

## Key Outcomes

- Shepherd Elementary is restructuring special education leadership by creating a Manager of Specialized Instruction (MSI) position to handle compliance and coaching, while adding one additional special education inclusion teacher—not the two teachers originally anticipated.
- After input from the community and review of testing outcomes, Shepherd will be adding a STEM teacher for the 2026-2027 school year.
- Shepherd is actively recruiting for six open positions.
- DC Cape testing begins the week of April 20th with 5th grade science, followed by full ELA and Math testing for grades 3-5 in the coming weeks.

## Staffing Updates--Open Positions (6 total): 2

- Manager of Specialized Instruction (MSI)
- Special Education Inclusion Teacher
- Instructional Math Coach
- Physical Education Teacher
- STEM Teacher
- School Librarian

## Intent to Return Status:

- 33 of 54 staff members responded to survey (61% response rate)
- 73% confirmed returning to same position
- 3% (one person) may seek opportunities outside Shepherd
- 5 staff requested principal conferences; all intend to stay after discussion
- Principal Russell conducted one-on-one follow-ups with non-respondents

## Hiring Process:

- Candidate sourcing through DCPS TSHO platform, district hiring fairs, and direct applications
- First hiring fair attended before spring break
- Goal: Fill all positions before summer break (by June 18)

## Teacher Transfer & Retention Context

- **Transfer portal visibility:** Principals do not receive notifications when teachers enter the transfer pool; only learn through reference requests or job acceptances
- **Transfer window:** Closes mid-July; after closure, transfers require principal permission
- **Grade-level shifts:** Some teachers expressed interest in new positions or different grade levels; no final decisions made yet

## School Librarian Position

- Position currently open due to certification/licensure issues

- Principal Russell cannot discuss individual staff status but confirmed teachers must maintain full certification as their responsibility
- Teacher can reapply directly for role once certification obtained
- Certification oversight: OSSE and DCPS licensure department send notifications to parents when teachers lack required certification; principal does not control or receive these notices

## Special Education Staffing Update

Manager of Specialized Instruction (MSI) Role Details

Key Responsibilities:

- Lead special education department as school-based SPED leader
- Serve as LEA representative and 504 coordinator
- Conduct evaluations and manage SPED compliance systems
- Facilitate co-planning between general ed and specialized instruction teachers
- Provide SPED-specific professional development and coaching
- Develop and manage data systems for IEP compliance

Differences from Current Instructional Coach:

- Current role: Focuses on general education instructional practices, indirect student support through teacher development, no formal compliance responsibilities
- New MSI role: Administrative position with direct student IEP responsibility, formal compliance oversight, evaluations, and department leadership
- No additional budget required; position funded by reprogramming existing teacher allocation
- 12-month position (vs. 10-month teaching position)

For Context Special Education Caseload & Support

- District maximum: 15 students per case manager 15
- Current status: No Shepherd special education teachers have reached the 15-student maximum caseload
- MSI support scope: All IEPs, 504s, transition meetings, and parent conferences
- Current intervention coach (Dr. Rowe) already handles these compliance responsibilities; MSI will continue this work with added evaluation and coaching layers

## Enrollment Status

Shepherd Enrollment as of April 22::

- 91 students re-enrolled for 2025-26 school year
- Projection: 420 total students

**DCPS Benchmarks:**

- May 1: 60% enrolled (252 students)
- June 1: 90% enrolled (378 students)

- June 18: 100% enrolled (420 students)

#### **Enrollment Notes:**

- Many forms returned due to errors in proof of residency documentation
- Lottery-matched Pre-K families have until May 1 to enroll
- Enrollment running slower than last year; many forms in queue awaiting correction

## **Testing Schedule**

CAPE Testing Timeline:

- **Week of April 20:** 5th grade science (Thursday-Friday)
- **Week of April 27:** ELA testing for grades 3-5 (Wednesday-Friday)
- **Week of May 3:** Math testing for grades 3-5 (Tuesday-Thursday)

## **Upcoming Meetings**

- **Next LSAT Meeting:** May 20, 3:45-4:45 PM
- **Topics moved to May:** Technology in the classroom discussion