

How to Achieve a Perfect Site Visit



PANEL PARTICIPANTS

Staria Alexander, Education Director, High Road Academy at Linthicum and Hillsmere Elementary Schools

Joe Dickson, Education Director, Hannah More at Millersville Elementary

Terry Scott, Director of Education, Kennedy Krieger School: Montgomery County

Millie Steinke, Education Director, San Mar Education Program

Clare Young, Education Director, High Road School of Anne Arundel County

October 10, 2012
The Forbush School at Glyndon
9:30 – 12:00

Purpose of Panel Discussion



- Name the Schools that Achieved a Perfect Site Visit 2011-2012
- Identify to what Each School Attributes its Success
- Provide Additional Tips
- Review Observations from the Supervisors
- Provide Audience the Opportunity to Ask Questions

Perfect Site Visits



- 7 Schools had Perfect Site Visits
 - Type I Special Education
 - ✦ High Road School – Anne Arundel County
 - ✦ Kennedy Krieger School – Montgomery County
 - Type II Special Education
 - ✦ Hannah More – Millersville
 - ✦ High Road Academy – Hillsmere
 - ✦ High Road Academy – Linthicum
 - Type III
 - ✦ San Mar Education Program
 - ✦ Hope Creek School



Panel Member Introductions



- **Staria Alexander**, Education Director, High Road Academy at Linthicum and Hillsmere Elementary Schools (Type II Special Education)
- **Joe Dickson**, Education Director, Hannah More at Millersville Elementary (Type II Special Education)
- **Terry Scott**, Director of Education, Kennedy Krieger School: Montgomery County (Type I Special Education)
- **Millie Steinke**, Education Director, San Mar Education Program (Type III General Education)
- **Clare Young**, Education Director, High Road School of Anne Arundel County (Type I Special Education)





High Road School
– Anne Arundel
County

**Administration
Facts:**

Education Director: Clare
Young

Supervisor: Carrie Spies,
Chief School Director SESI
MD North

School Facts:

Type I : Special Education
Program

Grades : K-12

Population: Emotional
Disability and Autism

- **Top 5 Actions for Compliance**
 1. **Time Management**
 - ✦ Start early and stay on top of things
 2. **Organize and Plan**
 - ✦ Create a to-do list based on MSDE checklists and regulations
 3. **Pool Resources**
 - ✦ Consult with others that have been through a site visit
 4. **Delegate Responsibilities**
 - ✦ Site visit is a school-wide event
 5. **When in Doubt Ask**
 - ✦ MSDE is really helpful and will clarify



Kennedy Krieger School – Montgomery County

Administration Facts:

Education Director: Terry
Scott

Supervisor: Dr. Robin
Church, Senior Vice
President, Kennedy Krieger
Institute

School Facts:

Type I : Special Education
Program

Grades : 2-8 & non-graded
ages 7-12

Population: Autism and
Developmental Delays

• Top 5 Actions for Compliance

1. Lots of Hard Working Staff
 - ✦ Involve staff in the process it forces a self audit
2. Changed Culture of how to Prepare
 - ✦ Use technical assistance trainings to prepare
3. Changed Staffing Structure
 - ✦ Expanded cross campus positions
4. Initiated Internal Audits
 - ✦ Quarterly program reviews
5. Increased Staff Training and Exposure in regards to the Regulations
 - ✦ Shared responsibility across staff



Hannah More –
Millersville

**Administration
Facts:**

Education Director: Joe
Dickson

Supervisor: Mark
Waldman, President

School Facts:

Type II : Special Education
Program

Grades: K-5

Population: Autism and
Emotional Disability

- **Top 5 Actions for Compliance**
 1. **Develop Collaborative Relationships**
 - ✦ Staff, LSS, and MSDE Liaisons
 2. **Follow COMAR regulations Regularly**
 - ✦ Use internal and external auditors
 3. **Follow MSDE Directions**
 - ✦ Attend to all correspondence in a timely manner
 4. **Understand MSDE's Perspective**
 - ✦ They will assist and want us to be in compliance
 5. **At Site Visit: Give MSDE Exactly What They Ask For**
 - ✦ Be open to feedback



High Road Academy: Hillsmere & Linthicum

Administration Facts:

Education Director: Staria
Alexander

Supervisor: Ellen Gaske,
Executive Director

School Facts:

Type II: Special Education
Programs

Grades : 1-5

Population: Specific
Learning Disabilities,
Speech Language
Impairments, Other Health
Impairments

- **Top 5 Actions for Compliance**
 1. **Consistent Attention to Regulatory Requirements**
 - ✦ Reduces stress and makes staff more confident
 2. **Frequent Communication with Staff**
 - ✦ Problem solving as a team
 3. **Provided Staff a Regulatory Checklist**
 - ✦ Review with Education Director
 4. **Sequential Policies and Procedures**
 - ✦ Make the steps clear and explicit
 5. **Be Diligent about Maintaining all Program Documents**
 - ✦ Regular updates and reviews are paramount



