

08/8/2019



# WSPEI Stipend: Engaging All Families Who Have Children with IEPs

## **WSPEI Stipends:**

WSPEI (Wisconsin Statewide Parent-Educator Initiative) will provide stipends to districts to assist in developing family engagement practices. The WSPEI stipend is to help districts better support all families of students with IEPs who may not be adequately served by existing practices. The stipend provides support for family and community engagement opportunities. WSPEI trainings and support will be provided primarily to support families of students with IEPs, but any family is welcome to attend all learning events.

Districts qualifying for a stipend are public schools in Wisconsin, Pre K - 12, that have a desire to implement WSPEI and WI DPI family engagement frameworks and resources.

Qualifying districts may request a stipend amount up to \$3,000 to fund family and community-engagement capacity building around practices, including professional learning that lead to improved outcomes for students with IEPs. Awards will be based on district size, level and depth of family engagement work, and available funding.

There are limited amount of stipends available.

The stipend agreement is available and must be signed and returned to Caroline Rossing at [crossing@cesa3.org](mailto:crossing@cesa3.org) and Sue Miller at [suem@cesa12.org](mailto:suem@cesa12.org).

Notification of stipend awards will be emailed to the primary contact or program coordinator.

## WSPEI Stipend: Engaging All Families Who Have Children with IEPs

### Stipend Overview and Process

The purpose of the stipend is to provide Districts the opportunity to assess how they currently engage families who have children with IEPs, study the data around these practices, and create an action plan to address any areas of need in order to strengthen the capacity of the staff to effectively engage families and community

This Agreement concerning participation in the WSPEI Stipend: Engaging All Families Who Have Children with IEPs is between \_\_\_\_\_, referred to as “the District” throughout the rest of this document, and WSPEI’s Fiscal Agent CESA 12. The District, during the 2019-2020 school year, agrees to participate in family engagement planning for all families who have children with IEPs using a stipend managed by WSPEI’s Fiscal Agent, CESA 12.

The District agrees to be responsible for the following process in order to receive the stipend:

- **Develop a Team:**  
The District’s Special Education Director or Director of Pupil Services will identify 5-7 individuals including a special education director, special education teacher, related service personnel, regular education teacher, and a parent who is not a school staff member, to become members of the Engaging All Families Who Have Children with IEPs team. This District Team will be referred to as “Team” throughout the rest of this document.
- **Designate a District Program Coordinator:**  
The District’s Special Education Director or Director of Pupil Services will identify a person assigned as the district program coordinator for the family engagement stipend.
- **Hold an Initial Informational Meeting:**  
The Team will schedule an initial family engagement assessment and planning meeting with a WSPEI CESA Coordinator. In this meeting the details of the stipend project will be reviewed, roles will be defined, and initial planning will begin.
- **Assess Families and Staff in the District:**  
The District staff and families will complete the WSPEI Family Engagement Assessment, referred to as the Assessment throughout the rest of this document. The results of this Assessment will be used for planning.
- **Analyze Data:**  
The WSPEI Coordinator and the District’s Program Coordinator will facilitate a meeting with the Team to identify and prioritize needs from the Assessment results and other chosen/related district information. Using this information, and through discussion, the Team will begin development of a Family Engagement Plan.
- **Develop a Plan for Engaging Families Who Have Children with IEPs:**  
With WSPEI support, guidance, and facilitation, the Team will build a Family Engagement Plan, referred to as the Plan throughout the rest of this document, to engage all families who have children with IEPs. The Plan will include goals and objectives to address and align with the prioritized needs that were identified when analyzing the data.

## WSPEI Stipend: Engaging All Families Who Have Children with IEPs

### Organizational Conditions, Goals, and Strategies

The **organizational conditions** of the Family Engagement Plan will include effective policy, procedures, and methods that are:

- *Systemic* Embraced by leadership across the school / district;
- *Integrated* or embedded in all strategies and school / district initiatives; and
- *Sustained* using available resources and infrastructure.

Family engagement **goals** will be developed through these organizational conditions and will support increases or improvement in the following for both families and educators:

- *Capabilities* (skills and knowledge)
- *Connections* (networks)
- *Cognition* (beliefs, values)
- *Confidence* (self-efficacy)

To achieve the goals and objectives that are written into the Plan, the district will implement **strategies** that include both **systemic changes** as well as provide **learning opportunities** to improve the beliefs, knowledge, and skills of families and educators, which in turn, will build capacity for supporting improved outcomes for children with IEPs.

Strategies to improve systemic changes and learning opportunities will focus on the following:

#### **Linked to Learning or Supporting Learning at Home and in the Community**

- Aligning family/student learning activities with district/school standards, curriculum, and instruction
- Connecting student IEP goals, supports, accommodations, and specially designed instruction with learning activities in the home and community

#### **Literacy / Reading Based Learning Opportunities**

- Utilizing the Literacy Training Series as a foundation to enable families to support literacy and reading at home
- Providing additional resources to families that connect school/district literacy/reading supports and resources to individual student needs

#### **Relational and Parent-Professional Partnership Building**

- Enhancing welcoming and inviting school cultures for each and every family
- Building respectful and trusting relationships for each and every family
- Honoring and recognizing families' funds of knowledge and unique assets

#### **Collaborative Engagement**

- Learning and working in groups between families, educators and other stakeholders
- Building learning communities and networks

#### **Interactive Learning**

- Modeling, coaching, and practicing skills during professional learning
- Offering opportunities to test out and apply new skills with follow up and feedback

## WSPEI Stipend: Engaging All Families Who Have Children with IEPs

### Considerations when Building the Family Engagement Plan

- The WSPEI CESA Coordinator and District Program Coordinator will guide the Team through all phases of family engagement planning.
- The development of the plan will consider research based and evidence informed family-engagement improvement strategies and frameworks.
- The Team will explore the District's current family engagement beliefs and practices and their effects on improved outcomes.
- The Plan will include a system for monitoring implementation of the strategy, including evidence based data collection and on-going problem solving.
- The Plan will include methods for communicating the Family Engagement plan and outcomes with stakeholders.

