

# *Morehouse Parish Schools*

*Special Education Services*

*1607 Martin Luther King S*

*P.O. Box 872*

## **Special Education Advisory Council Minutes**

February 26, 2026

### **Committee Members**

Dr. Dana Boockoff, Crystal Brandon, Sharivia Coleman, Shatoria Wilson, Shanquesha Quinn, Shankeisha Robinson, and Amy Ham

### **Attendees**

Absent:

Agenda

- Introductions
- Recap
- Goals for the Year

### **Overview of Special Education Notes**

- Dr. Boockoff calls meeting to order
- Introductions are made
- Mrs. Brandon begins by reviewing all the glow's of last year.
- Annual Autism Awareness Event was nice; hoping for more
- Ideas for Meet the SEAC and possible dates but need more parental and community involvement.
- Goals for this year
  - ❖ Gumbo Games Regionals
  - ❖ More Parental Involvement
  - ❖ Autism Awareness Events
  - ❖ Transition Fair
- Dr. Boockoff Adjourns

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  - ❖ Transition Fair
- Dr. Boockoff Adjourns

## Next Meeting Agenda

Date: April 15, 2026

# *Morehouse Parish Schools*

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## **Special Education Advisory Council Minutes**

**April 15, 2026**

### **Committee Members**

Dr. Dana Boockoff, Crystal Brandon, Sharivia Coleman, Shatoria Wilson, Shanquesha Quinn, Shankeisha Robinson, and Amy Ham

### **Attendees**

Absent:

Agenda

- Introductions
- Recap of Minutes from Feb.
- Goals for the Year

### **Overview of Special Education Notes**

- Dr. Boockoff calls meeting to order
- Introductions are made
- Mrs. Brandon begins by reviewing all the glow's and grows since meeting.
- Ideas for Meet the SEAC and possible dates
- Ideas for greater parental and community involvement.
- Suggestions were made to create a page that could possibly be added to handbooks for parent information. It will be presented and discussed at the next meeting.
- Dr. Boockoff Adjourns

### **Next Meeting Agenda**

Date: May 11, 2026

# **Special Education Advisory Council Minutes**

**May 11, 2026**

## **Committee Members**

Dr. Dana Boockoff, Crystal Brandon, Sharivia Coleman, Shatoria Wilson, Shanquesha Quinn, Melanie Hall, Shankeisha Robinson, and Amy Ham

## **Attendees**

Committee Members present: Dr. Dana Boockoff, Mrs. Sharivia Coleman, Melanie Hall, and Robyn Grantham

### **Agenda**

- Introductions:
- Recap of Minutes from last meeting
- Goals for the start of the 2026-2027 School Year

### **Overview of Special Education Notes**

- The meeting was called to order at 4:30 pm by Dr. Boockoff at Morehouse Student Services, in the Special Education Department.
- Introductions were made: Mrs. Robyn Grantham (VI Teacher)
- 
- Notes from previous meeting was provided by Mrs. Sharivia Coleman.
- Many suggestions were considered to increase parental involvement in our district. Mrs. Melanie Hall noted the importance of creating opportunities for our district parents to become involved and learn more about special education policies and procedures. Mrs. Hall highlighted one way to increase parental awareness about special education is to collaborate with principals to assist in hosting the Annual Open House at each school. To keep parents abreast of SBLC, Mrs. Hall stated that an SBLC flowchart would be instrumental in providing parents with a visual of how our struggling students are identified, supported, and monitored for academic and behavioral challenges before being referred. Mrs. Sharivia Coleman reviewed the procedures for the mandated district Child Find and our obligations to each school. Mrs. Crystal Brandon informed the team about the previous IEP Bootcamp successes, which were designed to help parents, advocates, and educators understand, develop, and implement high-quality Individualized Education Programs.
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- Discuss the ideas from previous meeting (more parent directives, what to do, where to go, who to talk to) Dr. Boockoff reviewed the school calendar for the upcoming 2026-2027 school year, and reported to help prepare for annual Open House event one designated SEAC member will contact and collaborate with the principal to ensure SEAC has a

informational session to display resources, interactive activities, and creative powerpoint about special education services. Mrs. Melanie Hall reported that an exceptional resource would be a parent pamphlet with a plethora of information from the Special Education Department. Mrs. Robyn Grantham provided some ways to create the illustrations for the pamphlet. Mrs. Melanie Hall noted that she would assist with the flyers for advertisement and pamphlets for informational purposes.

