



# Florida School for the Deaf & the Blind

*Do More. Be More. Achieve More.*

## AGENDA

### ENROLLMENT COMMITTEE

April 12, 2024, at 8:30 a.m.

Moore Hall – Room 215

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**Call to Order** - 9:00 a.m.

**Roll Call**

Dr. Tom Zavelson, Mrs. Christine Chapman, Mrs. June Ann LeFors, Mr. Matt Kramer

**Public Comment**

Limited to 3 Minutes per person.

**Approval of Committee Meeting Minutes**

April 12, 2024, Enrollment Committee Meeting

**Unfinished Business**

None

**New Business**

- Admissions Data Tracking
- Enrollment Data Tracking

**Committee Discussion**

Questions & Answers

**Next Meeting Date**

January 24, 2025

**Meeting Adjournment**

Time – 9:30 a.m.

**Today's Schedule**

- 9:30-9:45 15-minute break and Audit Committee set up
- ✓ 9:45-10:45 Audit Committee Meeting
- 10:30-10:45 15-minute break move to the CLD
- ✓ 11:00 Regular BOT Meeting



# Florida School for the Deaf & the Blind

## Enrollment and Outreach Committee

### MEETING MINUTES

April 12, 2024, 8:30 a.m.

Moore Hall, Room 215

#### **Call to Order**

Dr. Tom Zavelson, Chair, called to order the FSDB Enrollment/Outreach Committee Meeting at 8:30 a.m. in Moore Hall's room 215.

#### **Attendance**

Committee Members Present: Dr. Tom Zavelson, Mrs. Christine Chapman, Mrs. June Ann LeFors, Mr. Matt Kramer. Non-Committee Members Present: Mr. Owen McCaul and Mr. Terry Hadley.

#### **FSDB Staff Attendance:**

**Administration:** Tracie Snow, President; Shelley Ardis, Administrator of Outreach, Parent Services, and Technology Services; Paula Wagner, Executive Director of Parent Services; Jennifer Cato, Executive Director of Outreach; Dawn Zamot, Director of Admissions; Misty Porter, Parent Liaison.

**Staff:** Cindy Brueckner, Recording Secretary.

#### **Approval of Meeting Minutes**

*Mrs. Chapman moved to approve the December 8, 2023, Committee Meeting Minutes. The motion was seconded by Mr. Kramer and was carried unanimously by the Committee.*

#### **Public Comment**

No public comments were made.

#### **Unfinished Business**

No unfinished business.

#### **New Business**

Ms. Ardis introduced Dawn Zamot, Director of Admissions, to give her presentation on the Enrollment Process.

Ms. Zamot introduced herself to the committee and provided a PowerPoint presentation on the Overview of Enrollment Process and Timeline.

The following are the highlights from the presentation:

Application:

- Admissions page on the FSDB website link [Admissions | Florida School for the Deaf and the Blind \(fsdbk12.org\)](https://www.fsdbk12.org/admissions).
- Schedule a tour
- Eligibility Criteria
- Apply – two ways to apply to FSDB. Online or paper application.
  - Online Application

- Applicant can save their progress and return to complete sections.
- Syncs directly to the Enrollment Application Processing.
- Download Paper Application
  - Available in English and Spanish
  - Mail or Fax the completed Application.
- What information is needed:
  - Personal Information
  - Birth Certificate
  - Custody Documents
  - Recent or Current IEP
  - Release of Information
  - Health Summary
  - Tuberculosis Questionnaire
  - Proof of Florida Residency
  - ESOL Questionnaire
  - Audiogram within one year
  - Eye medical within one year

#### Enrollment Application Processing

- Stages
  - New
  - Requesting Records
  - Review
  - Hold
  - Ready to Schedule –  
Courtesy Letter
  - Schedule
  - Cancelled
- Outcomes
  - Eligible
  - Ineligible
  - Temporary Assignment

#### New Application

- Registrar makes a folder.
  - Checks ROI, Signatures, School dates, Custody, Etc.
- Contact the family with a welcome email.
  - Includes request for missing information.
- Contact medical providers for Audiogram or Eye Medical
- Contact schools to determine the correct person for requesting information.
- Set up OneNote for sharing information.

