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# CSPD STAKEHOLDERS' AND MEMBERS' RESPONSIBILITIES

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“YOUR PRESENT CIRCUMSTANCES  
DON’T DETERMINE WHERE YOU CAN  
GO; THEY MERELY DETERMINE  
WHERE YOU START.”

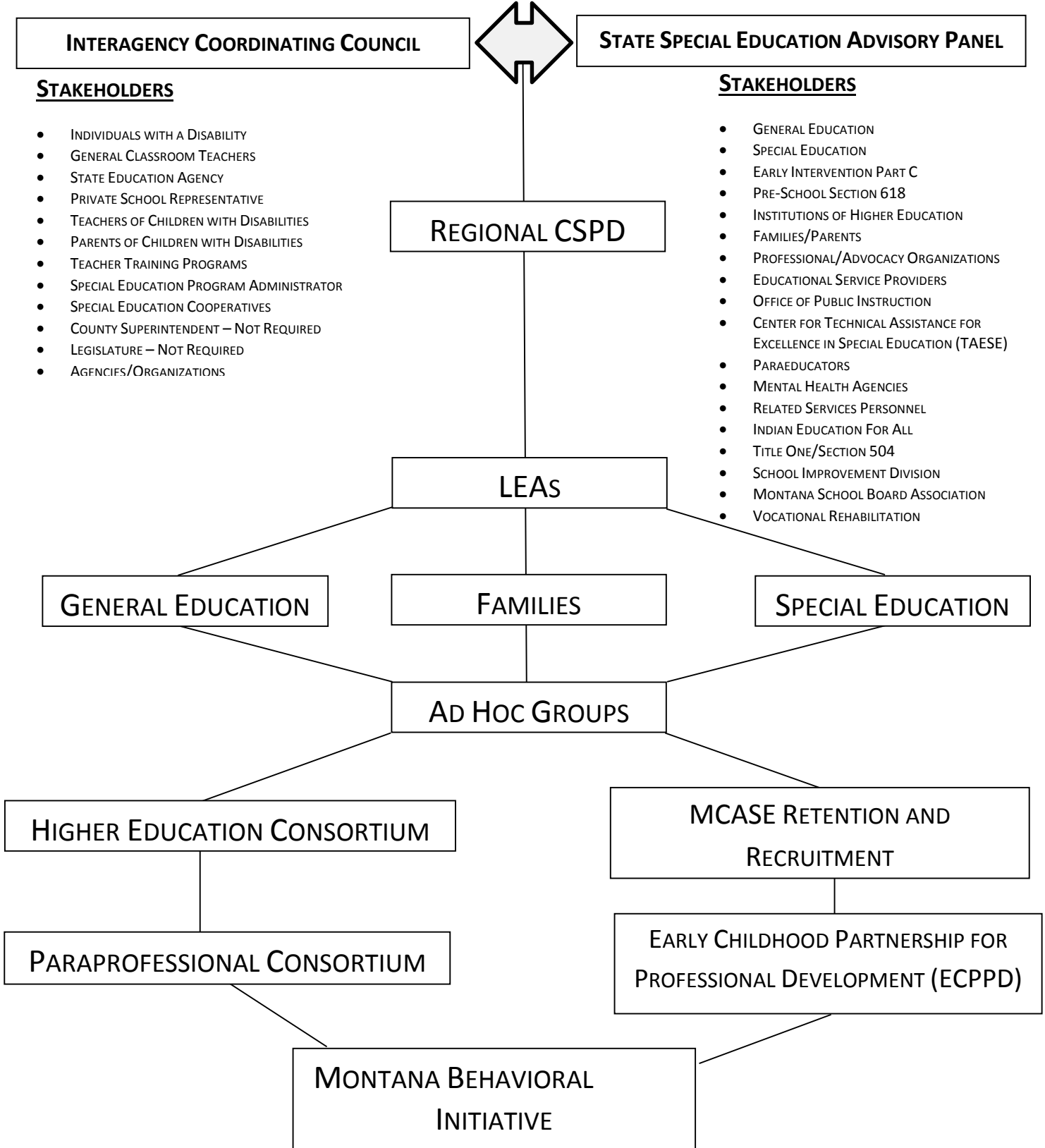
-NIDO QUBEIN

# MONTANA OFFICE OF PUBLIC INSTRUCTION

## COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT

### PART C

### PART B



# **MONTANA CSPD COUNCIL STAKEHOLDERS**

LISTED BELOW ARE THE PRESENT STAKEHOLDERS INVOLVED IN THE MONTANA CSPD COUNCIL.

