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**Parent Resource Center Report to SEAC
Dec. 3, 2018**

The Anne R. Lipnick Special Education Family Resource Center, also known as the Parent Resource Center or the PRC, is located in Room 134 of the Minnie Howard Campus of T.C. Williams High School, 3801 W. Braddock Road, Alexandria, VA 22302. The Parent Resource Center is open every school day from 8:30-3:30. The PRC offers the following services at no cost to anyone who lives, works or goes to school in the City of Alexandria:

- A lending library with over 500 books and DVDs on a variety of disabilities and parenting issues;
- A list of service providers in the community, such as speech therapists, math tutors and respite care providers;
- Support groups for parents;
- A workshops series for parents on various disabilities and general parenting topics;
- Individual confidential consultations to help parents understand their child’s special education services and to support them with the challenges of raising a child with a disability or learning difference.

The following is a summary of Parent Resource Center activity for the month of November, 2018.

I. PRC Contacts:

- A.** For PRC data recording purposes, a “contact” has traditionally been communication **initiated** by a parent, staff member or community member with the PRC, either by phone, email or in-person meeting.
- B.** As of September, 2018, The Virginia Department of Education expanded its definition of “contact” to also include communication initiated by PRC staff to individual parents, ACPS staff or members of the Alexandria Community. Consequently, numbers of contacts will be significantly larger than those of previous years, reflecting this change.

C. Comparison of PRC use for 2013-2014 through 2018-2019 School Years

MONTH	2013-2014	2014-2015	2015-2016	2016-2017	2017-	2018-
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					2018	2019
August	6 (PRC opened 8/19)	15 (PRC opened 8/15) Includes data from summer	49 (PRC opened 8/21) Includes data from summer	54 (PRC opened 8/22) Includes data from summer	70 (PRC opened 8/4) includes data from summer	128 (PRC opened 8/6) includes data from summer
September	16	78	139	91	90	290
October	18	108	136	119	168	375
November	12	124	139	149	152	179
December	28	63	70	87	93	
January	79	189	98	172	202	
February	60	102	130	152	188	
March	61	112	124	181	138	
April	79	91	125	127	213	
May	79	100	62	149	186	
June	46 (PRC closed for summer 6/23 with the end of the school year)	114 (PRC closed for summer 6/22 with the end of the school year)	69 (data is through 6/24 and the end of the school year)	66 (data is through 6/22 and the end of the school year)	79 (data is through 6/20 and the end of the school year)	
TOTALS	484	1096	1141	1347	1579	
Percentage Change		+126.4%	+4.1%	+18.1%	+17.2%	

- D. Contact breakdown for Nov.: parents (60), ACPS staff (101), community members (18).
- E. Top disability areas for Nov. Bear in mind that not all contacts pertained to specific disabilities, and not all parents disclosed child's disability: ASD (9), ADHD (9) ED (3).
- F. Top reasons for contacting PRC in November: workshops (74), PRC resources (58), IEP (24), Community resources (16), strategies (15), support groups (11).

II. Family Engagement Workshop Series and Other Workshops:

A. Family Engagement Workshops

- a. ACPS staff members are welcome and encouraged to attend workshops. Each workshop in the Family Engagement series has been built into PLMS, and staff can receive re-certification points for attending.
- b. All ACPS workshops are free, but registration is required, for planning purposes. Workshops may be cancelled for insufficient registration.
- c. PRC staff members have consulted with PRC staff in Arlington, Fairfax, Stafford, Loudoun and Prince William to see if ACPS PRC cancellation policies were in concert with those of other Northern Virginia PRCs. Each PRC concurs: if a workshop is being presented by an in-house, school division staff member, the workshop will go forward, even if only one

person has registered. However, there must be a minimum of ten registrants for a workshop to go forward, where there is an outside presenter. Workshops will be cancelled 48 hours prior to the workshop, if there is insufficient enrollment by that time.

