# Superintendent’s Memo #040-19

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: February 15, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: Early Childhood Special Education Program Administrator Spring Institute

The Virginia Department of Education (VDOE) will offer the Leadership in Effective and Developmentally-appropriate Services (LEADS) Early Childhood Special Education (ECSE) Program Administrator Spring 2019 Institute. This one-day Institute will be held April 11, 2019, in Charlottesville, Virginia from 9 a.m.– 4:30 p.m.  The purpose is to deliver targeted technical assistance to school division leaders who act as the program administrator for ECSE programs for preschool children with Individualized Education Programs (IEPs). Since each division is different, this may include directors, coordinators, specialists, lead teachers, or others serving in this capacity.

The LEADS-ECSE Program Administrator Spring Institute will provide an update on statewide early childhood initiatives and will provide information and resources related to the Classroom Assessment Scoring System (CLASS) and implications for children with IEPs. In November 2018, [*A Plan to Ensure High-Quality Instruction in All Virginia Preschool Initiative Classrooms*](https://rga.lis.virginia.gov/Published/2018/RD433) was submitted to the General Assembly by the VDOE. A primary component of the plan emphasizes teacher-child interactions and requires classroom observations using the CLASS. Many VPI classrooms include children with IEPs. Further, the plan may later serve as a model for strengthening early childhood across other care and education settings. This includes all settings where a preschool-aged child with an IEP may be placed. During this session, an overview of the CLASS, considerations for classrooms with children with IEPs, and implications for improving early childhood programs for children with disabilities will be provided.

The VDOE will assume the cost of registration, breakfast, and lunch.  Lodging for April 10, 2019 may be provided for those who live more than 50 miles from the conference center.

Space is limited and school divisions are to register only one participant. Depending on the availability of space, it may be possible for additional participants to attend. Two people from a division may register if the division has more than one person serving in the role of administrator for ECSE programs. Please designate one individual as your guaranteed participant and have him/her complete the online registration form. Provide the name, email address, and phone number of any additional participant to be placed on the wait-list.  Registration for available additional participants will be provided on a first-come, first-served basis until all participant spaces are filled.

Divisions are strongly encouraged to identify the individual(s) who have primary responsibility for ECSE programs to attend this and future LEADS events.

### Registration

Registration is available at the following website: [Register for April 11, 2019 LEADS-ECSE Program Administrator Spring Institute](https://va-leads-ecse.org/ECSE-Events/Details/UG39ugvsQM8_MW0DkPdfcw)

### Institute Site

The location is the DoubleTree by Hilton, 990 Hilton Heights Road, Charlottesville, Virginia 22901.

### Date and Time

The event is April 11, 2019.Registration and continental breakfast will be from 8:15 a.m. - 9 a.m.  The Institute will begin at 9 a.m. and end by 4:30 p.m.

### Meals

A continental breakfast and lunch will be provided.

### Lodging

Lodging is provided by VDOE for one night (April 10, 2019) for those who live 50 miles or more from the conference center.  Those who need a hotel room must register by **March 13, 2019.**

**Contact**

Questions regarding the online registration process should be directed to Candis Middlebrook, Event Coordinator at George Mason University, via email at [cmiddleb@gmu.edu](mailto:cmiddleb@gmu.edu). Questions regarding the content of the workshop should be directed to Dawn Hendricks, Early Childhood Special Education Coordinator, via email at [Dawn.Hendricks@doe.virginia.gov](mailto:Dawn.Hendricks@doe.virginia.gov) or by phone at (804) 225-2675.

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