

January 11, 2018

**To:** Collaborative Members and Associates

**From:** Lauren Katzman, Executive Director

**Subject:** Spring 2018 Member Meeting – Invitation to Participate and Submit a Presentation Proposal

[Registration is now open](#) for our Spring 2018 Member Meeting in San Antonio, Texas. The meeting will be held at the Hyatt Regency San Antonio Riverwalk from May 2–4 and will be co-hosted by three San Antonio school districts: San Antonio Independent School District, Northside Independent School District, and North East Independent School District. The theme for this meeting is ***Shared Decision Making and Its Impact on Inclusive Practices***.

As district leaders strive to create the highest level of effective and inclusive practices, decisions about how special education supports and services are used must be made by all those impacted. Special education should be embedded in the larger educational system. For example, decisions concerning curriculum that meets the needs of all students must include the expertise of those with knowledge of the entire student population, including students with disabilities and English learners. Decisions on how general and special education staff collaborate to meet the needs of all students must be made by both general educators and special educators, and administrators need to set the structure for collaborative practices to occur. Decisions concerning support services for individual students with disabilities must be shared among members of the full IEP team, including parents. Shared decision making must occur at the district, school, classroom, and individual student levels.

### **A Call for Presentations**

District presentations for this meeting will focus on shared decision making, including what has worked and what are the barriers. We need to learn from each other's successes and challenges, so please do not think that your district needs to have everything figured out to present! Engage your colleagues in finding solutions by [submitting your presentation here](#).

Presentations might address some of the following questions:

- How does shared decision making impact the development of a multi-tiered system of supports?
- How does your central office collaborate on decisions that provide effective and inclusive special education services across the district so that special education stays a service, rather than a place?
- How do schools decide how best to use all resources, including special education supports and services?
- Who is involved in addressing the disproportionate representation of students of color in special education classification rates, segregated placements, and disciplinary actions?
- Who is involved in addressing literacy curriculum and supplemental supports?
- How do general and special educators share decision making to ensure that all students have the benefit of their unique areas of expertise?
- What do individualized special education supports and services look like when they are established using a truly collaborative decision-making process?



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- How does the sometimes complex relationship between school autonomy and district policies impact shared decision making?
- How do you create distributed leadership in your district?

### **Collaborate with Colleagues**

At the meeting, you will have opportunities to share with other participants how you develop and support your staff in the management of effective and inclusive special education practices through shared decision making. We also encourage you to invite your colleagues to attend—both those with whom you already collaborate on decision making and those with whom you hope to do so.

Additional meeting details are included with the attached preliminary agenda, registration form, and travel policy. We look forward to seeing you in the spring!

### **Spring 2018 Member Meeting May 2-4, 2018 • San Antonio, TX**

*Shared Decision Making and Its Impact on Inclusive Practices*

Please read this important document in its entirety **BEFORE** you plan your trip to San Antonio.

Along with the preliminary agenda, please find the Collaborative's step-by-step instructions to register, registration and travel policy, and frequently asked questions below. If you have any questions, please contact Pilar Miranda, Member and Partner Manager, at 617- 618-2447 or [pmiranda@edc.org](mailto:pmiranda@edc.org).

### **Please read the following steps carefully:**

#### **Step 1: Register**

Please register at our [Eventbrite registration page](#). Please register **before 5:00 pm EST, April 9, 2018**. Upon receipt of your registration, an email confirmation will be sent to your email address. For more information, please see the [step-by-step instructions](#).

ALL member districts will receive **one free registration** to the meeting. Any subsequent registrations will be charged \$200 if attendees register **before April 9, 2018**. Beginning 5:00 pm EST on April 10, 2018, there will be a charge of \$300 per registration. Registration fees cover participant materials, breaks, reception, and Friday luncheon. If a district is selected as a concurrent presenter, an additional registration will be waived. Registration fees are **non-refundable after 5:00 pm EST, April 9**.

#### **Step 2: Make your hotel reservation**

The conference will be held at the Hyatt Regency Riverwalk in San Antonio. Please make your hotel reservations as soon as possible to ensure availability at the reduced group rate. You may make your reservations at the Hyatt Regency Riverwalk at the negotiated group rate of \$199.00 per night by [booking your hotel online](#). Please note: You will need a credit card to guarantee



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your reservation. For technical assistance, please call 800-233-1234. Mention you are calling for the Urban Collaborative Member Meeting for the negotiated group rates.

### Step 3: Book your flight

Contact Stewart International Travel at 1-800-738-1575 by **5:00 pm EST, April 9, 2018** and ask for Claire to reserve your flights and book your ticket. For fast and efficient service when calling, please state that you are calling for the Urban Collaborative Spring Meeting and have the preferred dates and times of travel ready.

**IMPORTANT:** Before booking your ticket, please make sure that you have district approval and are committed to attending the meeting.

