

April 18, 2010

Dear Administrator:

You are invited to send a team to participate in the Oakland Schools *Communication Enhancement Project for Children with Significant Cognitive and/or Physical Impairments*. We are in the final year of this three-year project which provides teams with training in the use of strategies and tools to improve communication skills for students with significant cognitive and/or physical disabilities.

The expected outcomes are:

1. School environment supports communication throughout the day for all students.
2. Teams implement effective tools and strategies to improve communication skills of students with significant cognitive and/or physical disabilities.
3. Teams network with others across the county to share strategies and ideas.
4. Students demonstrate growth along the communication continuum.

Objectives for this project include:

1. Increase participant awareness and understanding of strategies and tools to enhance communication for students with significant cognitive and/or physical disabilities.
2. Develop skills in team collaboration to support the needs of students with significant cognitive and/or physical disabilities.
3. Apply strategies and tools and evaluate effectiveness on communication and learning for students with significant cognitive and/or physical disabilities.
4. Share acquired knowledge of communication strategies and tools with peers to build capacity within the school environment.

Participation in the Communication Enhancement Project includes:

- Five days of training with Kelly Fonner, an Internationally known trainer
 - o October 7th and 8th, 2010
 - o December 3rd, February 10th and May 12th, 2011
 - o Optional training on Adaptation tools at date TBD either day or evening session.

Note: Dates are tentative and are subject to change.

- Follow-up support with trainer and Oakland Schools staff including on-site visits
- Communication Enhancement Tool Kit valued at \$1700 + containing resources, assessment and communication tools.
- Reimbursement through Oakland Schools for the cost of substitutes @ \$75.00 per day per participant upon request
- SB-CEU's pending

Lunch can no longer be provided as part of our project. Lunch will be the responsibility of individual participants.

In order to participate in this project, your school must agree to the following:
Administrative/District Support

- Special Education Administrator has an on-going understanding and commitment to the *Communication Enhancement Project*
- Administrator provides support and time for all training and follow-up activities

School Staff

- Participation as a team is required
- Ideal team includes a classroom teacher and a speech and language pathologist. Additional members may include: occupational therapist, physical therapist, paraprofessional, additional teachers, etc. A team may consist of up to six members.
- Team agrees to attend all training dates
- Team agrees to videotape classroom communication interactions for training purposes
- Team members agree to collect and report data
- Team members have access to email and internet

Application/Agreement forms for participation in the *Oakland Schools Communication Enhancement Project* will be accepted until **May 19, 2010**. Please complete the attached Application/Agreement form and return to:

Dawn Jones
Oakland Schools
Summit Campus
2214 Mall Drive East
Waterford, MI 48328

Selections will be made and sites will be notified by June 1, 2010. If you have any questions, please feel free to call **Dawn Jones 248.209.2428** or e-mail Dawn.Jones@oakland.k12.mi.us.

Sincerely,

Dawn M. Jones
Coordinator, Communication Enhancement Project
Enclosure: Communication Enhancement Project Application/Agreement