#### Requesting School Records

- Current IEPs plus previous two years
- Homeschool records.
- PIP Records
- Report Cards
- Transcripts
- Behavior Intervention Plans
- Functional Behavior Assessments

- Discipline Records
- Attendance Records
- OT and PT Reports
- ESOL Reports
- Cooperative Agreements

#### Health Care Center

- Separate forms
  - Health Conditions
  - Medications
  - Physician's Records/Notes
  - Signed Authorization
  - Immunizations
  - TB Results
  - School Physical
  - Food allergies/Diet orders
  - Health History

#### Preliminary Review

- Director of Admissions
  - Read IEPs
  - Review custody papers.
  - Begin Applicant File Review Summary
  - Add to File Review Tracking Sheet
  - Check off list / add folder to drawer.
- Review
  - Audiological
  - Visual
  - Functional Vision
  - Intellectual
  - Adaptive Behavior
  - Academic
  - Social/Emotional
  - Social/Family History
  - Receptive/Expressive Communication
  - Speech/Language
  - Medical
  - Behavior Specialist
  - OT/PT
  - ESOL

- Each evaluator reviews the file for all areas of information and then completes the file review summary for their area.
- HOLD: If the evaluators feel the file is incomplete, they mark it as HOLD and inform the Registrar that they need additional documents specific to their request for records.
- COMPLETE: If the evaluators feel the file is complete in their area, they mark it as COMPLETE.

#### Ready to Schedule

- The Coordinator of Admissions checks the File Review Summary and assigns evaluators to the meeting based on the school and availability.
- The coordinator considers the recommended evaluations and lists the proposed evaluations on the agenda.

- The coordinator contacts the family to schedule and confirm that all assigned evaluators are available.
- Meeting notifications are generated and mailed to the family and the LEA (student's residential school district).
- The team is notified with a calendar invite and agenda.
- Sign Language Interpreters are requested.
- Language lines are used for other spoken language needs.
- The coordinator mails the agenda, meeting notice, procedural safeguards, campus map, and information about requirements for campus access to parents/guardians/or adult students.
- Assistance with lodging is offered and arranged if the family accepts.

#### Courtesy Letter

- When concerns arise during the file review process that may impact eligibility, the team sends a courtesy letter.
- The letter explains to the family that the child may have difficulty meeting the eligibility criteria in one or more areas.
- The specific area of concern is listed (ex. Behavior, intellectual level, level of health and safety needs, etc.).
- The family is encouraged to contact the Director of Admissions for more information and to schedule the meeting.

#### Day of Admissions

- Family is welcomed
- Procedural safeguards are explained
- Agenda
- Evaluators explain
- Consent for evaluations
- Evaluations
- FSDB Prep activity
- Evaluation summary to family
- Eligibility determination is made.
- Spanish Interpreter – Admissions has a Spanish Interpreter on staff.
- Sign Language Interpreters
  - Voice to Sign
  - Sign to Voice for students who are learning ASL with functional listening skills.
  - Other Languages through Language Line – Swahili, Haitian, Creole, Portuguese, Burmese.

#### Numbers Eligible since July 2023

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Blind Department<ul style="list-style-type: none"><li>○ ELC-B = 5 and TA = 1</li><li>○ BES = 1 and TA = 2</li><li>○ BMS = 7</li><li>○ BHS = 11 TA = 1</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Deaf Department<ul style="list-style-type: none"><li>○ ELC-D = 7</li><li>○ DES = 11 TA = 1</li><li>○ DMS = 19 TA = 1</li><li>○ DHS = 14</li></ul></li></ul> |
|---|---|
- Currently, eleven are scheduled.

