

**Action Plan for 2014-2015 School Year
for Review of East Grand Rapids Public Schools
Special Education Programs and Services for Students with Individualized Education Plans (IEPs)**

This proposed plan will outline the mechanics of the review process and include a timeline for activities that will be conducted by Dr. Cynthia Smith, Associate Professor, College of Education, Grand Valley State University.

Step 1: Consultant, Dr. Cynthia Smith, will review district documents pertaining to special education and parental concerns regarding special education programs and services received by district personnel and the board of education via written and electronic communication. *Tentative completion date: September 30, 2014.*

Step 2: Consultant will conduct parent interviews as a means of gathering information regarding parent satisfaction with the district's special education programs and services. *Tentative completion date: October 31, 2014.*

Understandings:

- a. Parents of students with IEPs will be randomly selected for the interviews. The random selection process of parent names for the interviews will preclude bias and will allow for an adequate number of parents selected to ensure that conclusions drawn from the interviews can be assumed to represent the views of the entire group of special education parents.
- b. Interview questions will be drafted by the consultant and reviewed by the district superintendent, the local special education director, the ISD director of special education and district legal counsel. Revisions will be made as the group dictates.
- c. Only parents of students currently receiving special education programs and services through an IEP as an East Grand Rapids Public Schools student will be included in the pool of potential interviewees. This includes East Grand Rapids Public Schools students receiving programming with Kent ISD special education programs and/or services. Once again, a true random sample of parents for the interviews is desirable. This necessitates clearly defining the population of potential interviewees.

Step 3: Consultant will conduct a parent survey as a means of providing every parent of a child with an East Grand Rapids Public Schools IEP an opportunity to provide input and opinions about District special education programs and services. The construction of survey questions will be informed by themes and/or issues found in the analysis of responses to interview questions. *Tentative completion date: November 30, 2014.*

Step 4: Consultant will conduct program Review by consultant to include visits to District programs and services, conversations with special education staff, building administrators and, potentially, general education teachers. The contents of the program review will be informed by the review of district special education documents, themes and/or issues found in interview responses, and parent survey results. *Tentative completion date: December 19, 2014.*

Step 5: An executive summary of data gathered and consultant impressions and/or conclusions will be provided to the District superintendent in a written document. *Tentative completion date: January 5, 2015.* This summary will be shared with the Board of Education at the regularly scheduled board meeting in January 2015.

