



Georgia Cyber Academy

Special Education Department 2017-2018 Resolution Matrix

Topic/Issue	Point of Contact	Comments
<p style="text-align: center;">Special Education Operations</p>	<p style="text-align: center;">Special Education Director Erica Curry ecurry@k12.com 404-334-4790 ext. 2285</p>	<p>Special Education Department Manages all aspects of the special education department as it relates to special education district operations, procedures practices, budget, staffing, compliance and academics. Addresses state complaints, completes state reporting, special education tasks in dashboard and reporting submissions. Monitors related services, child find, timelines and eligibility procedures. Tracks revocation and students dismissed or no longer eligible to receive services. Manages hospital homebound, special education records, academic programs, professional development, discipline and state testing requirements.</p>
<p style="text-align: center;">Special Education Academics</p>	<p style="text-align: center;">Associate Special Education Director Nadiyah Trotman ntrotman@k12.com 404-334-4790 ext.160</p> <p style="text-align: center;">Special Education Liaison Jessica Elzey jelzey@k12.com 404-334-4790 ext.</p>	<p>Special Education District Academics Instructional Programs, formal open record requests, academic ESY, teacher staffing and student ratios, special education enrollment and withdrawal, achievement data, scheduling and placement, state reporting, child find, discipline, supports high alert cases (advocate) in elementary and monitors district accommodations for state testing.</p> <p>Curriculum and academics Supports administrative team with identifying instructional programs and resources to support students with disabilities. Works closely with the Associate Director for Academics in providing academic and curriculum recommendations for high alert/profile families where specific requests are made. Assist in follow-up and monitoring of families identified to have had a settlement agreement or complaint.</p>

<p>Special Education Compliance</p>	<p>Associate Special Education Director Ereco Maddox emaddox@k12.com 404-334-4790 ext. 149</p>	<p>Special Education District Compliance Manages all aspects of federal, state and district level compliancy in regards to referrals, eligibility, redetermination, reevaluation, dismissal, and discipline. Supports high alert cases (advocates) in middle and high school, completes state reporting, special education reporting submissions, manages related services, and reviews all certified letters related to related services.</p>
<p>LIFE Program (k-12) Support Mild, Moderate, Severe, Profound Intellectual Disabilities</p>	<p>Assistant Administrator Madeline Jones mjones@k12.com 404-334-4790 ext. 2340</p> <p>LIFE (K-12) Special Education Lead Anna Spears aspears@k12.com 404-334-4790 ext.807</p> <p>LIFE (K-12) Georgia Alternative Assessment Coordinator (GAA) TBD</p>	<p>Special Education Low Incidence Program Manages all aspects of the LIFE Program supportive of students with significant cognitive impairments. Manages compliance, curriculum, community based instruction (CBI) and Georgia Alternative Assessment (GAA) Testing.</p> <p>Manages and monitors all curriculum for the LIFE Program.</p> <p>Provides support to teachers by monitoring, conducting trainings, identifying resources and giving feedback regarding ongoing completion of student GAA Portfolios.</p>

