

Meeting 1: March 30, 2026

<b>Date:</b> March 30, 2026	<b>Time:</b> 2:00pm	<b>Location:</b> Willow Charter Academy
<b>Meeting Topic:</b>	Overall Areas to strengthen and maintain in the SPED department	
<b>Participants:</b>	Committee Members: Chairman, Parents, Educator	

Agenda			
Topic	Facilitator	Process	Discussion
Strengthening areas in interventions and leadership involvement	Dean Tucker		Leadership should increase walkthroughs to ensure SPED services are consistently provided and foster a positive, collaborative culture during monthly meetings. Data reviews should highlight student growth and include examples of effective practices and areas for improvement. Interventions should be standards-based and available in both math and literacy, and all leaders should build a stronger understanding of SPED and the dean's responsibilities.
Parent Input prior and during IEPs	Dean Tucker		Consistent and active communication with parents is essential for building strong relationships and increasing engagement in student learning. Keeping parents informed of their child's progress—both positive and areas of concern—through calls, texts, or emails supports this connection. Providing IEP documents in advance and consistently using parent input forms before meetings allows families to prepare questions and contribute meaningfully, while regular check-ins ensure parents stay informed about progress.
Implementation of behavior processes	Dean Tucker		Functional Behavior Assessments and plans are evident and put in place for data collection. They should continue to be used to guide goal setting and data collection, with students actively taught and encouraged to meet their goals to reduce behaviors. Consistent communication among administrators,

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			teachers, and parents is essential so expectations and consequences are clear and predictable. Behavior management practices should be streamlined schoolwide, while allowing for individual needs, and parents should have clear access to behavior expectations.
Timeline Compliance	Dean Tucker		The SPED team can feel overwhelmed by timelines, but current systems meet state guidelines and are effective. Continuing to use the calendar and roster, along with adding a live IEP tracking document, can help with organization. Creating individual to-do lists for deadlines can also support teachers in staying on track.
Student Performance & progress monitoring	Dean Tucker		Progress monitoring for mild/mod and 504 students can be supported through online programs like i-Ready and Lexia (or similar tools) to track learning growth. Small group DIBELS interventions should continue through 3rd grade, and increasing staff support for interventions is important. Interventionists should also collaborate with teachers to share effective strategies that can be used in the classroom.

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Meeting 2:April 27, 2026

<b>Date: April 27, 2026</b>	<b>Time: 2:00pm</b>	<b>Location: Willow Charter Academy</b>
<b>Meeting Topic:</b>	Balancing Compliance and Meaningful Communication in Special Education	
<b>Participants:</b>	Committee Members: Chairman, Parents, Educator	

Agenda			
Topic	Facilitator	Process	Discussion
Child Find process at Willow			The school effectively implements the Child Find process by educating parents about different exceptionalities and supporting them with relevant data. While the school provides guidance, it ultimately empowers parents to make informed decisions about whether their child would benefit from services.
Student Removal for Special Education			The Special Education Dean and Principal should be trusted to make decisions regarding the removal of special education students, as they work closely with them daily and have the greatest insight into their needs. If the team is unable to reach a consensus, the supervisor should then be consulted for further guidance.
Consistency in progress reports and communication			Consistent communication between teachers, administrators, and parents helps ensure families stay informed about student progress. Providing online access to progress reports and grades increases accessibility and transparency around IEP expectations. Additionally, teaching students their goals and helping them understand their purpose can improve engagement and performance.
Additional comments			Appreciation for the opportunity to share feedback and contribute input regarding the Special Education community.

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Meeting 3:May 21, 2026

<b>Date:</b> May 21, 2026	<b>Time:</b> 9:00am	<b>Location:</b> Willow Charter Academy
<b>Meeting Topic:</b>	End of the year review and updates	
<b>Participants:</b>	Committee Members: Chairman, Parents, Educator	

Agenda			
Topic	Facilitator	Process	Discussion
What family workshops, events, or resources would be most helpful to you as a parent?			It would be helpful to have parent sessions on understanding middle school expectations, executive functioning skills, and ways to support social interactions and independence. Resources for community programs, counseling services, and academic support would also be very beneficial for families.
What is one thing you would like the special education team to continue doing next year?			Continue to maintain communication methods for progress and meetings. Also, the events at school this year were great. There were opportunities for parents to visit and participate.
What is one area where you believe the special education program could improve?			I think the staff at Willow Charter is doing a great job accommodating the students in Special Education.
Additional Comments or concerns?			<b>Thank you for giving me an opportunity to answer questions and provide input about our Special Education community.</b>

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