- Total = 75 TAs = 6

### Number of Students Not Eligible since July 2023

- Blind Department
  - ELC-B = 0
  - BES = 1
  - BMS = 0
  - BHS = 2
- Deaf Department
  - ELC-D = 1TA
  - DES = 1
  - DMS = 1 TA
  - DHS = 0
  - ELC-DSI = 1

### Where have the families come from?

- Nine States and three countries
  - Georgia
  - Indiana
  - Louisiana
  - Maryland
  - New Jersey
  - New York
  - Utah
  - West Virginia
  - Canada
  - Bahamas
  - India
- 25 Florida Counties and 68 Cities
  - Alachua, Alachua, Hawthorne, Gainesville
  - Bay – Panama City
  - Bradford – Stark
  - Brevard – Satellite Beach, Tamarac, Cooper City, Weston
  - Charlotte – Punta Gorda
  - Citrus – Floral City, Citrus Springs, Inverness
  - Clay – Orange Park, Green Cove Springs, Middleburg
  - Collier – Naples
  - DeSoto – Arcadia
  - Duval – Jacksonville, Atlanta Beach
  - Escambia – Cantonment, Pensacola
  - Flagler – Palm Coast
  - Hamilton – Jasper
  - Hardee – Ona
  - Hernando – Spring Hill
  - Hillsborough – Tampa, Wimauma
  - Jefferson – Monticello
  - Lake – Mount Dora, Eustis, Leesburg
  - Lee – Fort Myers
  - Leon – Tallahassee
  - Manatee – Bradenton
  - Marion – Ocala
  - Miami Dade – Miami, Miami Gardens, Cutler Bay
  - Nassau – Yulee
  - Okaloosa – Crestview

- Orange – Orlando, Winter Garden, Maitland
- Pinellas – St. Petersburg, Dunedin
- Polk – Lakeland, Winter Haven, Lake Wales, Auburndale, Dundee, Polk City, Haines City, Davenport
- Seminole – Altamonte Springs, Oviedo
- St. Johns – St. Augustine, St. Johns
- Sumter – Wildwood
- Suwannee – Live Oak
- Volusia – Daytona Beach, DeBary, Deltona, New Smyrna Beach
- Walton – Santa Rose Beach

**Outreach Evaluations** – These are done as an on-campus outreach activity.

- Mandated that qualified/certified professionals complete evaluations.
- Direct administration of assessments rather than through an interpreter.
- Experts with experience administering tests not normed for students with vision or hearing loss.
- Impartial evaluators.
- Full reports are provided with recommendations.

**Assessments**

- |                                   |                                      |
|-----------------------------------|--------------------------------------|
| ○ American Sign Language          | ○ Psychological Processing           |
| ○ Audiological                    | ○ Physical Therapy                   |
| ○ Academic/Pre-Academic           | ○ Receptive/Expressive Communication |
| ○ Adaptive Behavior Scale         | ○ Speech/Language Evaluation         |
| ○ Behavior Observations Checklist | ○ Social Development History         |
| ○ Intellectual Evaluation         | ○ Social/Emotional/Behavioral        |
| ○ ESOL Evaluation                 | ○ Visual/Perceptual                  |
| ○ Functional Vision & LMA         |                                      |
| ○ Occupational Therapy            |                                      |

**Process**

- Request Letter
  - Parent/student information
  - Evaluations requests
- Include Documents
  - Current IEP
  - Past evaluation data
  - Other Relevant Information
- Mail Packet
  - The Executive Director of Parent Services receives and sends to the Admissions Department

**Outreach Review**

- Evaluation Team Review
  - Evaluators review assessment requests.
  - Complete FSDB Outreach File Review Summary.

**Outreach Scheduled**

- At FSDB
  - Scheduled on a specific date mutually agreed upon by FSDB, the school district, and the student's parents/legal guardians.

**Outreach Evaluations**

- At FSDB
  - Consent for Evaluations
  - Conduct Evaluations
  - Share the summary with the family.
- Evaluation Report
  - Sent within fifteen business days to the school district and student's parents/legal guardians.
  - Four Outreach Evaluations completed.
  - One in Progress
  - Two applications
  - Districts that have requested an evaluation.
    - DeSoto
    - Hamilton
    - Flagler
    - Hendry
    - Polk

The Committee asked several questions that Ms. Zamot, Ms. Wagner, Ms. Ardis, or President Snow answered.

The next Enrollment Committee meeting will be on September 27, 2024, at 8:30 a.m. in Moore Hall, room 215. Dr. Zavelson thanked everyone and adjourned the meeting.

The meeting adjourned at 9:31 a.m.