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- Each member was provided with the Morehouse Parish Procedural Guide, which included a step-by-step guide so all could understand the steps to request help, interventions, screening, and or special education services. The Pupil Appraisal and Intervention Services contact information was provided. Dr. Dana Boockoff further reviewed the information and answered any pertinent questions. Dr. Boockoff reminded all members that the goal is to provide our students with whatever they need.
- 
- Reintroduce Ideas for Meet the SEAC and possible dates
- Dr. Boockoff reviewed the upcoming school calendar to provide possible tentative dates:
  - Sep 8, 2026 ; Dec 15, 2026 ; Feb 9, 2026
- Ideas for greater parental and community involvement.
- Transition Fair update: Mrs. Sharivia Coleman provided an update in reference to the Transition Fair for April 2026. Mrs. Coleman noted the primary goal of the transition fair with the Workforce Alliance was to connect our students directly with employers, training resources, and support services to foster independence and sustainable careers. This event was a collaborative effort between the WorkForce Alliance, Bastrop High School, and Mrs. Katie Henderson, District Curriculum Supervisor.
- Goals for this year
  - ◆ Gumbo Games Regionals: Dr. Boockoff reported that our Special Education students participated in the regional events, and 7 students excelled to the National competition that will be held in Grand Rapids, in Michigan. Staff and students have been dedicated to fundraising activities for financial support.
  - ◆
  - ◆
- Dr. Boockoff adjourned the meeting at 5:06 pm.

**Next Meeting Agenda**  
September 8, 2026

*Dana Coleman*  
minutes provided by  
on 5/11/2026

# ***Morehouse Parish Schools***

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## **Special Education Advisory Council Minutes**

**May 11, 2026**

### **Committee Members**

Dr. Dana Boockoff, Crystal Brandon, Sharivia Coleman, Shatoria Wilson, Shanquesha Quinn, Melanie Hall, Shankeisha Robinson, and Amy Ham

### **Attendees**

Absent:

#### **Agenda**

- Introductions
- Recap of Minutes from last meeting
- Goals for the start of the 2026-2027 School Year

#### **Overview of Special Education Notes**

- Dr. Boockoff calls meeting to order
- Introductions are made
- Mrs. Coleman begins by reviewing all the glows and grows from previous meeting
- Last meeting
- Discuss the ideas from previous meeting (more parent directives, what to do, where to go, who to talk to)
- Reintroduce Ideas for Meet the SEAC and possible dates
- Ideas for greater parental and community involvement.
- Transition Fair update
- Goals for this year
  - ❖ Gumbo Games Regionals
  - ❖ More Parental Involvement
  - ❖ Transition Fair
- Dr. Boockoff Adjourns

### **Next Meeting Agenda**

# Morehouse Parish Parent Procedural Guide

## When You Think Your Child May Have a Disability

**Purpose:** This guide helps parents understand the steps to request help, interventions, screening, or a special education evaluation through Morehouse Parish Schools' Student Support/Student Services process.

Morehouse Parish Support Services lists special education and Pupil Appraisal/Intervention Services contacts, including **Kim White, Pupil Appraisal and Intervention Services, 318-283-1600 ext. 2211**, and the Support Services office at **318-283-1674**. (Morehouse Parish School District) Louisiana Bulletin 1508 is the state pupil appraisal handbook used when evaluating students suspected of being exceptional and needing services. (Default)

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## Step-by-Step Parent Guide

### Step 1: Write Down Your Concerns

Parents should begin by writing specific concerns about their child's learning, behavior, communication, attention, social skills, motor skills, health needs, or developmental progress.

