



Craig City School District

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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 15th 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
Gail Greenhalgh, AK DEED, Education Specialist

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 13th 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

