

SPEDITION NEWSLETTER

Office of Special Services and Student Equity
Pontiac School District

Arnella Jamison, Ph.D., Director
Jennifer Parker, Supervisor
June 2022

Kelley Williams, Superintendent
Dr. Desheil Echols, Assistant Superintendent



CAN WE COUNT THIS YEAR AS A SUCCESSFUL YEAR?

Did you complete all your IEPs?

Did you provide more than the minimum scheduled services?

Did you help at least one student overcome an obstacle to their success?

Did you come to work everyday?

Did you work as a part of the "TEAM"? Or did you work independently from the team?

Were you available to assist others in meeting their goals?

Were you the inspirational support to your co-workers?

Is there steps that you could have done to make the process go smoother?

How many students said "thank you" for your assistance?

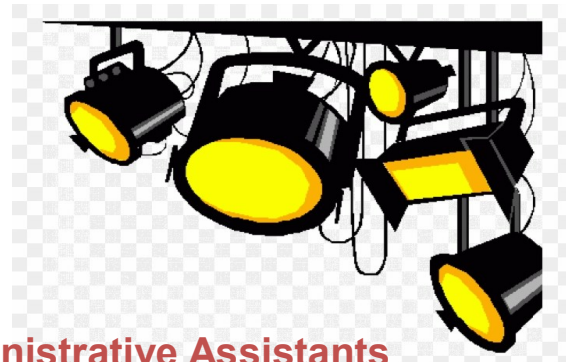
GET READY FOR SUMMER

1. Go to the beach. (Don't forget the sunscreen.)
2. Take a walk in the park. Have a picnic.
3. Do some gardening.
4. Travel / sightsee. Go to the zoo.
5. Go canoeing. Go boating.
6. Spend time with your special someone.
7. Read, rest, relax.
8. We will see you in August!



Look for something
positive
in each day,
even if some days you have to
look a little harder.





Spotlight on Special Education Administrative Assistants

Harriett “Lynn” Williams

Lynn joined the department in October of 2018. She has worked in a number of positions in the district since her hire date way back when.

Thankfully with her mindset of timeliness, Lynn handles the business end of special education. Her responsibilities includes: payroll, purchasing, scheduling workshops/conferences, Medicaid, transportation, vendor payments, new hire verification, field trips, maintaining the staff pool list and other tasks as needed.

Lynn is the polite and professional voice that greets you when you call or visit the Spectacular Special Education Department!

Latarsha Fields

Latarsha joined the department in July 2021. She worked as a substitute secretary at the Middle School and High School prior to joining the Special Education Department family.

Latarsha is absolutely wonderful with her patience and on task attitude as she serves as our intake specialist. She handles requests for documentation—both from other school districts and outside agencies. She works closely with the project find team on parent requests for evaluations on children ages 3-5.

Latarsha is the point person for social security determination documentation process for students whose parents are applying for supplemental income.

Aileen Adragna

Aileen joined the department in November of 2014. As a person who is detailed oriented and has a mind that retains and recites history and important information, she serves as the IEP Data Collection and Dissemination Specialist. Initially, she worked with Teacher Consultants Sharon Carter and Arnella Jamison to learn “what is what” that makes a good IEP. Thus, Aileen is our IEP Police. Currently, she works with Mrs. Parker in reviewing the quality of the IEPs that are processed through the department to ensure compliance.

Aileen is the key person for compliance data especially during pupil accounting report periods.



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REMINDERS

1. Move up IEPS and/or amendments must be into the office by **May 31, 2022**.



2. Any reevaluations that are needed in September must be completed by **May 31, 2022** and in the office by **June 6th**.

3. All documents must be brought to the Special Education office **within 5 days of the meeting**. No exceptions.

4. Signatures of the team members are necessary on all documents .

5. Personal Care Forms are only signed by the licensed OT, PT, SSW, Speech Pathologist. and **MUST** be signed annually with the IEP.

6. The IEP meeting date and the Offer of FAPE date must be the same date.



7. Data in the PLAAFP should be from the current school year.

8. Use the Validate button on each page of the IEP when writing a new IEP. It will find some of the errors. It will not do spell check.

9. Explain in detail “how” each need affects the student’s performance in the general education curriculum.

10. Always focus on the Least Restrictive Environment (LRE) when discussing services and supports for the student, including any push in/pull out services.



11. IEP’s due in September should be completed now so the next person does not have to write the IEP on a student with whom they are unfamiliar.

