



Meeting Summary

Meeting Title: Special Education Task Force Committee	
Date: November 21, 2019	Time: 3:45pm - 5:45pm
Facilitator: Mike Hansen, Deputy Superintendent, Richland School District Dr. Sara Sorensen Petersen, Clinical Assistant Professor of Education, Washington State University (WSU) Tri-Cities	
Attendance: Amanda Fish, Special Education Teacher Annamarie Carlson, Middle School Parent April Gardner, Middle School Parent - ABSENT Brian Moore, Assistant Superintendent Constance Morelock, Special Education Teacher Craig Smith, High School Parent Eugene Nemeth, High School Parent Heather Castleberry, Alternate Elementary Parent Jill Ives, Special Education Teacher Kelly Roseberg, Elementary Parent Ken Hays, REA Representative - ABSENT Kiley Hodges, Special Education Administrator Kim Maldonado, General Education Teacher Laurie Price, Special Education Teacher Mandy Cathy, Special Education Administrator Meg Fallows, Community Agency - ABSENT	Michael Summers, Elementary Parent Mike Stevens, Alternate High School Parent Molly Judkins, General Education Teacher - ABSENT Myriam Bradshaw, Elementary Parent Nicole Blake, Teaching, Learning & Curriculum Administrator Nicki Sintay, PSE Representative - ABSENT Rachel Carter, Itinerant Staff Member Rena Yecha, Special Education Teacher Rick Donahoe, School Board Member Shana Borms, Principal Summer Zumini, Special Education Teacher Tamra Harrison, Alternate Middle School Parent - ABSENT Tim Praino, Principal - ABSENT Tonya Goche, High School Parent Tracy Blakenship, Special Education Administrator - ABSENT Zac Carpenter, Middle School Parent
Task	Notes
Entry Task	Individually, each committee member was asked to come up with: <ul style="list-style-type: none"> • Three ideas for a vision/mission statement for Richland School District's (RSD) special education program, and

	<ul style="list-style-type: none"> • The top three priorities for RSD’s special education program
WISM Review	<p>Mandy Cathey briefly explained the Washington Integrated System of Monitoring (WISM) review that is occurring currently.</p> <p>The WISM is one of the tools that the Office of Superintendent of Public Instruction (OSPI) uses to review district performance.</p> <p>The reason for this review is based on a new routine schedule. This new process requires a district to automatically go through a WISM review if during the previous year the district went through a Consolidated Program Review (CPR).</p> <p>There are three stages during a WISM review, including;</p> <ol style="list-style-type: none"> 1. First, a data export from the district is sent to OSPI that includes basic demographic information on students identified in special education, 2. Next, OSPI generates a parent survey that is sent out to each family in February, which is then sent back to the district, and 3. Then, a self-assessment piece. <p>A committee member asked if the WISM review is only done for the special education program. Cathey said it was only used to review special education programs.</p> <p>Another committee member said that with OSPI sending out a survey to all identified families, we may want to reconsider creating a second survey to send out to families, as the task force previously considered. Dr. Petersen asked if anyone felt differently about doing a survey or using the OSPI survey, everyone agreed to use the OSPI survey.</p>
Reminder of Basic Assumptions and Group Norms	The committee was reminded of basic assumptions and the committee group norms.
Essential Questions for the Day	<p>The two essential questions for the day;</p> <ol style="list-style-type: none"> 1. What is the vision and/or mission of the RSD special education program?

	<p>2. What are the priorities of the RSD special education program?</p>
<p>Vision and Mission</p>	<p>After reviewing the two essential questions for the day, the committee was given the definition of a vision and a mission statement. A vision statement is where an organization wants to be long term. This statement is usually short, clear, positive, memorable, engaging, realistic, achievable, and aligns with the values and culture of the organization. A mission statement includes the organization's purpose. This statement explains the purpose, key stakeholders, and the responsibilities of the organization toward the stakeholders.</p> <p>The committee was then shown multiple examples of special education mission and/or vision statements in a variety of formats from other districts.</p> <p>After reviewing multiple examples, the committee was asked to consider some questions, including;</p> <ul style="list-style-type: none"> ● What patterns were seen in each statement ● Were there any statements you disliked ● Which statements were easy to understand
<p>Group Work</p>	<p>Next, each table was asked to start developing a draft mission and vision statements. They were able to pull out ideas from the entry task, examples provided, community forum feedback, and the sample strategic plans at other districts provided at each table.</p> <p>Once the table groups developed a draft vision and mission statement, they wrote them on chart paper provided at each table.</p>
<p>Vision and Mission Statement Gallery Walk</p>	<p>After each table finished writing their draft vision and/or mission statements, the committee did a vision and mission statement gallery walk. Each committee member was asked to spend two minutes at each poster and circle, underline, or highlight words and/or phrases that they liked in each statement.</p>
<p>Priorities and Closing</p>	<p>The committee was asked to look over the sample strategic plans at each table and individually write their top three priorities for RSD's special education program on post-it notes. After they had</p>

their three post-it notes, they put them on a combined poster, titled 'Priorities'.

Then, the committee read each priority and placed them in categories. The priority categories that the committee found while reading each post-in included the following;

- Procedure
- Instructional Practices
- Services
- Relationships
- Professional Development
- Outcomes

The posters and the comments and/or questions on each poster will be compiled and sent out. We will use the compiled document to put together one cohesive goal and decide if we want both a vision and mission statement.

The committee's next meeting will be on December 5th from 6:00 pm-7:30 pm in the Marcus Whitman Commons.