- d. Jeffrey Carpenter, ACPS Executive Director of Student Services, presented *An Overview of Section 504 Plans* on November 5 as a daytime workshop at the PRC. Six people attended, and four evaluations were returned. Each evaluation indicated that the attendees found the workshop informative, that it provided helpful strategies, and that, overall, the attendee was satisfied with the presentation. Specific comments included: *“it was very instructional, and I learned a lot, but there is a lot I still don’t understand. There could probably be a whole class on this. I think the best information from this is learning who to contact with questions;”* *“great introduction and overview of 504;”* *“this was very helpful! Thank you!”* *“very informative!”*
- e. Craig Peppers, ACPS Physical Therapist, and Sheri Gilman and Malgorzata Gryzbowska, ACPS Occupational Therapists, presented *Strategies to Promote Fine and Gross Development in Young Children* on Nov. 19. This was a daytime workshop. Eight people attended the workshop, and one parent used Spanish interpretation. Each of the seven evaluations of the workshop indicated that the attendees found the workshop informative, that it presented helpful strategies, and that, overall, the attendees were satisfied with the presentation. Specific comments included: *“I so appreciated the functional strategies and demonstration on materials;”* *“great activities and information for even teachers;”* *“thank you!”*

III. Raising Awareness of PRC/Community Outreach/Transition

- a. 11/7 meeting with Shermayne Moore re MTSS, Child Study process and collaboration. (JGR, CPD)
- b. 11/8 meeting with Transition Team about Transition Fair (JGR, CPD)
- c. 11/9 meeting with Africa Wilson of Communications Dpt. re PRC website and social media. (CPD)
- d. 11/13 presentation at Patrick Henry PTA meeting re PRC resources (CPD)
- e. 11/27 meeting with Dr. Peppers re intersection of family engagement and Physical Therapy for referenced article. (CPD)

IV. Support Groups

- a. The support groups have been rebranded as “Monthly Conversations.”

- b. Monthly conversations for parents of young children receiving special education services Nov. 13-two parents attended.
- c. Monthly conversations for parents of students receiving special education services (all ages) Nov. 14- Four parents attended.
- d. At the discretion of school administrators, PRC staff will provide surveys to gauge the interest level of parents at various schools in school-based support groups for the 2018-2019. Surveys were distributed to Hammond and Mt. Vernon families of students with disabilities, but only one was returned. Consequently, there will be no school-based support groups at Hammond or Mt. Vernon this school year.

V. Library

Twenty-one books and DVDs have been borrowed from the PRC library this school year.

VI. Facebook and Twitter

Parents are encouraged to “like” the PRC Facebook page found at *The Anne R. Lipnick Special Education Parent Resource Center*. The PRC now has 239 people following on Facebook and 85 Twitter followers (LearnwithThePRC).

VII. Mail Chimp

The PRC uses Mail Chimp as a means of distributing information about PRC and community events, usually on a weekly basis, at a minimum. People receiving PRC mailings through Mail Chimp have the option of unsubscribing. Currently, 1275 people are receiving the PRC Mail Chimp mailing. The PRC Mail Chimp list has been merged with the account sponsored by the ACPS School Division, because it was approaching the 2000 member limit. As a result of the merger, the Mail Chimp list will continue to send messages without interruption.

VIII. PRC Webpage

The website has been updated with several books and resources for parents of students with disabilities and providers. In addition, the calendar reflects all PRC activities, including workshops and support group meetings. There were 1025 visits to the PRC webpage in November.

IX. Other Technology

The PRC intake form has now been converted to an electronic form housed on the Google drive. As a result, PRC team members and visitors to the PRC will have the ease of using a laptop to complete the form in a paperless format, increase efficiency, and maximize resources

to collect and analyze the data required by the Virginia Department of Education. The launch and implementation of this tool began on Nov. 1, 2018.

X. Other

Spanish, Arabic and Amharic interpreters were available from 9:00 a.m. to 3:00 p.m. on Nov. 15, 16, 28 and 29 at the Parent Resource Center for parents requiring translation of the *Action Plan for Ensuring Success of Students with Disabilities*. No parents requested this service.