### WSPEI Supports and Resources

- **WSPEI Professional Learning Opportunities**  
The District may choose to host up to four family/educator professional learning events with the support of the WSPEI Coordinator. Topics include Effective Communication, Transition, IEP, General Family Engagement, and Navigating Resources.
- **Literacy Training Series**  
The District will collaborate with the WSPEI coordinator to implement the literacy training series. This series provide general information and resources to help families support reading and literacy at home. The series also can be modified to provide information on a district, school, or classroom reading curriculum and resources to support links to learning between home and school.
- **Provide WSPEI In-Service Presentation on Family Engagement**  
WSPEI coordinator will provide a presentation to the school / district educators on effective family engagement to engage every family.
- **Implement a Book Study that examines the 4"C" areas listed above**  
With the support of the WSPEI Coordinator, the Team will examine the current school culture and identify any existing beliefs/values, policy/procedure, and methods/strategies that could be changed in order to allow for increased capacity building of educators.
- **College and Career Ready IEP Workshop: Engaging Families in the IEP**  
WSPEI can assist educators with preparing families for IEP meetings utilizing the DPI College and Career IEP (CCR IEP) 5-Step process and 5 belief framework. Engage members of the FE team to co-present with the WSPEI coordinator at this workshop.

WSPEI can support your team and district with additional strategies from our [Options for Capacity Building](#) document. Please ask your WSPEI Coordinator for more information.

## **WSPEI Stipend: Engaging All Families Who Have Children with IEPs**

### **School / District Team Meetings**

The Team will meet regularly to develop a welcoming, respectful, and supportive school culture, and one that engages the greater community. The Team will also discuss the implementation of the chosen strategies and methods, and analyze progress towards the family engagement goals and the stipend objectives at these meetings.

During these meetings, discussion about how the system and process developed for family engagement planning for families of students with IEPs connects to the broader family engagement plans and systems currently used by the district for all families. In addition, the Team will develop a method for communicating family engagement plans, goals, strategies, and outcomes to stakeholders.

### **WSPEI Responsibility**

WSPEI grant staff agrees to be responsible for the following in order to support the awarded recipient:

#### **WSPEI CESA coordinators agree to provide Districts with:**

- Technical assistance
- Coaching, guidance, and support
- Support with data compilation and guidance in the analysis of data
- Guidance in creating capacity building of families and educators
- Facilitation of professional learning
- Information sharing of resources and tools available

### **Intended Outcomes**

Intended outcomes from the assessment, planning, and implementation include:

- Improved student outcomes for all students with IEPs.
- Development of meaningful relationships between families and educators
- Enhancement of a positive culture within the school
- Enhancement of positive perspectives of the school experience
- Authentic engagement with all families who have children with IEPs

### **Process Information**

- The District will collect survey data from all family and educator professional learning and share with the CESA Coordinator.
- The CESA Coordinator and the District program coordinator will collaborate continuously throughout the development, implementation, and review of the Plan.
- The District agrees to notify WSPEI's Grant Coordinator (Caroline Rossing at [crossing@cesa3.org](mailto:crossing@cesa3.org)) and the grant's program assistant Sue Miller ([suem@cesa12.org](mailto:suem@cesa12.org)) if it anticipates any interruption or discontinuation.

## WSPEI Stipend: Engaging All Families Who Have Children with IEPs

### Reimbursement

Districts will incur expenses and submit for reimbursement to CESA 12. The WSPEI coordinator will support with building a planning budget for the use of the stipend. Allowable items for reimbursement through the awarded stipend will include:

- Staff time/Stipends
- Travel/mileage/lodging: *District will ensure costs are reflective of state rate*
- Food: *District will ensure costs are reflective of state rate*
- Event costs
- Printing/Postage
- Materials and supplies
- District Family Engagement Liaison (DFEL) or parent mentor stipend
- Other (miscellaneous expenses not to exceed \$500)

**Note:** WSPEI Coordinators can explain further details, support with budget development, and explain resources prior to or following the acceptance of the stipend.

### Discontinuation

Stipends will discontinue if the district ceases to participate and/or withdraws from the program.

**WSPEI Stipend: Engaging All Families Who Have Children with IEPs**

*WSPEI Stipend: Engaging All Families Who Have Children  
with IEP's - Agreement and District Information*

District Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_ Email: \_\_\_\_\_

Stipend amount requested (Fill in the blank with any dollar amount up to \$3000): \$\_\_\_\_\_

**Answer Family Engagement Rating Question:**

1. How well do you feel your families are engaged in the IEP process and supporting the special education needs of their children? (Circle One)
- a. Below expectations
  - b. Meets expectations
  - c. Exceeds expectations

2. Please describe any family engagement initiatives that your district has implemented.

Signed by the Parties named above:

\_\_\_\_\_  
School/District Representative Signature  
Agreement Package for WSPEI Family Engagement Stipend

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
CESA 12 (Fiscal Agent Representative)  
Agreement Package for WSPEI Family Engagement Stipend

\_\_\_\_\_  
Date Signed

***\*Districts can claim incurred expenditures monthly or quarterly with WSPEI Family Engagement Reimbursement Claim form provided, on or before June 20, 2020. Verification of expenditures may be required at any time during this stipend agreement. Return the claim form to: Sue Miller, CESA #12, 618 Beaser Avenue, Ashland, WI 54806.***