**SSF Meeting Minutes May 27, 2016**

**Present:** Katherine Evans, Liane Huson, Geoff Barnes, Daniel Ceresa, Diane Sell,, Catherine Meehan, Rita Steele, Tammy Nicks, Alana Baxter, Julianna L’Henaff, Wendy Weis, Leah Odynski, Jennifer McClean, Kim Simo, Jannah Bertin, Kathy Murch

1. **Success Stories**
* EAs have gone above and beyond to support students
* Students who would not otherwise be successful, through building a relationship has seen the value in education and is now graduating
* Reluctant readers who love to read
* A student who was not a good attender, through consistent contact with school staff has become regular school attender
* An autistic student is becoming aware of his ability to regulate using various sensory strategies
1. **Staffing Updates SSF & EA**
* No reserves for additional EA at this time

 *North*

* Reduce EAs & SSFs FTE
* We have reduced our EA support staff by 46% (56.5 FTE)
* Outreach FTE is down to a 0.5 Rita Steele will be the SSF
* Julianna L’Henaff is moving to Aurora school
* Daniel Ceresa will be moving to Eldorado & DCS

 *South*

* Reduced SSF FTE at Visions to 0.2
* Additional SSF shuffling will occur

 *ELL*

* Looking at reshuffling to allow for site based support (1.0FT EA) & continuing with the ELL positions (Katherine Evans will continue to support south, North to be determined)
1. **Clevr Rollover Process for 2016-2017**
	1. Roll over is done centrally, SSF will not have a roll. Leah will complete this during the third week of August (August 15th to 19th) SSFs will have access to the archived information
	2. IPPs
* Demographics, strengths, areas of growths, Accommodations, Assessments, Files & Links
* Changes to Forms
* Parent/Student Input Form will be revised but must be completed
* 5 Long Term Goals
* Learning Team Signatures Select/deselect options
* Data tab will be included to allow teachers to label/name each goal (Language Goal, Sensory Goal, or Goal One)
* Monthly Summaries to be embedded in IPPs
* Additional breaks so IPP goals can be on separate page
* Transition Tab section Add Nursing & Other

d. Impact Profiles: Will not be rolled over, updated by classroom teacher

 each year

 e. Behaviour Support Plans: Limited changes, will be rolled over

 f. Medical/Emergency Plans: Limited changes, will be rolled over

 g. Additional Forms we are developing are the following

* Alberta Severe Monitoring Forms
* ELL Form

**5. Year End Process**

* A complete, updated and signed IPP must be printed and placed in the student red binder. All older IPPs should be placed in students’ CUME file
* During the year, updates and management of IPPs are at the discretion of the SSF
* Encourage teachers to include a review of all of the IPP goals, strengths & challenges sections in additional to transition planning during the final IPP update

**6. Start up Support**

* SSFs will request that some time be given during the first week back for a presentation to staff regarding Students Services procedures such as IPP Goals, record keeping, developing a team with your EA, deadlines, purpose of monthly summaries and expectations of them, dealing with challenging behaviours, cell phone use etc.
* Leah Odynski will provide a Google Slideshow on Writing IPP goals & Anecdotal record keeping
* Leah Odynski will provide exemplaries of SMART goals
* Liane Huson, Catherine Meehan & Julianna L’Henaff will forward EA Working Together documents & EA Handbook documents to Leah Odynski; so that they can be distributed to other SSFs
1. **EA PD for 2016-2017 School year**
2. EA Certification through Red Deer College (RDC): Application Process
* Provide financial support to assist for the first course
* Established a cohort at RDC
* Partnering with Clearview school division
* WRSD Life Long Learner grant is available for EAs ($1000.00 cap)
* Each course is approximately $350.00
* PUF EAs will also be considered for this EA certification
* Kathy will be forwarding the EA application for RDC to schools in the coming weeks
1. EAs Accessing Individual PD Application Process
* Must align with EA PGP
* EA Request for PD form - signed by administrator
* EA must fill in expense claim with receipts
* Maximum of $200 per EA
* EAs should not be communicating directly with Kathy but contacting SSFs or school administration

c. CAAMSE days for next year

August 31 (Organizational day)