<p>Special Education Records</p>	<p>Records Coordinator Larenda Gilmer lgilmer@k12.com 404-334-4790 ext.154</p> <p>Special Education Registrar Sharon Gardner-Pierre sgardner-pierre@k12.com 404-334-4790 ext. 153</p> <p>Special Education Records Clerk Candice McKerson cmckerson@k12.com 404-334-4790 ext. 146</p> <p>Special Education Records Clerk Nidra Dillon ndillon@k12.com 404-334-4790 ext. 150</p>	<p>Special Education District Records</p> <p>Monitors all special education records within the district and respond to outside requests. Provides guidance to the records clerks and registrar. Contacts school systems for clarification on event codes, records status, record evaluation to determine placement, manage timelines as it relates to state reporting of records, respond to formal open record requests, staff and parent questions regarding individual records, provide prior written notices and monitors revocation and dismissal of students.</p> <p>Assist school administration with scheduling, state reporting, GADOE Portal histories, and record requests.</p> <p>Complete all special education record requests, monitor in and outgoing mail, upload records, send out certified mail, disseminate forms to appropriate parties from outside agencies.</p>
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<p align="center">Speech Services</p>	<p align="center">Speech Language Pathologist Coordinator Cathy Clayton</p> <p align="center">mclayton@k12.com 404-334-4790 ext. 1061</p> <p align="center">Speech Language Pathologist TBD</p>	<p align="center">Special Education District SLP Coordinator</p> <p>Manage speech referrals, evaluations and services provided to students with disabilities. Provide guidance to speech pathologist. Review records and evaluations to provide recommendations. Support special education staff, provide trainings and attend both SST and IEP meetings.</p>
<p align="center">Special Education Related Services</p>	<p align="center">Related Services Compliance Coordinator</p> <p align="center">Lynleigh Hurndon</p> <p align="center">lhurndon@k12.com 404-334-4790 ext. 113</p> <p align="center">Related Services Coordinator Susan Flynt</p> <p align="center">sflynt@k12.com 404-334-4790 ext.2237</p>	<p align="center">Special Education District Related Services</p> <p>Manage special education related services. Provide guidance to Related Service Coordinators to ensure that services are being scheduled and timelines are being met. Submit monthly DOE compensatory report. Respond to staff needs regarding related service questions. Manage and monitor contractors and billing. Serve as liaison for contractors working with GCA. Respond to staff needs for guidance as it relates to physical therapy. Manages related service portal (RSM), and responds to outside requests regarding related services. Provides guidance to district staff regarding evaluations and dismissal of related services. Supports all high-profile cases in regards to addressing provided or requested related services.</p> <p>Related Services Coordinator- Follow up on related service needs from teachers. Schedule meetings with Providers (Contractors) to provide training and ensure student services are scheduled and delivered appropriately.</p>

	<p align="center">Related Services Coordinator DeEtta Petcher</p> <p align="center">dpetcher@k12.com 404-334-4790 ext.2190</p>	<p>Related Services Coordinator</p> <p>Responsible for Billing and Invoicing</p>
<p align="center">Tier IV Referrals and Initial Eligibility</p>	<p align="center">Compliance Coordinator Ellen Holland</p> <p align="center">eholland@k12.com 404-334-4790 ext.961</p>	<p>(K-12) District Eligibility Compliance</p> <p>Conduct all initial eligibility meetings for the district. Monitors and tracks state timelines. Consults with parents, conducts home visits and observations to respond to questions regarding progress monitoring and the initial special education eligibility process. Collaborate with the 504 and RTI team on student needs.</p>
<p align="center">Assistive Technology</p>	<p align="center">Assistive Technology Coordinator Hollie Schofield</p> <p align="center">hschofield@k12.com 404-334-4790 ext. 2188</p>	<p>(K-12) Assistive Technology Organize and monitor all assistive technology needs for GCA students. Maintain inventory of all AT equipment. Provide AT consultations and write reports as requested.</p>
<p align="center">Special Education Transition and Community Resources</p>	<p align="center">Transition Coordinator Nicole Bahret</p> <p align="center">nbahret@k12.com 404-334-4790 ext.514</p>	<p align="center">Special Education Transition Coordinator</p> <p>Reviews district transition plans developed as part of IEP's to aid in post-secondary transition. Provide assistance to teachers in developing transition plans. Provides post-secondary resources to parents of students with disabilities. Coordinates vocational rehab and college readiness assessments.</p>

<p align="center">Special Education Professional Development</p>	<p align="center">Training Coordinator Becky Moody bmoody@k12.com 404-334-4790 ext.378</p>	<p>Special Education Trainer: Provides training for new hires and ongoing support throughout the year to the special education department, administrative team members and special education staff. Develops trainings to address district needs, attends IEP meetings, assists in the development of standard operating procedures.</p>
<p align="center">Special Education Parent Support, Resources for families of SWD,</p>	<p align="center">Parent Mentor Jennifer Anderson janderson@gacyber.org 404-334-4790 ext.675</p>	<p align="center">Parent Mentor</p> <p>Works to build effective family, school, and community partnerships by supporting families with students with disabilities. Provides information resources and training for families who have children and youth with disabilities. Works with transition coordinator to identify community and post-secondary resources. Supports families throughout the year served through the Department of Special Education with transition through the virtual environment.</p>