## Spring 2018 Member Meeting May 2-4, 2018 • San Antonio, TX

*Shared Decision Making and Its Impact on Inclusive Practices*

### Preliminary Agenda:

#### Wednesday, May 2

9:00 am – 12:00 pm

Host District School Visits/Presentations

1:30 pm – 1:45 pm

Welcome from Collaborative and Host Districts' Leadership

1:45 pm – 3:30 pm

Keynote Address

3:45 pm – 5:00 pm

Size-Alike Meeting

5:30 pm – 7:00 pm

Reception

#### Thursday, May 3

7:30 am – 4:30 pm

Collaborative Partner and Sponsor Expo

7:30 am – 8:30 am

Breakfast (provided)

8:30 am – 9:30 am

Partner Focus Group

9:45 am – 12:00 pm

Concurrent Sessions

12:00 pm – 1:15 pm

Lunch

1:15 pm – 3:45 pm

Consultancy Sessions

4:00 pm – 5:00 pm

Town Hall

#### Friday, May 4

7:30 am – 12:15 pm

Collaborative Partner and Sponsor Expo

7:30 am – 8:30 am

Breakfast (provided)

8:30 am – 9:30 am

Partner Focus Groups

9:45 am – 12:00 pm

Concurrent Sessions

12:15 pm – 1:45 pm

Lunch

2:00 pm – 3:00 pm

World Cafe Session



## SESSION DESCRIPTIONS

### *Size-A-like*

This session will provide an opportunity for representatives from our large, medium, and small school districts to meet in groups according to district size. Groups will participate in a facilitated conversation regarding a contemporary issue in urban special education and discuss technical skills used to overcome challenges around that issue.

### *Consultancy Sessions with San Antonio and Northside Independent School Districts*

These sessions will provide us with an opportunity to serve as consultants or “critical friends” to our colleagues in Washington. We have invited leadership from our host district to each present a dilemma that they would like our meeting participants to consider and on which to share their experience and expertise. We will be guiding participants through a facilitated protocol whereby the school district leaders might learn how others would advise they respond to the specific areas of need. At the same time that we are helping our colleagues, we are certain that all participants will benefit from the sharing and bring home new strategies and ideas.

## REGISTRATION AND TRAVEL POLICY & FREQUENTLY ASKED QUESTIONS (FAQS)

### **Q: How many registrations are included with membership?**

**A: ALL** member districts, regardless of size, will receive one free registration for the meeting. Any subsequent registrations will be charged \$200 per participant if registered **before April 9, 2018. Beginning 5:00 pm EST, April 10**, there will be a charge of \$300 per registration. Registration fees cover participant materials, breaks, reception, and Friday luncheon.

### **Q: Can I send additional representatives from my district?**

**A:** Yes. Member districts are encouraged to register additional participants. Also, it is not required that the Member or Associate from the district attend, you may send any district staff in your place. If you would like to pay by check/purchase order, see information below. *You must send via mail as we cannot accept checks in person.*

**Please make check payable to:** Education Development Center, Inc.,

**Please send to:** Pilar Miranda

c/o Education Development Center, Inc.

43 Foundry Avenue Waltham, MA 02453

### **Does the Collaborative pay for my airfare?**

**A:** One of the benefits of membership in the Collaborative is paid airfare to our semi-annual meetings. The number of airline tickets paid for by the Collaborative is dependent upon your school district’s size:

- If you are a **small** school district with enrollment of less than 15,000 students, your membership fee pays for **one (1) participant’s airfare per meeting.**



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- If you are a **medium** school district with enrollment of between 15,000 and 50,000 students, your membership fee pays for **two (2) participants' airfare per meeting**.
- If you are a **large** school district with enrollment of more than 50,000 students, your membership fee pays for **three (3) participants' airfare per meeting**.

*You must make your flight reservations before 5:00 pm EST, April 9, if you would like the Collaborative to pay for your airfare. All participants are responsible for baggage fees, ground transportation, and incidentals.*

### Q: Can I choose the flight I want?

**A:** Please help the Collaborative stay within budget by **making your reservations early**. The Collaborative and Stewart International Travel will try our best to accommodate your travel preferences. We will seek out the most reasonable airfare at the time of booking, but please be aware that *you may be required to book an itinerary with a connecting flight*.

**IMPORTANT:** Before booking your ticket, please make sure that you are have district approval and are committed to attending the meeting. Unused tickets result in lost money for the Collaborative and risk our ability to continue offering airfare as a benefit. Please note that airfare is not refundable or transferable to another person.

### Q: What if I live locally and do not need to fly to the meeting?

**A:** For members that do not require airline travel, the district can substitute their airline cost benefit for extra participant registration fees. As with airline tickets, the number of registration fees paid for by the Collaborative depends upon your district's size. That is:

- For **small** districts, instead of paying for one (1) participant's airfare, the Collaborative will waive the registration fee for one extra participant for a total of two registrants at no cost.
- For **medium** districts, instead of paying for two (2) participants' airfare, the Collaborative will waive the registration fees for two extra participants for a total of three registrants at no cost.
- For **large** districts, instead of paying for three (3) participants' airfare, the Collaborative will waive the registration fees for three extra participants for a total of four registrants at no cost.

### Q: What if I need to make changes or cancel?

**A:** Please email Pilar Miranda at [pmiranda@edc.org](mailto:pmiranda@edc.org) to inform us of a cancellation. For all cancellations made after **April 9, 2018**, registration fees are non-refundable and participants will be held responsible for that fee. However, if a registered participant cannot attend and would like to send another individual in their place, no additional charge will be incurred. Please contact Pilar Miranda regarding any changes.



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Once an airline ticket has been issued, **the ticket holder is responsible for all costs associated with any changes.** Change fees may include a \$200 airline fee and the difference in airfare. Again, to avoid these extra fees and to help the Collaborative, ***please be sure that you are able to attend the meeting before booking your airline ticket.***