

# Quincy Parent Advisory Council to Special Education (QPAC)

## 2011 - 2012 Goals

### A. Increase participation in QPAC

Action	Chair & Committee	Time Line
1. Increase the visibility of QPAC in the schools and community.	Jen Keane Visibility	Completed
<b>Completed Activities</b>		<b>Future Activities</b>
<ul style="list-style-type: none"> <li>▪ Sent e-mails to principals regarding QPAC events and activities.</li> <li>▪ Shared information regarding QPAC with teachers/staff via the QEA.</li> <li>▪ Shared event information with Early Intervention, Head Start, and child care providers.</li> <li>▪ Attended elementary PTO meetings to discuss QPAC's purpose and activities.</li> <li>▪ Worked with the School Committee on QPAC recognition at meetings.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Participate in a QATV training.</li> <li>▪ Share QPAC information with parents through school/PTO newsletters.</li> </ul>

Action	Chair & Committee	Time Line
2. Improve the services provided through the Resource Center.	Jill Gichuhi Resource Center	Completed
<b>Completed Activities</b>		<b>Future Activities</b>
<ul style="list-style-type: none"> <li>▪ Adjusted meeting and event calendars.</li> <li>▪ Scheduled presentations and events for days and evenings.</li> <li>▪ Revised and updated QPAC resource sheets and guides.</li> <li>▪ Created provider lists for as recreation, therapy, social skills, and transition.</li> <li>▪ Drafted handouts on state agencies and services.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Draft a handout for Chinese-speaking parents.</li> <li>▪ Draft handouts on additional high-interest topics.</li> <li>▪ Review and update resources.</li> </ul>

Action	Chair & Committee	Time Line
3. Improve communication between QPAC and members.	Laura Keeley Communication	May 2012
<b>Completed Activities</b>		<b>Future Activities</b>
<ul style="list-style-type: none"> <li>▪ Reviewed and updated the QPAC website.</li> <li>▪ Drafted and distributed a backpack mailing in September.</li> <li>▪ Drafted newsletters in September and December.</li> <li>▪ Used Instant Alert to publicize meetings and events.</li> <li>▪ Created a Communication Plan to formalize public relations and outreach activities.</li> <li>▪ Created a draft handout for parents of newly-identified students.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Finalize handout for parents of newly-identified students.</li> </ul>

**B. Advise the district on special education policies, procedures, and programs.**

Action	Chair & Committee	Time Line
1. Evaluate information provided to substitutes regarding students with disabilities.	Maureen Lynch Substitutes	Completed
<b>Completed Activities</b>		<b>Future Activities</b>
<ul style="list-style-type: none"> <li>▪ Created a student accommodations chart for substitutes.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review chart and modify as necessary.</li> </ul>	

Action	Chair & Committee	Time Line
2. Develop a parent's guide to special education in Quincy.	Jill Gichuhi Parent Guide	June 2012
<b>Completed Activities</b>		<b>Future Activities</b>
<ul style="list-style-type: none"> <li>▪ Created an outline and time line for the parent guide.</li> <li>▪ Created a draft of the guide.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Forward guide to QPS for input.</li> <li>▪ Format and distribute guide.</li> </ul>	

Action	Chair & Committee	Time Line
3. Review QPS transition-related procedures.	Laura Keeley Transition to Adulthood	
<b>Completed Activities</b>		<b>Future Activities</b>
<ul style="list-style-type: none"> <li>▪ Updated the QPAC Transition resource sheets and guide.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review and provide input to QPS's Transition Procedures Guide.</li> <li>▪ Investigate the creation of transition-related activities for students.</li> </ul>	