Appendix B: Proposed Kick-off Meeting Agenda Template, Weekly Status Report Template, Bi-Weekly Status Meeting Agenda Template, Year-End Summary Report Template, and Executive Summary of TA Efforts Across LEAs Template

| **Proposed Kick-off Meeting Agenda Template** | |
|---|---|
| Key Milestones: | |
| IDOE Support: | |
| Next Steps: | |

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## Weekly Status Report Template

| Deliverable 1 | Program Management |
|---|---|
| Updates: | |
| IDOE Support: | |
| Next Steps: | |

| Deliverable 2 | Technical Assistance |
|---|---|
| Updates: | 2a. Universal TA |
| | 2b. Targeted TA |
| | 2c. Intensive TA |
| IDOE Support: | |

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|  |  |
| --- | --- |
|  |  |
| Next Steps: |  |

| Deliverable 3 | State-Level Conference |
| --- | --- |
| Updates: |  |
| IDOE Support: |  |
| Next Steps: |  |

| Deliverable 4 | Monitoring and Oversight |
| --- | --- |
| Updates: |  |
| IDOE Support: |  |
| Next Steps: |  |

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| Deliverable 5 | Communications and Marketing |
|---|---|
| Updates: | |
| IDOE Support: | |
| Next Steps: | |

| Deliverable 6 | Expert Collaboration and Engagement / Staff Development |
|---|---|
| Updates: | |
| IDOE Support: | |
| Next Steps: | |

| | Other |
|---|---|
| Updates: | |
| IDOE Support: | |
| Next Steps: | |

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| Bi-Weekly Status Meeting Agenda Template | |
|---|---|
| Meeting called by: | Type of meeting: |
| Facilitator: | Note taker: |
| Timekeeper: | Attendees: |
| **Total Minutes:** | |
| Project item: | Presenter: |
| Discussion: | |
| Decision: | Risk: |
| Action Items:<br><br>1.<br>2.<br>3. | Attendees Responsible:<br><br>1.<br>2.<br>3. |
| Deadline: | |

Appendix B: Proposed Kick-off Meeting Agenda Template, Weekly Status Report Template, Bi-Weekly Status Meeting Agenda Template, Year-End Summary Report Template, and Executive Summary of TA Efforts Across LEAs Template

***Indiana Department of Education***
***Executive Summary of Technical Assistance Efforts Across LEAs Template***

**IEP TA Center**
**October 1, 2022 – December 31, 2022**
**Due 30 Days After the End of Each Quarter**

| *(Check One)* | ✓ | October 1, 2022 - December 31, 2022 | **Date Completed:** | January 1, 2023 |
| --- | --- | --- | --- | --- |
| | | January 1, 2023 - March 31, 2023 | | |
| | | April 1, 2023 - June 30, 2023 | | |
| | | July 1, 2023 – September 30, 2023 | | |

**Project Name:** Inclusive Equitable Practices (IEP) Technical Assistance Center

**Main Project Contact:** Jolly Piersall, Inclusive Equitable Practices (IEP) Technical Assistance Center (IEP TA Center) Project Director

**Address:** Bayh College of Education, Blumberg Center, Indiana State University, 401 N. 7th St., Terre Haute, IN 47809; Indianapolis Office: 7916 Zionsville Road, Indianapolis, IN 46268

**Phone:** 812-243-0183

**Email:** jolly.piersall@indstate.edu

**Public Information Contact Including Email Address:** (If different than Main Project Contact)

**Fiscal Contact Including Email Address:** Sarah Ber, Director, Contracts and Grants, sarah.ber@indstate.edu

## 2022 - 2023 Project Narrative

**Purpose Statement:**
The purpose of the Inclusive Equitable Practices Technical Assistance Center (IEP TA Center) is to increase knowledge, skills, and capacity of Indiana educators to improve outcomes for students with disabilities. The IEP TA Center promotes inclusive education with a belief in shared responsibility and equitable access to a strong core curriculum with high quality instruction benefitting all students.

**Project Vision:**
To bring inclusive equitable practices and high-quality instruction into all Indiana schools.

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**Project Mission:**
To promote inclusive equitable practices for supporting all students.
Since 2009, the Indiana IEP Resource Center (IEPRC), now the IEP TA Center, has been a project of Indiana State University's Blumberg Center for Interdisciplinary Studies in Special Education, an established "Center of Excellence" in providing technical assistance statewide. The IEPRC has been a partner of the Indiana Department of Education (IDOE) as a member of the Indiana Resource Network (IRN) since its inception. The work of the Center has evolved overtime; however, the purpose of the work has always been to increase knowledge, skills, and capacity of Indiana educators to improve outcomes for students with disabilities. The IEP TA Center promotes inclusive education with a belief in shared responsibility and equitable access to a strong core curriculum with high quality instruction benefitting all students. IEP TA Center staff have experience developing and disseminating resources and materials, training and coaching individuals and teams, facilitating statewide and regional collaborative networks, and delivering intensive services and support to Indiana school districts.

