Parent Advisory Committees Best Practices: Data Basics

with Stephanie Nicholls

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Where joining from?

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Please type in the chat if you are a current, past, or possible future member of a PAC (Parent Advisory Committee).

Do you serve on a PAC?

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Today's Discussion

PAC: Best Practices

What is a Parent Advisory Committee (PAC) and what do they do?

- Committee Set Up
- ISD (Intermediate School District) Plan
- Understanding Data

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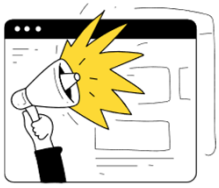
Parent Advisory Committees (PAC)



IDEA does not require regional or local special education advisory committees.

Michigan Administrative Rules for Special Education (MARSE) requires each intermediate school district board to appoint a Parent Advisory Committee.

R 340.1838 Parent advisory committee. Rule 138.

Some local school districts form Special Education Parent Advisory Committees – these are not required under IDEA or MARSE.

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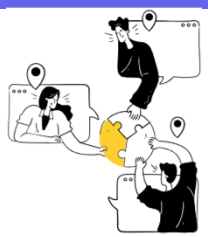
Who serves on the PAC?

A parent advisory committee shall be appointed by each intermediate school district board.

(a) The parent advisory committee and its officers shall consist only of **parents of students with disabilities with at least 1 parent from each constituent local school district and public school academy** unless no parent agrees to serve on the parent advisory committee to represent the constituent local school district or public school academy.

(b) Each constituent local school district board of education and each public school academy board of directors shall nominate at least 1 parent.

(c) The intermediate school district board of education may nominate additional members not to exceed 33 1/3% of the total parent advisory committee membership.



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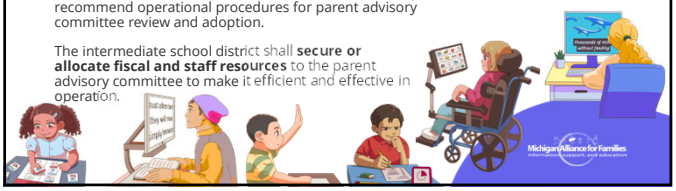
What is the ISD's role?

The intermediate school district board of education shall **make every attempt** to assure that **all types of impairments** and **all identifiable organizations of parents** of students with disabilities within the intermediate school district are **represented** on the parent advisory committee.

The intermediate school district board of education may recommend operational procedures for parent advisory committee review and adoption.

The intermediate school district shall **secure or allocate fiscal and staff resources** to the parent advisory committee to make it efficient and effective in operation.



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Parent Advisory Committee MARSE R 340.1838

Responsibilities of the Parent Advisory Committee:

- Determining and documenting, in writing, the organizational structure of the committee
- Participating in the development of the ISD's plan and any modifications of the plan
- Providing input on any matter that the committee deems appropriate to the improvement of special education services within the ISD

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Committee Setup

The Parent Advisory Committee determines and documents, in writing, the organizational structure of the committee.

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Organizational Structure



(a) Officers and their responsibilities.

(b) Meeting times.

(c) Notice of meeting times.

(d) Voting procedures.

(e) Terms of office.

(f) Related matters.

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Organizational Structure: Meeting Logistics

- How often does the committee meet?
- What is the schedule?
- Where? Virtual or in person?
- How is meeting information shared?



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Share Expectations

- Long-range, systems change issues for all children, not just one
  - from "ME" to "WE"
- Read the agenda and be prepared to contribute to the discussion
- Review previous minutes and be prepared to discuss any questions or vote on approval
- Communicate: share your perspective and listen to others



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Share Expectations:
How to Participate
• Formal or Informal?
• How are decisions made?
• Who coordinates meetings?
• Who leads the meetings?
• How do members add to the agenda?

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Parent Advisory Committee
Parent **Advisory** Committee
Advise:
• to give a recommendation about what should be done
• power to make recommendations but not take action
• Consider a defined purpose, mission, and vision?

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ISD Plan
The Parent Advisory Committee participates in the development of the ISD's plan and any modifications of the plan.

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ISD (Intermediate School District) Plan

Each ISD is required to have an "Intermediate School District Plan for the Delivery of Special Education Programs and Services" which must include:

- ISD Plan Signatures
- Public Awareness and Child Find
- Diagnostic and Related Services
- Special Education Programs and Services
- Paraprofessional
- Transportation
- Millage Fund Distribution
- Parent Advisory Committee (PAC)
- Surrogate Parents

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Objections to the ISD Plan

Any constituent district or the PAC may file a written objection regarding the ISD Plan.

The written objection must specify the portion(s) of the ISD Plan being contested, provide a reason for the objection, and propose an alternative provision.

An objection can be filed against an ISD Plan which has already been approved by the State Superintendent or one which may be under review by the Office of Special Education.

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Data Basics

Does data matter?

Adopted from Family Data Leaders Curriculum developed by

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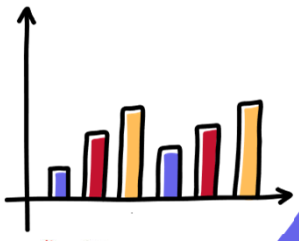
What is Data?



Data…

- Is factual information
- Helps groups make decisions
- Must be:
  - Reliable
  - Valid
  - Accessible

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Forms of Data



Quantitative Data

- Typically, numbers
- Answers the questions:
  - How much? How often? When? Where?



Qualitative Data

- Typically, descriptions
- Answers the questions:
  - What is it like? What do you observe about it?

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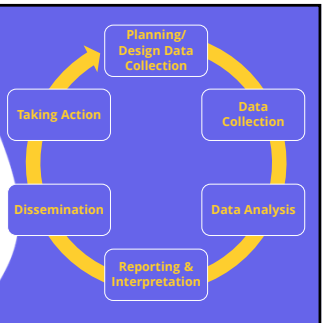
Data Lifecycle Stages

1. Planning and design for data collection
2. Data collection
3. Data analysis
4. Reporting and interpretation
5. Dissemination
6. Taking action (data use)



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SPP – State Performance Plan



- Required by IDEA
- Six-year Plan
- Includes indicators for improving implementation of IDEA requirements and purposes
- Includes measures of showing progress toward indicators

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APR – Annual Performance Report

- Report progress on target for each indicator in SPP
- Submitted annually on February 1st
- Used by OSEP to make state determinations
  - Meets requirements
  - Needs assistance
  - Needs intervention
  - Needs substantial intervention
- Functions as a report to state stakeholders



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Two Kinds of SPP/APR Indicators





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Baseline & Targets

Baseline – a starting point; performance measure before implementing improvement

Target – the numerical level of performance the state expects to meet by a given time period



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The SPP/APR:



- Reporting to stakeholders
- Making local determinations
- Publicly reporting local performance on each indicator
- Identifying needs and effects of improvement strategies

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PAC: Best Practices
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