San Mar Children's Home

Administration Facts:

Education Director:
Mille Steinke

Supervisor: Bruce
Anderson, President

School Facts:

Type III: General
Education Program

Grades : 7-12, GED and
Pre GED

Population: Girls

• Top 5 Actions for Compliance

1. Know and Execute the Definition of your Approved Program (Type III)
 - ✦ It is no more or less than what is defined
2. Create Forms that Follow COMAR
 - ✦ Easy to check that all components are included
3. Follow Procedures for admitting a Special Education Student
 - ✦ Develop a relationship with a point person in your LSS
4. Use an Organization system to compile materials needed for site visit
 - ✦ Maintain your notes from previous visits
5. When in Doubt, Ask
 - ✦ Either MSDE or a Peer

Additional Tips



- Educate your HR Departments on the Personnel Requirements including CHRC
- Educate and Train your Staff on COMAR
- Coach Your Staff Throughout the Year to Reduce Anxiety
- Discuss Regulations with Colleagues
- Give People Time to Get You What You Need
- Delegate Responsibilities
- Pretend you are the Monitor

Additional Tips (page 2)



- Identify Problem Areas and Let the Monitor Know You are Aware of the Problem
- Use COMAR Language in Policies
- Take Advantage of Slower Times to Check Compliance
- Update Inventories Regularly
- Double and Triple Check Everything
- Hold a Self Audit Once a Year
- Do Things Right the First Time

Additional Tips (Records)



- Identify/label items in student record that the monitor has to see
 - Remove them and place on top of record, tab with a sticky note
- Keep Attendance Record up to Date
 - Do it daily
- Create Empty Student Binders with all Required Tabs Assembled
 - They serve as a reminder that you need those documents
- Create Forms that Follow the Regulations
 - Fill in Every Blank

Supervisor Observations of their Leaders Qualities



- Leads school with a clear vision
- Cultivated a program that serves the needs of not only the students and staff but that of the parents, outside agencies, and community
- Able to make quick decisions demonstrating good judgment
- Provides school with the necessary mixture of empathy and accountability
- Technical expert in our educational model and philosophy
- Vigilant

Supervisor Observations of their Leaders Qualities (2)



Communication, Communication, Communication

- Excellent collaboration and coordination with the LSSs
- Excellent communication with staff, families, and LSSs
- Regular and frequent communication with staff and LSSs

Submitted Questions



Your Questions for the Panel



- How did you delegate responsibilities?
- Did you read through COMAR and use it as a guide?
- How do you maintain (compliance)?
- How do you address certification questions prior to submitting requests?
- How do you document your training?

Your Questions for the Panel



- How did you organize your related services review prior to the site visit?
- How are student records kept – on paper or electronic?
- What guidelines do you use for student records?
- How do you periodically audit yourselves between site visits?
- Do you have an audit documentation system?

Your Questions for the Panel



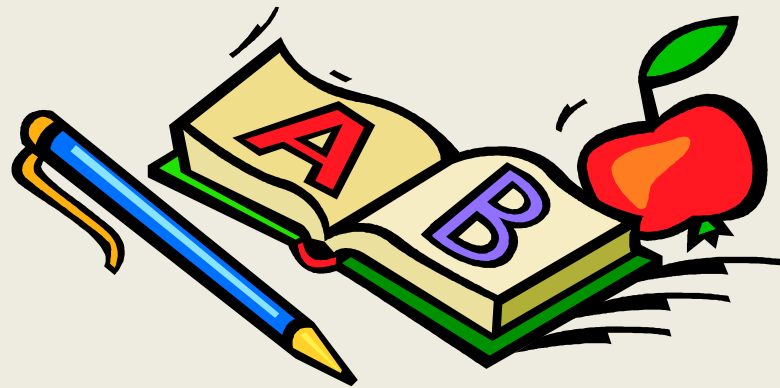
- What do you do when the regulations or a situation is somewhat vague?
 - For Example:
 - ✦ sometimes curriculum guides have multiple dates
 - ✦ New student behavior monitoring form, administrative procedures/professional development form



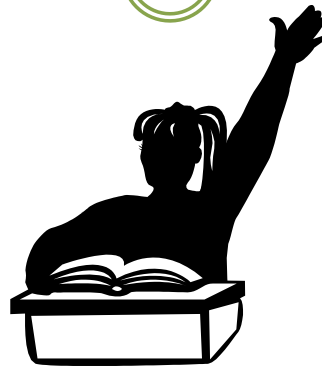
Question for MSDE



- Will MSDE expect a written plan for how the school plans to incorporate the common core?



Questions From the Floor



Thank You



**THANK YOU FOR YOUR
HOSPITALITY**

**SHEPPARD PRATT HEALTH SYSTEMS
&
THE FORBUSH SCHOOL AT GLYNDON**

