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  
  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  
  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  
  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  
  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  
  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  
  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