



PSE Grassroots Minutes

December 7, 2022

- **Updates/Review Grassroots Meetings**

- These minutes are fluid and are accurate as of this moment in time.
- Sometimes things discussed can change
- All minutes will be posted on the PSE Grassroots page on the PFT Website (<https://pft400.com/grassroots/special-education-grassroots-pse/>)

- **Progress Monitoring**

- There is a free graphing template available at <https://spedtrack.com/resources/>. The graph can be created relatively quickly and be used to provide a visual representation when progress monitoring. Graphing is a best practice and is encouraged when monitoring goals and objectives.

- **Structured Literacy**

- *Would anyone be interested in forming a cohort to attend the Structured Literacy Program at RMU?*
- There may be funding available through RMU next fall for PPS teachers to participate in a Structured Literacy cohort.
- If you are interested in participating, please email Brittany Shoup.
- Several PPS teachers have gone through the SL program at RMU and have had very positive experiences. The 7-credit graduate program provides teachers with the skills necessary to implement systematic, explicit multisensory phonics instruction to children with dyslexia and other reading differences. Please see the link below for more information about the program.

<https://www.rmu.edu/academics/certificates/snehs/education/structured-literacy>

- **E-mailing IEPs and RRs**

- *Should a confidentiality disclaimer be included at the bottom of an email when IEPs or RRs are sent to parents electronically?*
- As per legal, teachers should not be emailing confidential special education documents (IEPs, RRs, etc.) to families unless they have explicitly asked for those documents to be emailed.
- It is permissible; however, to send documents (for signature) through IEP Writer when needed, since IEP Writer utilizes a secure server. This provides the district with an added layer of protection.
- If a meeting is held in person, teachers should obtain hard copy signatures and upload them to IEP Writer.
- If electronic signatures are utilized but the parent does not sign the document, we must document that 3 attempts were made in IEP Writer. Sending the link once is not legally defensible.
- Ms. Camper will consult with legal to find out if progress monitoring reports can be emailed to families.

- **Parental Input**

- *Is there an updated IEP Parent Questionnaire or RR Parent Checklist?*
- At this time there is not a specific parent checklist/questionnaire teachers must use to solicit input from parents. As the PSE manual is updated, this will be looked at and a common resource may be provided. In the meantime, teachers can collect parent information using a variety of tools or practices.

- **IEP Case Manager Survey**

- *What was the reason for the IEP case manager survey?*
- There has been a complaint filed with PDE regarding Covid Compensatory Services in PPS. The survey was a direct result of this complaint and was mandated by PDE.
- The district has until Dec. 9 to reach a resolution on this issue and avoid corrective action.
- *What are the next steps with the data collected from the survey?*
- PSE was not given access to the survey results but is actively working on a resolution.
- Information pertaining to this complaint and CCS will be shared with staff on one of the upcoming PD days.

- **ESY**
 - *Program Officers are meeting with teachers about ESY and there are action items that must be completed by the end of February. Can there be time provided (possibly the half day on the 3rd or 17th) for teachers and service providers to complete these tasks?*
 - Unfortunately, the district is in corrective action from the last special education audit. As a result, there is a large amount of training that must be completed by May. The remaining district half-days and the January PD Day have been planned and corrective action items will be addressed.

- **ER/RR and IEP Data**
 - *Do we have to wait 30 days from an ER or RR before developing the IEP or collecting data?*
 - *Can IEPs still be developed within 10 days of an ER or RR if a waiver is signed?*
 - If you are going to conduct a meeting to review the ER/RR and develop an IEP on the same day or within 10 days, you **MUST** have the 10-day waiver signed. These timelines are mandated by state and federal laws; therefore, we must adhere to them.
 - If a 10-day waiver is used, the parent needs to provide the district with informed written consent. We must ensure families understand their right to wait 10 days between ER/RR and the IEP. 10-day waivers should not just be sent home for signature with the IEP.

- **Any Questions?**
 - *Why haven't regional classrooms received materials (e.g., consumables, Attainment, etc.) in a timely manner?*
 - Unfortunately, the fiscal analyst position at PSE was vacant over the summer and our purchases were not approved in time for the start of the school year. A PSE fiscal analyst has been hired and orders are being processed. In the future, PSE will work to ensure this does not happen again.

Looking ahead to January:

Next Meeting: Wednesday, January 4th at 4:30PM.

Send any questions/comments/concerns to Brittany Shoup at brittanyfmccann@yahoo.com or 412-760-9644

| Month | Date | Location |
|----------|--------|----------|
| February | 2-1-23 | Zoom |

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| March | 3-1-23 | Zoom |
| April | 4-12-23 | Zoom |
| May | 5-3-23 | Zoom |

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