



**Division of Exceptional Student Education**

Dr. Ruby Poitier, Administrative Director

Mr. Will Gordillo, Administrative Director

**Compliance Procedures in Exceptional Student Education**

**April 5, 6, 8, and 11, 2005**

**8:30 a.m. – 3:30 p.m.**

**AGENDA**

- **Session I: Training Rationale and Overview** Mr. Will Gordillo, Administrative Director  
Dr. Ruby Poitier, Administrative Director  
8:30 a.m. 1.0 Welcome participants and make introductions  
2.0 Present the workshop goals, objectives, and agenda  
3.0 Insights from the State of Florida Teacher of the Year
  
- **Session II: Audit Preparation Procedures**  
9:00 a.m. 1.0 Full-Time Equivalence (FTE) Self-Audit procedures - Sharon Fedor  
2.0 Present ESOL-ESE Compliance Issues – Rosalia Gallo  
3.0 Review of key issues related to compliance with Matrix of Services – Delsey Yancoskie  
4.0 Activity: Identify compliance issues with given IEP and Matrix  
  
10:05 a.m. **BREAK**
  
- **Session III: Use of Assistive Technology** Trudy Sanchez  
10:20 a.m. 1.0 Present the procedures for determination of need  
2.0 Review of purchase order information  
3.0 Activity: Review and manipulate assistive technology setup throughout the room
  
- **Session IV: Procedures for Determining Educational Placements** Claudia Leary  
10:45 a.m. 1.0 Introduce definitions for educational placements  
2.0 Review implementation and procedural guidelines  
3.0 Conduct practice activity to determine a student's placement
  
- **Session V: Procedures for Occupational and Physical Therapy** Louise Schmitt/Guiria Dodard  
11:20 a.m. 1.0 Present the "Considerations for Educationally Relevant Therapy" (CERT)  
2.0 Review the role of the therapist at the meeting  
3.0 Activity: Complete sample forms  
  
11:50 a.m. **LUNCH**
  
- **Session VI: Transition Services and Self-Determination** Keisha Robinson  
12:50 p.m. 1.0 Review the concept and impact of self-determination  
2.0 Present new State Board Rule  
3.0 Conduct train-the-trainer session on the *Standing Up for Me* curriculum
  
- **Session VII: Extended School Year (ESY) Services Procedures** Jill Brookner  
1:35 p.m. 1.0 Review the documentation requirements of needed services  
2.0 Summarize the procedures for delivery of ESY services  
3.0 Activity: What did I learn that was new to me?  
  
2:15 p.m. **BREAK**
  
- **Session VIII: Culminating Activity** Claudia Leary  
2:30 p.m. 1.0 Summarize key points and plan for school level dissemination  
2.0 Disseminate and review the planned follow-up activities  
3.0 Complete Teacher Education Center Inservice Evaluation Form  
4.0 Review substitute information and make closing remarks  
3:30 p.m. 5.0 Conclude session