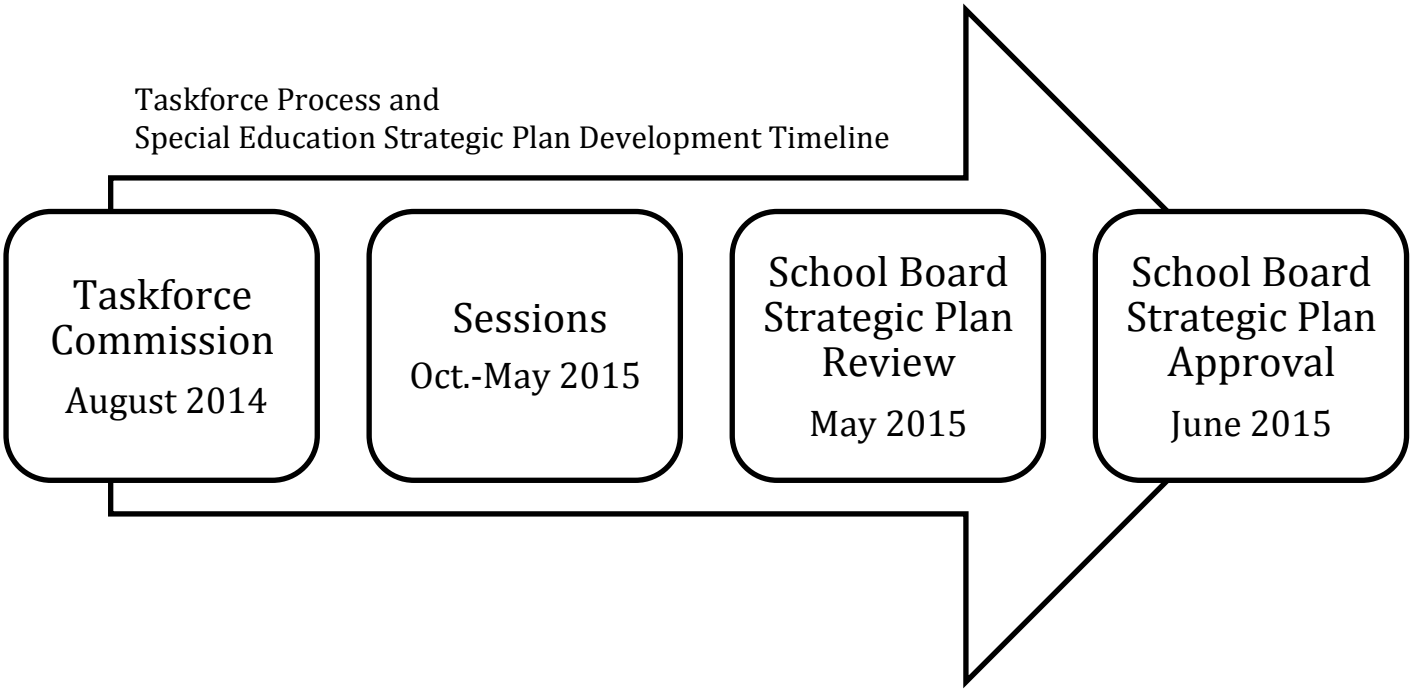
This outline is intended to provide a detailed overview of the scope of the work required to compose and implement a Special Education Taskforce as an advisory group to the Superintendent and School Board. The goal of the Taskforce is to analyze the current status of programs for students with special needs within the district, research exemplary program service delivery models currently in use throughout California and the nation, and generate a Strategic Plan. The Strategic Plan will outline the key service priorities necessary to produce a high quality, fiscally responsible special education program. The Taskforce will include a balance of representatives from the educational community. The Taskforce process is broken down into specific components below.



