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**Parent Resource Center Report to SEAC**  
**March 14, 2023**

The Anne R. Lipnick Special Education Family Resource Center, also known as the Parent Resource Center or the PRC, is located in Room 134 of the Minnie Howard Campus of T.C. Williams High School, 3801 W. Braddock Road, Alexandria, VA 22302. The Parent Resource Center is open every school day from 8:30-3:30. The PRC offers the following services, at no cost, to anyone who lives, works or goes to school in the City of Alexandria:

- A lending library with over 500 books and DVDs on a variety of disabilities and parenting issues;
- A list of service providers in the community, such as speech therapists, math tutors and respite care providers;
- Support groups for parents, titled *Monthly Conversations*;
- A workshops series for parents on various disabilities and general parenting topics;
- Individual confidential consultations to help parents understand their child's special education services and to support them with the challenges of raising a child with a disability or learning difference.

The following is a summary of Parent Resource Center activity for the months of January and February, 2023.

**I. PRC Contacts:**

- A.** For PRC data recording purposes, a "contact" has traditionally been communication **initiated** by a parent, staff member or community member with the PRC, either by phone, email or in-person meeting.
- B.** In September, 2018, The Virginia Department of Education expanded its definition of "contact" to also include communication initiated by PRC staff to individual parents, ACPS staff or members of the Alexandria Community. Consequently, numbers of contacts increased significantly over that of previous years, reflecting this change. However, in November, 2019, the DOE provided additional guidelines regarding PRC data collection. Specifically, when PRC staff initiate email contact to multiple recipients via a single email, the DOE counts this as a single contact, whereas formerly, it was counted it as multiple contacts. This change, too, will again alter the numbers of PRC contacts by decreasing them significantly.

**C. Comparison of PRC use for 2018-2019 through 2022-2023 School Years**

<b>MONTH</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
August	128 (PRC opened 8/6). includes data from summer	349 (PRC opened 8/5). Includes data from summer	272 (PRC opened 8/3). Includes data from summer	301	229
September	290	620	373	341	177
October	375	936	460	362	301
November	179	621	327	305	352
December	163	339	282	154	167
January	568	500	399	171	265
February	617	487	410	206	266
March	804	160 ( <b>Mar. 1-13</b> )	492	343	
April	261	No data collected	376	248	
May	566	No data collected	309	289	
June	207 (data is through 6/20 and the end of the school year)	No data collected	221	89	
<b>TOTALS</b>	<b>4194</b>	<b>4012</b>	<b>3158</b>	<b>2809</b>	

- D. Contact data for January: parents (101), students (1), staff (133), community (31)
- E. Contact data for February; parents (74), students (1), staff (135), community (56)
- F. Top disability areas for January; ASD (38), ADD (13), ED (3), DD (2)
- G. Top disability areas for February: ASD (20), ID (1), DD (1), MD (1)
- H. Top reasons for contacting PRC in January: workshops (68), Community resources (63), PRC resources (55),
- I. Top reasons for contacting PRC in February; workshops (67), PRC resources (50), Community resources (47) Transition Fair (40)

**II. Family Engagement Workshops**

- a. During normal school years, ACPS staff members are welcome and encouraged to attend workshops. Each workshop in the Family Engagement series is built into PLMS as course 15152, and staff can receive re-certification points for attending.

- b. All ACPS workshops are free, but registration is required, for planning purposes. Workshops may be cancelled for insufficient registration.
- c. PRC staff members have consulted with PRC staff in Arlington, Fairfax, Stafford, Loudoun and Prince William to see if ACPS PRC cancellation policies were in concert with those of other Northern Virginia PRCs. Each PRC concurs: if a workshop is being presented by an in-house, school division staff member, the workshop will go forward, even if only one person has registered. However, there must be a minimum of ten registrants for a workshop to go forward, where there is an outside presenter. Workshops will be cancelled 48 hours prior to the workshop, if there is insufficient enrollment by that time.
- d. The majority of workshops are presented in a virtual format. Workshops are recorded and archived, so that people who missed the original presentation may view it later.
- e. Data about the number of parents using the services of an interpreter is not available for the webinars. However, the webinars are set up so that Spanish, Amharic, Arabic and Dari interpreters automatically provide interpretation for any parent who needs it during the webinar.
- f. It is not possible to collect data evaluating the workshops in the webinar format.
- g. On January 9, Ms. Reese presented *College Planning and Preparation for Students with Disabilities*. Twelve parents attended.
- h. Ms. Reese presented *The Parent's Rights and Role in Special Education* at the Polk Principal's Coffee, *Conversations with Carter*, on February 3. Six parents attended.
- i. Amy Creed, ACPS Career and Transition Coordinator, presented a workshop on student directed IEPs to the Amharic parent support group on February 14. There were 19 attendees.
- j. Ms. Reese presented *Beyond Organization: Strengthening Executive Function Skills* on February 23. There were 10 attendees.

### **III. Raising Awareness of PRC/Community Outreach**

- a. 1/30 meeting with Caitlin Brown, Marla Hollander and Jennifer Weber re ACT for Alexandria focus groups on needs of students with disabilities in out-of-school time activities (JGR)
- b. 1/20 meeting with Jennifer Schreiber of the Arc of Nova re tech tools for independent living. (jGR)

- c. 2/3 meeting with Catherine Decker and Lucas Lefaver of St. Coletta's about things to consider for transition of individuals with developmental disabilities. (JGR)
- d. 2/6 Participation in ACHS Academic Orientation and Curriculum Night. Ten people stopped by the table for information. (JGR)
- e. 2/8 meeting with Ashleigh Conrad of Girls on the Run about expanding program to include girls with disabilities. (JGR, CPD)
- f. 2/8 meeting with Amy Creed, et al, re Transition Fair planning (JGR)
- g. 3/8 meeting with Amy Creed, et al, re Transition Fair planning (JGR, CPD)

#### **IV. Support Groups, Pop Up PRCs, and PRC Office Hours**

- a. The support groups have been rebranded as "Monthly Conversations."
- b. PRC staff have offered no *Monthly Conversations*, PRC Pop-Ups or PRC Office Hours since the schools shut down in March, 2020. PRC staff do not view Zoom as a vehicle suited to maintaining the confidentiality required.

#### **V. Library**

Although the PRC library is closed to parents for browsing, it is still possible to borrow books. PRC staff offered books to school libraries for use in their October Disability History Awareness displays.

#### **VI. Facebook and Twitter**

Parents are encouraged to "like" the PRC Facebook page found at *The Anne R. Lipnick Special Education Parent Resource Center*. The PRC no longer has a Twitter account. In February, there were 637 followers to the Facebook account.

#### **VII. Mail Chimp and Parent Square**

The use of Mail Chimp has been discontinued. PRC staff now uses Parent Square as a means of distributing information about PRC and community events

#### **VIII. PRC Webpage**

Schools were able to use the resources listed on the PRC webpage when planning Disability History Awareness Month activities in October.

#### **IX. Other Technology**

The PRC intake form has now been converted to an electronic form housed on the Google drive. As a result, PRC team members and visitors to the PRC will have the ease of using a laptop to complete the form in a paperless format, increase efficiency, and maximize resources to collect and analyze the data required by the Virginia Department of Education. The launch and implementation of this tool began on Nov. 1, 2018. To date, the Google drive houses cumulative data representing all intake forms.