For the upcoming project year, the focus area of this contract is to support Individual Education Program (IEP) development and to provide Technical Assistance (TA).

The proposed IEP TA Center deliverables are aligned with the requests of the IDOE and are designed to support:

1. Writing all aspects of the IEP
2. Best practices facilitating case conferences
3. Training and development of LEAs
4. Material and resource selection
5. Development TA resources
6. Development and delivery of TA for equity-based inclusive practices
7. Delivery of TA for state-driven accountability systems
8. Research and evaluation of programs

**Deliverable:**
   a.) Technical Assistance
      a. Universal TA
          i. Quarter 1
          ii. Quarter 2
          iii. Quarter 3
          iv. Quarter 4
      b. Targeted TA
          i. Quarter 1
          ii. Quarter 2
          iii. Quarter 3
          iv. Quarter 4
      c. Intensive TA
          i. Quarter 1

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   ii. Quarter 2
   iii. Quarter 3
   iv. Quarter 4

**2) Technical Assistance**

**a.) Universal TA**

- **Insert Deliverable 2a Quarter 1**
  - **Summary Accomplishments**
  - **Value Delivered**
  - **Improvement Opportunities**
- **Insert Deliverable 2a Quarter 2**
  - **Summary Accomplishments**
  - **Value Delivered**
  - **Improvement Opportunities**
- **Insert Deliverable 2a Quarter 3**
  - **Summary Accomplishments**
  - **Value Delivered**
  - **Improvement Opportunities**
- **Insert Deliverable 2a Quarter 4**
  - **Summary Accomplishments**
  - **Value Delivered**
  - **Improvement Opportunities**

**b.) Targeted TA**

- **Insert Deliverable 2b Quarter 1**
  - **Summary Accomplishments**
  - **Value Delivered**
  - **Improvement Opportunities**
- **Insert Deliverable 2b Quarter 2**
  - **Summary Accomplishments**
  - **Value Delivered**
  - **Improvement Opportunities**
- **Insert Deliverable 2b Quarter 3**
  - **Summary Accomplishments**
  - **Value Delivered**

- o **Improvement Opportunities**
- **Insert Deliverable 2b Quarter 4**
  - o **Summary Accomplishments**
  - o **Value Delivered**
  - o **Improvement Opportunities**

**c.) Intensive TA**

- **Insert Deliverable 2c Quarter 1**
  - o **Summary Accomplishments**
  - o **Value Delivered**
  - o **Improvement Opportunities**
- **Insert Deliverable 2c Quarter 2**
  - o **Summary Accomplishments**
  - o **Value Delivered**
  - o **Improvement Opportunities**
- **Insert Deliverable 2c Quarter 3**
  - o **Summary Accomplishments**
  - o **Value Delivered**
  - o **Improvement Opportunities**
- **Insert Deliverable 2c Quarter 4**
  - o **Summary Accomplishments**
  - o **Value Delivered**
  - o **Improvement Opportunities**

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*Indiana Department of Education*
*Year-End Summary Report Template*

**IEP TA Center**
**October 1, 2022 – September 30, 2023**
**Due by June 30, 2023**

*Project Duration:* | October 1, 2022 – September 30, 2023 | *Date Completed:* | June 30, 2023

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**Project Vision:**
To bring inclusive equitable practices and high-quality instruction into all Indiana schools.

**Project Mission:**
To promote inclusive equitable practices for supporting all students.

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**Deliverables:**
1. Program Management
2. Technical Assistance
    a. Universal TA
    b. Targeted TA
    c. Intensive TA
3. State-Level Conference
4. Monitoring and Oversight
5. Communications and Marketing
6. Expert Collaboration and Engagement / Staff Development

**1) Program Management**

**Insert Deliverable 1 Year-End Summary Accomplishments, Value Delivered, and Improvement Opportunities**

**2) Technical Assistance**

**Insert Deliverable 2 Year-End Summary Accomplishments, Value Delivered,**

**and Improvement Opportunities**

3) **State-Level Conference**

   **Insert Deliverable 3 Year-End Summary Accomplishments, Value Delivered, and Improvement Opportunities**

4) **Monitoring and Oversight**

   **Insert Deliverable 4 Year-End Summary Accomplishments, Value Delivered, and Improvement Opportunities**

5) **Communications and Marketing**

   **Insert Deliverable 5 Year-End Summary Accomplishments, Value Delivered, and Improvement Opportunities**

6) **Expert Collaboration and Engagement / Staff Development**

   **Insert Deliverable 6 Year-End Summary Accomplishments, Value Delivered, and Improvement Opportunities**