

Team Charter: Level 1 System Implementation Team

Project Title: Level 1 System Implementation Team (Advisory Committee of Stakeholders for Inclusion Transition)

Project Manager/Leader: Dr. Hugh Broomall, Deputy Superintendent

Project Sponsor: Dr. Mervin Daugherty, Superintendent

Date: October 16, 2014

Stakeholders: Red Clay Consolidated School District community

Committee Members: The Level 1 System Implementation Team will consist of committee members representing stakeholder groups, in accordance with Red Clay Consolidated School District Board Policy 9004.

Committee members will be selected and announced at the school board meeting on November 19, 2014. The committee will be established in accordance with Red Clay Consolidated School District Board Policy 9004. A district staff member designated by the Superintendent shall chair the committee and be responsible for timely posting information on the district website. All meetings shall be open to the public and subject to FOIA.

Business goal(s): The committee is charged to monitor the implementation of the district's plan for transitioning students with disabilities and English language learners to their feeder schools or school of choice beginning in SY 2015–16.

The committee will monitor and recommend modifications to the Superintendent on the action steps necessary to ensure appropriate resources, training (for all stakeholders), and infrastructure are delivered as indicated in the plan for implementation in SY 2015–16. The committee will ensure that the action plan and recommendations are consistent with the guiding principles set by the school board and in compliance with state and federal regulations governing the education of students with disabilities and English language learners.

The committee will be responsible for collecting input from the community and utilizing the input to monitor and recommend modifications the action plan.

What is the importance of this matter to the district? The school board and the district both have a belief and expectation that every student be given equal opportunity and equal access to a high-quality inclusive education with the ultimate goal of being college and career ready. All Red Clay schools will be given a greater capacity to teach all learners. The district is committed to continuous improvement through examining and realigning appropriate structures, supports and resources for the instruction of all students in our schools. It is the belief of the district and the school board that creating a districtwide inclusive culture that is sustainable by implementing and modeling inclusive practices and values will lead to increased academic and social successes for students with disabilities and English language learners.

Prioritized Stakeholders (internal, external):

1. Students and Families
2. Educators
3. School board

Project Team/Resources:

1. Level 1 System Implementation Team members (Superintendent or designee, and representation from parent and community, RCEA, school administrators)
2. Level 2 District Implementation and Coaching Team
3. Level 3 Building Implementation and Coaching Teams
4. District Inclusion Council
5. Transition planning consultant, as needed

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Timing (What is the urgency for the district? What are the deadlines?): The transition plan recommendations are scheduled for school board action on October 15, 2014. Upon school board approval, the recommendations must be implemented with fidelity and specificity of purpose by the district prior to the start of SY 2015–16, in August 2015. The committee will be established at the November 19, 2014 school board meeting.

Description of Work (includes key deliverables and milestones; describe the scope of work including what will *not* be accomplished with this project): The committees will monitor the transition plan that incorporates the guiding principles set by the school board. The committee does NOT have the authority to modify the guiding principles.

Deliverables and Milestones:

3–4 meetings in SY 2014–15 with comprehensive progress reviews and recommendations focused on the following aspects of the transition plan: resource allocation, training for all stakeholder groups, staff assignment process, ongoing communication strategy, student transition recommendation, and additional items considered by the committee as essential.
Recommendations for parent education on inclusion.

Project Constraints (describe the limits on time, resources, scope) and Uncertainties: Committee members will need to be available to attend meetings from November 2014 to August 2015. A committee member who establishes a pattern of absence will be removed as a voting member. A pattern of absence may include missing consecutive meetings, missing 2/3, or other absences that have restricted the participation and progress of the committee as determined by the Superintendent. Individuals are only selected as primary/alternate for one committee. Committee members may be asked to present progress updates to the school board, community or other members of the district.

How and when do we know we are finished? The work of the committees is finished when the final meeting is held and any recommended modifications to the transition plan are submitted to the school board in August 2015.

Definition of success (conditions of satisfaction): 100% attendance at all committee meetings. In-depth progress reviews completed and meaningful feedback provided. Monitoring of the transition plan with a report submitted to the school board in August 2015 providing recommendations for sustaining transition successes in SY 2015–16.