



# Craig City School District

P.O. Box 800, Craig, Alaska 99921  
www.craigschools.com  
Phone (907) 826.3274  
FAX (907) 826.3322

Jackie Hanson, Superintendent  
David Harris, Elem./MS Principal  
Josh Andrews, HS Principal  
Heather Mendonsa, PACE Principal

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## CCSD Special Education Compliance Review Trainings

### Special Education Training Session 1: Friday, November 15, 2024

**Location:** CCSD Superintendent's Office & Zoom

**Presenter(s):** Jackie Hanson, CCSD Superintendent & Special Education Director

**Attendee(s):** Marsha Browder, CES/CMS Special Education Teacher; Pam Penrose, CMS/CHS Special Education Teacher, Bobbie Duerksen, PACE Special Education Teacher (via Zoom)

**Focus:** Evaluation and Eligibility (Standards: 3.01, 3.02, 3.04, 4.01, 4.05, 4.08)

### November 15<sup>th</sup> Agenda:

1. **Welcome and Introduction** (15 minutes)
  - Overview of goals and training objectives
  
2. **Evaluation Process** (30 minutes)
  - **Consent for Evaluation:** Emphasize the importance of obtaining consent prior to conducting evaluations.
  - **Proper Implementation of Consent Forms:** Training on accurate completion and documentation of evaluation consent forms.
  - **Written Notice of Evaluation:** Instruction on providing parents with a formal written notice of evaluation.
  - **Conducting Evaluations Post-Consent:** Ensure evaluations are only conducted after obtaining written consent.
  - **Comprehensively Addressing Assessment Areas:** Training on addressing all required areas during evaluation assessments.
  - **Meeting Timelines:** Discuss the importance of adhering to required timelines for Evaluation Summary and Eligibility Report (ESER) development and implementation.
  
3. **Eligibility Process** (30 minutes)
  - **Addressing Present Levels of Performance:** Ensure evaluations cover required areas of students' present levels of educational performance.
  - **Eligibility Determination:** Detailed overview of eligibility criteria, required documentation, and accurate recording of findings.
  - **Required Elements of Invitation:** Ensuring that all mandatory elements are included in invitations for eligibility and IEP meetings.
  
4. **Q&A and Wrap-Up** (15 minutes)
  - Recap of key points and open questions
  - Set goals for improvements in evaluation and eligibility processes

# CCSD Special Education Compliance Review Trainings (continued)

## Special Education Training Session 2: Friday, December 13, 2024

**Location:** CCSD Superintendent's Office & Zoom

**Presenter(s):** Jackie Hanson, CCSD Superintendent & CCSD Special Education Director

**Attendee(s):** Marsha Browder, CES/CMS Special Education Teacher; Pam Penrose, CMS/CHS Special Education Teacher, Bobbie Duerksen, PACE Special Education Teacher (via Zoom)

**Focus:** IEP Process and Secondary Transition (Standards: 5.05, 5.07, 5.08, 8.03)

### December 13<sup>th</sup> Agenda:

1. **Review of Session 1** (15 minutes)
  - Brief recap of evaluation and eligibility concepts
  
2. **IEP Process** (30 minutes)
  - **IEP Development and Implementation Timelines:** Emphasis on meeting required timelines for IEP development and implementation.
  - **Writing Goals to Address Educational Needs:** Training on developing and writing measurable goals that address students' unique educational needs.
  - **Conducting IEP Meetings with Required Personnel:** Guidance on ensuring that all necessary team members are present and participate in IEP meetings.
  - **Proper Documentation of Present Levels of Performance:** Instruction on documenting present levels of performance within the IEP to provide a clear starting point for goal setting.
  
3. **Secondary Transition** (30 minutes)
  - **Post-Secondary Transition Planning:** Training on including post-secondary transition goals and requirements for students age 16 and older (or younger if appropriate).
  - **Transfer of Rights:** Ensure staff are aware of requirements for informing students of their rights transfer upon reaching the age of majority.
  - **Collaborative Transition Planning:** Practical guidance on working with families and external agencies to develop effective transition plans.
  
4. **Q&A and Wrap-Up** (15 minutes)
  - Summary and future action steps
  - Set goals for improvements in IEP and transition planning processes

