

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: *VII F* **DATE:** June 2, 2023

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

PRESENTER: Tracey Francis *TF*

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

Danny Adley



WOODFORD COUNTY PUBLIC SCHOOLS

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Danny Adkins, Superintendent

MEMORANDUM

TO: Danny Adkins

FROM: Tracey Francis

DATE: June 2, 2023

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

Lead Teachers per school building

BOARD MEMBERS

Angela McKale, Chair – Amanda Glass, Vice Chair

Adam Brickler – Sarah McCoun – Sherri Springate

Equal Education and Employment Opportunities