

Browning Public Schools
Board Report – Special Services Department
June 2026

Submitted by:

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Special Services Director

Special Services Update

The Special Services Department has been focused on preparing for the upcoming school year while ensuring compliance with federal and state special education requirements. Throughout June, efforts have centered on student services, staffing, program development, and strengthening district-wide systems.

Staffing

- Interviewed Special Education staff for the 2026-2027 school year.
- Coordinated summer Extended School Year (ESY) staffing and schedules.
- Working with related service providers to ensure student services continue throughout the summer.
- Continued planning for staff assignments based on student needs and caseloads.

Extended School Year (ESY)

- Planning ESY services for qualifying students
- Reading intervention services are being provided based on students' Individualized Education Programs (IEPs).
- Virtual service options have been arranged for families, with in-person services available as staffing permits.
- Ongoing communication with families has been a priority to ensure successful participation.

Compliance and Student Services

The department has begun reviewing district special education procedures to improve consistency across all schools.

Current projects include:

- Reviewing active IEPs for compliance.
- Developing district-wide Special Education tracking systems.

- Creating procedures for referrals, evaluations, eligibility meetings, and IEP timelines.
- Organizing student files and compliance documentation.
- Reviewing compensatory education needs and service schedules.

Professional Development

Planning has begun for beginning-of-year Special Education training for teachers, paraprofessionals, and administrators. Training topics will include:

- IDEA requirements
- Montana Special Education timelines
- IEP implementation
- Documentation expectations
- Service logs
- Parent communication
- Roles and responsibilities
- Behavior supports
- Confidentiality
- PLAAFP & MAGS

Attended OPI Summer Institute - Bozeman Jun 15-18, 2026

Collaboration

The department continues working closely with:

- Building administrators
- General education staff
- School psychologists
- Speech-Language Pathologists
- Occupational and Physical Therapists
- Parents and guardians
- Montana Office of Public Instruction (OPI)

This collaboration will help ensure students receive appropriate supports and services while maintaining compliance with state and federal regulations.

Summer Priorities

Over the remainder of the summer, the department will focus on:

- Completing Special Education file reviews.
- Finalizing staff assignments and caseloads.
- Developing district procedures and handbooks.
- Preparing beginning-of-year professional development.

- Reviewing evaluation timelines and upcoming annual reviews.
- Ensuring all students requiring services are scheduled appropriately for the start of school.

Looking Ahead

As the district prepares for the 2026-2027 school year, the Special Services Department remains committed to providing high-quality, student-centered services while strengthening systems that support staff, students, and families. Building consistent procedures and maintaining compliance will remain priorities as we continue to improve outcomes for all students.

Respectfully submitted,

Stephanie Holton

Special Services Director
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