- ♦ Indian Education for All
- ♦ Center for Technical Assistance for Excellence in Special Education (TAESE)
- ♦ Early Intervention Part C
- ♦ Educational Service Providers
- ♦ Families/Parents
- ♦ General Education
- ♦ Institutions of Higher Education
- ♦ Montana Milestones Part C
- ♦ Mental Health
- ♦ Montana Rural Education
- ♦ Office of Public Instruction
- ♦ Paraeducators
- ♦ Parents Lets Unite for Kids (PLUK)
- ♦ Professional/Advocacy Organizations
- ♦ Related Services Staff
- ♦ State Advisory Panel on Special Education – Part B
- ♦ State Agencies
- ♦ Title I (ESEA)
- ♦ Vocational Rehabilitation
- ♦ Student Representative

# SUGGESTED REGIONAL CSPD STAKEHOLDER LIST

LISTED BELOW ARE SUGGESTED REGIONAL CSPD STAKEHOLDERS.  
REGIONS WILL VARY IN THEIR MEMBERSHIP.

## SCHOOL LEVEL

- Parent \_\_\_\_\_
- Title 1 \_\_\_\_\_
- School Principal \_\_\_\_\_
- General Educator \_\_\_\_\_
- School Superintendent \_\_\_\_\_
- Special Ed Director \_\_\_\_\_
- Cooperative Director \_\_\_\_\_
- Special Educator \_\_\_\_\_
- Related Service \_\_\_\_\_
- Pareducator \_\_\_\_\_
- Preschool \_\_\_\_\_
- Elementary \_\_\_\_\_
- Middle School \_\_\_\_\_
- High School \_\_\_\_\_

## AGENCIES/ORGANIZATIONS

- County Superintendent Office \_\_\_\_\_
- Voc Rehab \_\_\_\_\_
- Parent Support (PLUK) \_\_\_\_\_
- Early Childhood Provider \_\_\_\_\_
- DPHHS \_\_\_\_\_
- University Affiliated Programs \_\_\_\_\_
- Corrections \_\_\_\_\_
- Mental Health \_\_\_\_\_
- Developmental Disability \_\_\_\_\_
- Partnerships \_\_\_\_\_

## HIGHER EDUCATION

- University Administrators \_\_\_\_\_
- Special Education Department \_\_\_\_\_
- General Education Department \_\_\_\_\_
- Educational Leadership \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# CSPD MEMBER RESPONSIBILITIES

LISTED BELOW ARE THE PRIMARY RESPONSIBILITIES OF STAKEHOLDERS ON THE CSPD COUNCILS.

- Understand and promote the Montana CSPD vision/mission
- Be familiar with the IDEA (P.L. 108–446) and Montana special education regulations
- Represent your stakeholder group
- Become familiar with the Montana State and regional CSPD process and system
- Become familiar with the Montana State Personnel Development Grant (SPDG)
- Attend regional and/or State CSPD Council meetings
- Report CSPD activities and discussion to the stakeholders and the regional council
- Assist in the implementation of the regional and/or State CSPD strategic plan
- Participate on regional and/or State CSPD work committees
- Assist in the development and implementation of regional and/or State CSPD activities
- Help mentor new CSPD members

Promote activities that create positive results for all children and youth with disabilities

## **RESPONSIBILITIES**

**THE FOLLOWING IS A LIST OF RESPONSIBILITIES FOR THE REGIONAL CHAIRPERSON AND EXECUTIVE COMMITTEE.**

- ♦ Commit to attend CSPD meetings
- ♦ Represent constituents' issues to CSPD
- ♦ Market CSPD to constituents (professional organizations, agencies, etc.)
- ♦ Organize and schedule regional meetings
- ♦ Be involved in agenda development
- ♦ Direct administrative assistant on CSPD communication within the region
- ♦ Write and submit regional grant
- ♦ Compile and submit final evaluation report
- ♦ Be responsible for collecting impact/outcome evaluation data
- ♦ Communicate State CSPD conference call information to region
- ♦ Budget/Finances—Manage and report on regional CSPD expenditures
- ♦ Compose appointment letter

**ENSURE THAT THE FOLLOWING REGIONAL ACTIVITIES ARE CARRIED OUT:**

- ♦ Establish regional priorities based on APR, SSIP, and other relevant data
- ♦ Orient new members
- ♦ Supervise regional strategic planning
- ♦ Submit plan for CSPD dollars to OPI
- ♦ Be accountable for CSPD funds
- ♦ Submit a final evaluation report