Topic/Issue	Point of Contact	Comments
<p align="center">Types of District Comprehensive Assessments and Eligibility Requirements</p>	<p align="center">Psychologist for High School Gaetane Borders gborders@k12.com 404-334-4790 ext.157</p>	<p align="center">Special Education District Psychologists</p> <p>Primary contact for individual schools. Refers students to contractors for psycho-educational assessments as necessary. Reviews all psycho-educational evaluations for accuracy that are completed by contractors. Keeps track of timelines and updates multiple spreadsheets for monthly DOE reporting. Attends eligibility meetings when to assist committee in interpreting</p>

<p style="text-align: center;">Psychologists</p>	<p style="text-align: center;">Psychologist for Middle School TBD</p> <p style="text-align: center;">Psychologist for Elementary School Natasha Domond ndomond@k12.com 404-334-4790 ext.826</p>	<p>psychological evaluations, and indicating what educational impact the results may have. Attend and participate in RTI meetings as needed to provide support to committee members and provide guidance on types of assessments. Reviews out of state documents for GA compliance. Hold weekly meetings with Leads.</p>
<p>Coordinates Special Education services for Elementary School.</p>	<p style="text-align: center;">Assistant Special Education School Administrator Holly Witcher hwitcher@k12.com 404-334-4790 ext.412</p> <p style="text-align: center;">Elementary (K-3) Special Education Compliance Lead Lauren Holmes laholmes@k12.com 404-334-4790 ext.340</p> <p style="text-align: center;">Elementary (4-5) Special Education Academic Lead Hillary Roebuck hroebuck@k12.com 404-334-4790 ext.386</p>	<p>Elem (k-5) School Special Education</p> <p>Provides guidance, resources and support to teachers responsible for delivering instruction and adherence to compliancy within Individualized Education Programs (IEP). Monitors instructional programs, data, timelines, development, implementation and review of IEP's throughout the year. Responds to parent concerns and attends meetings where families have specific and/or unique requests or needs.</p>

<p>Coordinates Special Education services at the Middle School.</p>	<p>Assistant Special Education School Administrator</p> <p>Alicia Kelley akelley@k12.com 404-334-4790 ext. 462</p> <p>Middle School Special Education Compliance Lead</p> <p>Shani Wilson shawilson@k12.com 404-334-4790 ext.828</p> <p>Middle School Instructional Special Education Lead</p> <p>Kelly Thomas kelthomas@k12.com 404-334-4790 ext.503</p> <p>Middle School Instructional Special Education Lead</p> <p>Cassie Snow csnow@k12.com 404-334-4790 ext.996</p> <p>Middle School Special Education Resource Lead</p> <p>Janice Knox jknox@k12.com 404-334-4790 ext.824</p>	<p>Middle (6-8) School Special Education</p> <p>Provides guidance, resources and support to teachers responsible for delivering instruction and adherence to compliancy within Individual Education plans (IEP). Monitors instructional programs, data, timelines, development, implementation and review of IEP's throughout the year. Responds to parent concerns and attends meetings where families have specific and/or unique requests or needs.</p>

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<p>Coordinates Special Education services at the High School.</p>	<p>Assistant Special Education School Administrator</p> <p>Christiane Henderson chenderson@k12.com 404-334-4790 Ext: 551</p> <p>High School (9-12) Special Education Compliance Lead</p> <p>Ashley Brand abrand@k12.com 404-334-4790 ext.2176</p> <p>High School (9-12) Special Education Instructional Lead</p> <p>I (Co-Teaching)</p> <p>Erin Martin ermartin@k12.com 404-334-4790 ext. 967</p> <p>High School (9-12) Special Education Instructional Lead</p> <p>(Resource)</p> <p>Marlena Flesner mflesner@k12.com 404-334-4790 ext. 2306</p>	<p>High School (9-12) Special Education</p> <p>Provides guidance, resources and support to teachers responsible for delivering instruction and adherence to compliancy within Individualized Education Programs (IEP). Monitors instructional programs, data, timelines, development, implementation and review of IEP's throughout the year. Responds to parent concerns and attends meetings where families have specific and/or unique requests or needs</p>