**xxxCOUNTY
PUBLIC SCHOOLS**

DATE: September 28, 2009

TO: Betty

FROM: Debra Lane, Principal

SUBJECT: Summary of 9/30/09 Meeting

This memo shall serve as a summary of the meeting that was conducted on September 24, 2009. You, Mrs. Miller, Assistant Principal, and I met to discuss your student's Individualized Education Plans. During the meeting, the following items were addressed:

- I have witnessed your seven students all being included into the general education setting and at this time according to the IEP's there should only be two being included for science and social studies. One child is totally non-verbal and has difficulty communicating.(Instruction)
- I have not received as of 9/25/09, a copy of the IEP signature sheets stating all team members have read and have a copy of each student's IEP. We reviewed at the Special Education Team meeting on September 10 that all teachers should turn in a copy of the signed sheets to me by 9/11/09(Human Relations & Communication Skills);
- I showed you an example of a student's IEP who does not have a behavioral goal other than a cognitive attention goal in her IEP. This is a child that we are having concerns about her safety due to her behavior and I am concerned she has the potential to hurt herself or others in and outside of the classroom (Learning Environment).
- We discussed the current concerns with your schedule and the need to bring this up with the special education team and/or the intervention team. In particular you came to Mrs. Miller's door at 11:45 on 9/24 and told her you did not have lunch coverage for a student, while you were talking to Mrs. Miller the student entered a confidential local screening meeting with a parent and a team of teachers. Ultimately this is your responsibility to ensure your students are being supervised and you understand the needs of your students for scheduling purposes (Planning & Assessment).
- When we looked at the IEP of a student and I asked you, "What data are you using to collect this information on x under the goal of Cognitive Attention?" You said, "I have not started to collect data on this goal." We have just finished our third week in school and the goal states, 'x will participate in all classroom activities with 75% accuracy in 4/5 opportunities during the quarter.' This is a violation of special education law.(Planning & Assessment)

In the future, I expect that:

- You shall be responsible for reading all IEP documents for your students and knowing their needs;

- You will make a copy of all signature sheets and give them to xxx by October 4. If you should need assistance with these copies you will notify me.
- You will call the parents of the two students we discussed who have behavioral concerns. You will schedule a conference with the IEP team to share the behavior plan you are using and add any necessary behavioral goals to the IEP by 10/7/09. If you need any support in writing the behavior goals you may work with the intervention team and we can arrange for a substitute teacher.
- A current schedule needs to be turned in to me by 10/2/09. On Friday, September 25, you received an example of a low incidence schedule from Ellen Agosta. I would expect you to use a similar approach when planning for your students. You need to outline behavioral targets and expectations, as well as curriculum needs.
- You begin gathering data for all seven of your students immediately. Should you need assistance in understanding how to do this we can work with your intervention team on setting up a time to get the necessary help for you.

As you know, at xxx we strive to provide a high quality education for our students. Proper planning, instruction, and assessment are necessary to ensure student success. I am hopeful that with effort you can improve in this area. If you have any questions about the meeting or summary, please feel free to contact me.

Cc: Local School File