BASIS Washington, DC™

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Special Education Action Plan

DRAFT

	ACTION ITEM	PERSON RESPONSIBLE FOR IMPLEMENTATION	TIMELINE
STAFFING	Hire new Special Education Coordinator	Head of School	Complete Jennifer Abdelmalek – May 1, 2013
STAFFING	Hire two full time Special Education teachers to provide direct instruction and manage case load	Head of School Consult from Jennifer Abdelmalek (SEC) and Dr. Alfred Amato	In place prior to July 15, 2013
SUPPORT	Recruit and support team with interns who are working on certification/licensure to assist with struggling students	Jennifer Abdelmalek (SEC)	In place prior to August 1, 2013
PROFESSIONAL DEVELOPMENT/TRAINING	Additional training on Easy IEP and SEDS (all school leadership)	Jennifer Abdelmalek	July 15, 2013
PROFESSIONAL DEVELOPMENT/TRAINING	PCSB Special Education Boot Camp – First Year and New School Leaders Meeting	Chris Irvine and Robert Beimsderfer	May 20, 2013
PROFESSIONAL DEVELOPMENT/TRAINING	Special Education and IDEA Overview (all staff)	Jennifer Abdelmalek (SEC), Lauren Baum and Dr. Alfred Amato	August 12 - 23
PROFESSIONAL DEVELOPMENT/TRAINING	Modifications/Accommodations and differentiated instruction for all learners (all staff)	Jennifer Abdelmalek and Dr. Alfred Amato	August 12 -23
PROFESSIONAL DEVELOPMENT/TRAINING	SST Program and processes (encompassing Early Identification and RTI)	Jennifer Abdelmalek (SEC)	August 12 -23
PROFESSIONAL DEVELOPMENT/TRAINING	ELL Program and Process (all staff)	Jennifer Abdelmalek (SEC) and Keith McNamera	August 12 -23
PROFESSIONAL DEVELOPMENT/TRAINING	Standards Based instruction and planning (all staff)	BASIS Academic Division	August 12 -23
PROFESSIONAL DEVELOPMENT/TRAINING	Behavior Modification and Classroom Management	Carolyn McGarvey and Dr. Alfred Amato	August 12 -23
PROFESSIONAL DEVELOPMENT/TRAINING	Provide teachers and staff the OSSE workshop calendar of Professional Development and encourage participation in classes	Head of School	ongoing

STUDENT TRACKING	Implement a single IEP and 504 progress tracking system, accessible by all relevant parties that will help facilitate progress towards student goals	Jennifer Ablemalek (SEC)	ongoing
FILE MANAGEMENT	Ensure all student files are maintained in the proper order of paperwork and records	Jennifer Abdelmalek (SEC)	ongoing
FILE MANAGEMENT	Develop File "Checklist" to ensure proper completion with all steps required for proper documentation and SEDS implementation	Jennifer Abdelmalek (SEC)	ongoing
STUDENT RECORDS	Implement revised and approved 504 forms and procedures	Ernie Espinoza nad Jennifer Abdelmalek (SEC)	March 12, 2013/ ongoing
STUDENT RECORDS	Update the Home Language Survey to the current OSSE HLS form	Head of Operations	complete