



COMMONWEALTH of VIRGINIA
Department of Education

DATE: September 20, 2018
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

SUBJECT: Early Childhood Special Education Program Administrator Fall Institute and Fundamentals of Early Childhood Special Education Administration Workshop

The Virginia Department of Education (VDOE) will offer the Leadership in Effective and Developmentally-appropriate Services (LEADS) Early Childhood Special Education (ECSE) Program Administrator Fall 2018 Institute. This one-day Institute will be November 8, 2018, 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. Since each division is different, this may include directors, coordinators, specialists, lead teachers, or others serving in this capacity. New this year, on November 7, 2018, there will be a Fundamentals of Early Childhood Special Education Administration Workshop. This Workshop will be held from 12:30 p.m. – 4:30 p.m. also in Charlottesville, Virginia. The Workshop is for administrators new to their role and will provide information on implementing quality programs for preschool children with Individualized Education Programs (IEPs).

The LEADS-ECSE Program Administrator Fall Institute

The LEADS-ECSE Program Administrator Fall Institute will provide an update on statewide early childhood initiatives. Further, it will provide an opportunity for administrators to learn about new procedures, tools, and resources developed by VDOE for the collection, reporting, and use of Indicator 7 data, Child Outcomes. Specifically, the Institute will provide:

- Local, state, and national data on child outcomes;
- Guidance on the VDOE recommended process to collect child outcomes data;
- Newly developed tools to collect and report child outcomes data;
- Newly developed resources that support increased data quality and the provision of professional development; and
- Strategies to use child outcomes data to improve ECSE programs.

The VDOE will assume the cost of registration, breakfast, and lunch. Lodging for November 7, 2018, 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 November 8 LEADS-ECSE Program Administrator Fall Institute.](#)

Institute Site

The location is the Boars Head Inn, 200 Ednam Drive, Charlottesville, Virginia 22903.

Date and Time

The event is November 8, 2018. 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 (November 7, 2018) for those who live 50 miles or more from the conference center. Those who need a hotel room must register by Friday, October 5, 2018.

Fundamentals of Early Childhood Special Education Administration Workshop

The Fundamentals of Early Childhood Special Education Administration Workshop will provide administrators new to their role an overview of the early childhood system and key elements related to implementing quality programs for preschool children with IEPs. Specifically, the Workshop will provide an overview of:

- Early Childhood and Early Childhood Special Education programs;
- The VDOE guidance regarding inclusion of children with disabilities and resources to support increasing and improving inclusive practices;
- Indicators related to Early Childhood, including Indicator 6 (Preschool Placement), Indicator 7 (Child Outcomes), and Indicator 12 (Transition from Part C to Part B programs); and
- Implementing a preschool curriculum framework.

The VDOE will assume registration cost. Space is limited and school divisions are to register only one participant who has been in the role of ECSE administration for two years or less.

Registration

Registration is available at the following website: [Register for November 7 Fundamentals of ECSE Administration Workshop](#).

Institute Site

The location is the Boars Head Inn, 200 Ednam Drive, Charlottesville, Virginia 22903.

Date and Time

The event is November 7, 2018. Registration will be from noon – 12:30 p.m. The Institute will begin at 12:30 p.m. and end by 4:30 p.m.

For questions regarding online registration, please contact [Candis Middlebrook](#), Event Coordinator, at the Training and Technical Assistance Center at George Mason University. Questions regarding the content of the workshop should be directed to [Dawn Hendricks](#), Early Childhood Special Education Coordinator, by email or by phone at (804) 225-2675.

JFL/DH