

Pending Approval

**CITY OF NORWALK
BOARD OF EDUCATION
SPECIAL EDUCATION AD-HOC COMMITTEE MEETING
APRIL 25, 2017**

ATTENDANCE: Dr. Yvel Crevecoeur, Chair; Artie Kassimis, Jacquelyn Lamb,
Jeffry Spahr

STAFF: Stacey Heiligenthaler, Interim Assist. Director Specialized Learning/Student Services

Call to Order

Dr. Crevecoeur called the meeting to order at 5:35 p.m. and stated that Committee members were in attendance as listed above.

He reviewed the order of the agenda and noted that any questions would be discussed during public comments at the end of the meeting.

Review of February 14, 2017 Minutes

Dr. Crevecoeur requested that the handouts be incorporated into the minutes electronically, as presented from Mr. Hamilton and Ms. Karczmit.

- ** DR. CREVECOEUR MOVED TO TABLE THE MINUTES OF THE MEETING OF FEBRUARY 14, 2017 AS NOTED.**
- ** MR. KASSIMIS SECONDED THE MOTION.**
- ** MOTION PASSED UNANIMOUSLY.**

Introduction to Parent Handbook

Mrs. Heiligenthaler went through the Special Education Handbook, highlighted the sections on definitions, statutes, terms, and assessments, and fielded questions and comments. She noted that the introduction will accompany SPED Policy/Procedures Manual to provide definitions of terms.

There was discussion on how this handbook should be available to parents by hardcopy distribution and posted on the district website with periodic updates as needed. It was agreed to have translations in Spanish and French (Creole) and issued to parents upon request.

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Update on CREC Report Recommendations

Ms. Heiligenthaler presented the attached report of CREC recommendation goals, task description, deadlines that are documented with the updated posting status. She credited Maura Perrottelli for her assistance in developing and formatting the charts.

There was discussion on the staffing and infrastructure changes in place in the Central Office and resources for classrooms in school buildings. Ms. Heiligenthaler explained that there are four secretaries and administrative assistants that have experience in Special Education billing areas so that cross training of responsibilities is available for multiple coverage levels. She further explained that this is in line with district placement through the PPT process, and the goal is to use the NPS Behavior Specialists where there are adequate trained personnel.

There was discussion on Compliance Administrator and Assessment Coordinators. There was also discussion on 504 plans and case load levels for consistency and equity so that individual needs for support are provided.

Public Comments

Dr. Crevecoeur asked to keep within the three minute time limit in order to have enough time for questions/answers.

1. Joanna Cooper thanked the staff and Committee for all the awesome improvements and level of organization that were much needed and essential progress for the district for special education system and procedures. She suggested areas that the transition should include alternative models and asked about training/transition costs. Ms. Heiligenthaler explained the rationale, case loads and cross training that is now being done with support procedures. Ms. Cooper again thanked the Committee for allowing her to speak, and she thanked the Interim Assistant Director and staff for their work in addressing CREC recommendations with such a comprehensive chart.

Dr. Crevecoeur thanked all for their work involved in addressing recommendations in the CREC report. He noted that the documents presented will be posted on the district website and attached* to the minutes by the Board secretary.

**** MR. KASSIMIS MOVED TO ADJOURN**
**** MOTION WAS SECONDED BY MR. SPAHR.**
**** VOTE ON THE MOTION WAS UNANIMOUS.**

The meeting was adjourned at 6:55 p.m.

*Attachments: Special Education CREC Recommendations – Status/Update Chart

Respectfully submitted,
Marilyn Knox,
Telesco Secretarial Services