Examples of concerns may include:

Area of Concern	Parent Examples
Reading	My child cannot read grade-level words or understand what was read.
Math	My child struggles with basic math facts, problem solving, or grade-level math.
Behavior	My child has frequent office referrals, meltdowns, aggression, refusal, or elopement.
Communication	My child has difficulty speaking clearly, answering questions, or understanding directions.
Attention	My child cannot stay focused or complete work without frequent support.

Louisiana guidance emphasizes Child Find responsibilities and proactive identification of students with suspected exceptionalities. (Default)

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## Step 4: Submit a Written Evaluation Request

A parent may request an evaluation in writing at any time. Louisiana special education guidance explains that parents may request an evaluation to determine whether the child has a disability, and the LEA may refuse only by providing written explanation. (Athlos Academy of Jefferson Parish)

### Sample Parent Evaluation Request

Date: \_\_\_\_\_

To: Principal/SBLC Chairperson/Student Services

I am requesting that my child, \_\_\_\_\_, be considered for a full individual evaluation because I suspect that my child may have a disability that is affecting his/her educational performance.

My concerns include: \_\_\_\_\_.

Please provide me with written notice of the school's decision and information regarding my parent rights and procedural safeguards.

Parent/Guardian Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

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## Step 5: Attend the Referral/Decision Meeting

During the meeting, parents should bring:

Bring This	Why It Helps
Medical records or diagnoses	Helps the team understand outside concerns.
Previous evaluations	Helps avoid missing important history.

## Step 8: Develop an IEP if the Child Qualifies

If the child qualifies for special education, an **Individualized Education Program/IEP** is developed. An IEP lists the special education and related services the student will receive and must be reviewed at least annually. (Default)

The IEP may include:

<b>IEP Component</b>	<b>Parent-Friendly Meaning</b>
Present levels	Where the child is currently performing.
Annual goals	What the child will work on during the year.
Accommodations	Supports such as extended time, read aloud, visuals, breaks.
Services	Special education instruction and related services.
Placement	Where services will be provided.
Progress monitoring	How the school will measure growth.

## Step 9: Ask for Section 504 Review if Special Education Is Not Needed

Some students may not need special education but may still need accommodations through **Section 504**. Morehouse Parish has a 504 policy/procedure document, and its process includes review of assessments, school data, and possible referral to special education when needed. (IRP CDN Website)

Examples of 504 supports may include:

<b>Need</b>	<b>Possible 504 Support</b>
ADHD	Preferential seating, breaks, reduced distractions
Medical condition	Health plan, water/restroom access, emergency plan
Anxiety	Check-ins, calm area, testing accommodations

# Parent Checklist

Step	Completed
I wrote down my concerns.	<input type="checkbox"/>
I contacted the teacher, school contact person or school administrator.	<input type="checkbox"/>
I requested an SBLC meeting.	<input type="checkbox"/>
I submitted my request in writing.	<input type="checkbox"/>
I brought records, notes, and examples.	<input type="checkbox"/>
I received a written notice of the school's decision.	<input type="checkbox"/>
I signed consent if evaluation was recommended.	<input type="checkbox"/>
I attended the evaluation/eligibility meeting.	<input type="checkbox"/>
I participated in the IEP or 504 planning meeting.	<input type="checkbox"/>

## MPSB Contacts



## MPSB Parent Guide



## Morehouse Parish Student Support Services Information Page

 <b>Parent Resources</b> Meet the Supervisor ChildFind Morehouse Parish Schools Child Find Policy Parent Survey (Complete & Survey)	 <b>PEACE LOVE INCLUSION</b>	 <b>Special Education Advisory Council</b> Special Education Advisory Council Minutes 24-25 Special Education Advisory Council Agendas/Meetings 23-24 Special Education Advisory Council Minutes
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**Simply Scan QR Codes to Explore!**

## LDOE Parent Resource Guide



## Parents Safeguard and Procedures