September 19 (Rally Day FNMI Cultural focus)

November 3 (Divisional)

November 4 (School based days)

May 19 (Divisional day)

June 2 (School based day)

1. **SSF PD for 2016-2017 School year**

Professional Development focus for Student Services next year will be the following:

1. Response To Intervention
2. [TEACCH program](http://teacch.com/about-us/what-is-teacch) - Autism Training
3. Literacy for Complex Needs
4. **Medical Plans**
5. [Glucagon Administration Training](https://docs.google.com/document/d/1bRt3gbSfSyqdG-CmGy5ENNuJ-TFzRlman0zz0Fz8Vqk/edit)
6. Nurse Updates: Posting for Angie’s maternity leave have already been done, eagerly awaiting interviews. AHS will be hiring a suitable replacement candidate in the summer
* Kathy Murch will contact Daylee Kingsbury (private nurse) to explore the possibility to provide training to school staff if needed
1. [**CA RCSD**](https://docs.google.com/document/d/1hHxzmnFrWB_IjDZR8S5YlIEI_xwfEVMWdgy3L-1U6Qc/edit)
2. [Improvement for next year](https://goo.gl/TJBGP9) - AHS has sent out new procedures to assist with slow start up
3. Enhanced OT Blaire Sangster will also be leaving next year. AHS believes that they will be able to have a replacement by the beginning of September
4. First Core Meeting can be August 2016
* WRSD will be exploring providing additional core OT support to school next year
* Additional OT support will focus on providing support in sensory integration & processing for students
* Targeted program letters need to put into students’ file
* Kathy Murch and Leah Odynski will get clarification regarding the following: Can core therapists provide a copy of their treatment summary notes for students with Individual Partnerships to the schools so that they can be placed in the students’ files?
1. **Assistive Technology Update**
2. AT Equipment will be due back to Division Office by June 17th unless granted an extension by Leah Odynski. Requests need to be submitted to Leah Odynski via email.
3. New features on RWG & Data Collection- SpeechMaker, Customize toolbar
* <https://goo.gl/NqEMeS>
1. Data collection for RWG for 2016-2017 school year
* Read & Write for Google is currently funded by Learning Services, Services Services and Instructional Technology department. Both Jaymon & Jen have requested that Student Services provided collect user data for the upcoming school year to determine if this is a useful tool for students
1. Boardmaker licenses will continue for next year (17) but Leah Odynski will be tracking use to determine renewals in March 2017
2. **SSF Meetings for next year**
3. Survey data indicated that you would like to have 4 SSFs meetings next year with additional cohort meetings by region
4. Dates for Meetings

 September 22, 2016 Rocky Mountain House (joined by Alberta Health Services)

 November 18, 2016 Drayton Valley

 March 3, 2016 Rocky Mountain House

 May 26, 2016 Raven Meadows

 c. Additional cohort meetings will be arranged by SSFs (minimum 2)

* Katherine Evans will coordinate the South Meetings
* Daniel Ceresa will coordinate the North Meetings
* One hour per District SSF Meetings will be devoted to having cohorts by division (elementary, junior & middle, high school)
1. **Sub Days Covered by Student Services**
2. Student Services will continue to provide subs for developing IPPs
* Elementary 2 days (1 sub)
* Junior High/Middle School 2 days (2 subs)
* High School 3 days (2 sub) Semester 1 & Semester 2

b. Student Services will continue to provide subs so school teams can collaborate with RCSD

* Student Services will provide ½ days per month for learning teams to collaborate with RCSD therapists (OT, SLP) was also used in several schools

c. Support completion of the ELL Benchmarks

* Please forward requests to Kathy Murch for approval before booking subs

**11. EA Confirmation of Training -** SSFs are asked to fill in the chart that was sent out by Wanda Dempsey as soon as possible. This information will assist in determining EA placements for next year

**12. Another Other Business**

* Student Services will look at new Level B Assessments - Kathy will put together a team to look at the WIAT to replace the Woodcock Johnston III