

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** IXD **DATE:** May 24, 2019

**TOPIC/TITLE:** District Representatives for Admissions and Release Committee (ARC) and 504 meetings

**PRESENTER:** Tracey Francis

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)  
☐ ACTION REQUESTED AT THIS MEETING  
☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL  
☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)  
☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION  
☐ BOARD OF EDUCATION POLICY  
☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☒ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION  
☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:  
☐ ACTION:

**BACKGROUND INFORMATION:**

This approval is required annually due to state regulations and Board Special Education Procedures.

**SUMMARY OF MAJOR ELEMENTS:**

The Board must approve district representatives to chair Admissions and Release Committee (ARC) and 504 meetings. This representative must be qualified to provide or supervise the provisions of specially designed instruction to meet the unique needs of children with disabilities and is knowledgeable about the general curriculum and the availability of the resources of Woodford County Public Schools.

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:** ☒ Recommended ☐ Not Recommended



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## **WOODFORD COUNTY PUBLIC SCHOOLS**

330 Pisgah Pike • Versailles, Kentucky 40383-9214 • (859) 879-4600  
D. Scott Hawkins, Superintendent

### **MEMORANDUM**

TO: D. Scott Hawkins  
FROM: Tracey Francis  
DATE: May 24, 2019  
RE: District Representative for Admissions and Release Committee (ARC) and 504 Meetings

The following is a recommended list of positions to be approved as District representatives for purposes of implementation of Special Education and Section 504 procedural requirements. Our Board-approved Special Education Procedures state that the Superintendent, or designee, may designate which specific staff member on the approved list will serve as the District Representative for any specific type of Admissions and Release Committee (ARC) or 504 meeting, or for any specific ARC/504 meeting.

Recommended list of positions to serve as District Representatives:

- Director of Special Education (Superintendent Designee)
- Coordinator of District-Wide Programs – Preschool
- Principals – All Schools
- Assistant Principals – WCMS and WCHS
- Administrative Deans
- Social Worker – Safe Harbor Academy
- Guidance Counselors – All Schools
- Preschool Teachers
- Speech Pathologists

### **BOARD MEMBERS**

Ambrose Wilson IV, Chair – Debby Edelen, Vice Chair  
Margie Cleveland – Sheri Springate

***Equal Education and Employment Opportunities***