Special Education Taskforce Process Overview

I. Structure

- Stakeholder Group Participation
  - 1–External Facilitator
  - 1-Director, Sp. Ed.
  - 2- Students (High School)
  - 4- Parents (Sp. Ed./Gen. Ed.)
  - 5- Teachers (Sp. Ed./Gen. Ed.)
  - 3- Classified (Sp. Ed./Gen. Ed.)
  - 3- Union Reps. (Certificated/Classified)

- 4- Administrators (Principal/District)
- 3- Official Committee Reps. (DPAC, DELAC, CAC)
- 2- Community Reps. (Service Organization, SELPA, other)

- Session Dates
  - 1st Wednesday of Month
    - Oct. 1 and 22, Nov. 19, Dec. 17, Jan. 21, Feb. 18, Mar. 25, Apr. 22, May 20 and 27
- Session Times
  - 2 hours – 5:00-7:00 p.m.
- Session Location
  - Adequate Size
  - Adequate Parking
  - Adult Furniture
  - Good Climate Control
  - Access to Refreshments
  - Access to Adult Rest Rooms
  - Technology Access for Participants (iPads, Laptops, other)
  - LCD Projector & Speakers
  - 10' or Larger Screen

II. Session Preparation

- 4 hour planning meeting prior to each session with Director
  - May be divided into two meetings
  - Reference Goal – Strategic Plan Service Priorities
  - Determine Outcomes
  - Determine Topics
  - Identify Resources, Professional Reading, Exemplars
  - Identify Guest Speakers (if needed)
  - Develop Agenda
- Preparation of Materials
  - Director to facilitate the preparation of materials
    - Representative Reminder Communications
    - Printing of Handouts
    - Sign-in Sheet
    - Arranging for Refreshments
    - Room Set-Up
    - Technology Set-Up
    - Session Supplies
      - Chart Paper
      - Table Boxes: pencils, pens, markers, post-it notes (two different sizes), erasers, paperclips, highlighters, etc.
      - Name Tags or Table Tents with names

III. Session Facilitation

- Lead - External Facilitator

- Support 1 – Director
- Support 2 – Assorted district staff depending on topics
- Service Delivery Model - Professional Expert (Sessions 3 and 4)

IV. Communication

- Taskforce Initial Notification
- Taskforce Representative Selection
    - Superintendent to select representatives in consultation with union groups, committee presidents, administrators, and parent leaders.
- Webpage to be developed to post Taskforce agendas, meeting talking points, reference materials, and progress update reports to the School Board.
- Automated telephone messages to be sent periodically with updates and references to the webpage for additional information.
- Perpetual Taskforce Feedback Survey to be posted to the webpage to serve as a public forum to gather ongoing feedback and questions.

V. Strategic Plan Development

- Define the Leadership of the Team
    - Character – courage, truthfulness, perseverance
    - Competence – disposition to excel
    - Commitment – dedication to team
    - Concern – empathy, loyalty to purpose
    - Focus- Aspirational
- Foundational Agreements
    - Beliefs
    - Mission
    - Strengths
    - Weaknesses
- Environmental Scan
    - Internal Analysis
        - Organizational Structure
        - Current Perceptions
        - Delivery Model
        - Legal Status
        - Communication
        - Parental Engagement
        - Achievement Analysis
            - Attendance
            - Social/Emotional
            - Academic
            - Graduation
            - Adult Transition

    - External Analysis
        - Organizational Structure
        - Delivery Models
        - Legal Status
        - Communication
        - Parental Engagement
        - Achievement Analysis
        - Future Orientation
        - Partnerships
- Service Priorities
    - Identification
        - Objectives
        - Action Plans
    - Educational Program Delivery
        - Objectives
        - Action Plans
    - Support Systems
        - Objectives
        - Action Plans
    - Communication
        - Objectives
        - Action Plans
    - Efficacy
        - Objectives
        - Action Plans
- Build the Strategic Plan
    - Preamble
    - Service Priorities
    - Glossary of Terms
- Strategic Plan Approval and Implementation
    - Road Show and Feedback
    - School Board Review and Approval
    - Implementation Team
        - Implementation Guide
            - Action Plan
            - Professional Development
            - Staffing Structure Adjustments
            - Master Schedule Adjustments
            - Program Infrastructure