

2012-2017 Parent Mentors of Ohio Council  
Plan of Action

**MISSION STATEMENT:** It is the mission of the Parent Mentors of Ohio (PMO) to provide educational resources and supports to families of children with disabilities and to the professionals who serve them.

**PARENT MENTORS OF OHIO COUNCIL MEMBERS 2012-2013 that were present on 6-5-12:**

*Teresa Karsnak	Lisa Lutz	Wendy Smenner	Vicki Deel-Lezon	Canda Papa	Leslie White
Jeanne Schmidlin	Pam Thornberg	Elaine Hamilton	Susan DeBrosse	Nancy Holt	**Jacqueline Howley
Ann Blair	Cheri McCullough	Carolynn Head	Lee Ann Derugen	Jane Seaton	
Lisa Neumeyer PR Committee Chair					

\* denotes current PMO Council Chair

\*\* denotes current PMO Council Co-Chair

**JUNE 5, 2012, MEETING PURPOSE:** 1) To review, identify and prioritize the PMO Council's 2012-2017 activities and, 2) to develop the PMO Council's Work Plan for 2012-2017 activities.

The plan review took place at a regularly scheduled meeting by conference call of the PMO Council.

Integrating the ODE's Office for Exceptional Children's goals of Standards, Capacity, and Accountability into every aspect of every area within the goals helps assure that each Parent Mentor executes and documents their job within those goals.

**TOPICAL AREAS OF THE PROPOSED PLAN OF ACTION:**

- ❖ Review of current and the assessment of the need for any new committees (Page 2)
- ❖ PMO Council Guideline Review (Page 3)
- ❖ Professional PMO Development, each PMO Region is to provide a training at a minimum of one of the three regional meetings and each parent mentor is to submit a Professional Development Plan and mid year and year end online reports (Pages 3&4)
- ❖ Communication (Page 4)

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**ACTIVITY OUTCOME:** To review written guidelines for current committees and assess the need for the establishment of new committees.

**ACTIVITY IMPACT:** To improve the effectiveness of current committees and to be adaptable to meet new needs with the creation of new committees as those needs arise.

"How" The Steps	"Who" is going to do it?	When is it going to be done	Additional Support needed
The PMO Committee Review Team will make contact with current committee Chairs to review written guidelines for each committee and verify continued need and functionality of each committee. See PMO Guidelines page 11 for duties of committees.	Current Committee chairs plus PMO Committee Review Team. Committee to be appointed each year from current PMO Council.	To be reviewed each fall	ODE, OCECD, PMO Council approval

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**ACTIVITY OUTCOME:** To review and update current PMO Council Guidelines.  
**ACTIVITY IMPACT:** To provide the PMO Council with an updated procedural guide for conducting meetings and other related business.

“How” The Steps	“Who” is going to do it?	When is it going to be done	Additional Support needed
PMO Council will review guidelines and OCECD will make changes and distribute.	current PMO Council	By the Fall of each year	OCECD will make changes and distribute

**ACTIVITY OUTCOME:** To create consistency among all Parent Mentors of Ohio so that each Parent Mentor has a Core knowledge base and to provide professional development with documentation via the Professional Development Plan. To establish consistency in the structure and to provide supplemental training based on the needs of PMO’s in that region at the Regional PMO Meetings. To provide mechanisms for consistent data collection and compilation for year end PMO Project reporting requirement.

**ACTIVITY IMPACT:** To increase knowledge, supports and resources of Parent Mentors of Ohio on current topics relevant to students with disabilities, their parents, and educational professionals who serve them. Also, this will provide gathered empirical data to show activity at each PMO site.

Measures of the impact will be in the form of the mid year and the end of the year PMO and District Representative’s report.

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<b>“How” The Steps</b>	<b>“Who” is going to do it?</b>	<b>When is it going to be done</b>	<b>Additional Support needed</b>
Each parent mentor will complete a needs assessment to determine the professional areas that they need to develop for the next year	Skills & Knowledge Committee will provide Parent Mentors with a standardized needs assessment tool	By June 30 <sup>th</sup> of each year	ODE, OCECD, Community agencies, ESC’s, SST’s, & OCALI
<p>Each region will submit dates, places, and times for at least 3 meetings per year</p> <p>Follow-up should be in the form of regional minutes. These will need to be sent to the Web Master for posting on the PMO web site.</p>	<p>Region to Web Master</p> <p>Regional Secretary &amp; Web Master</p>	<p>As soon as the next year’s schedule is set.</p> <p>Within 1 week of each meeting</p>	
Sharing local or regional trainings available to the public with the Web Master to be posted on website. These will be posted on the conference page and posted on the OCECD calendar.	Parent Mentors to Web Master	Will be a continuous work in progress	ODE, OCECD, SST’s, and local agencies
Consistent data collection and compilation to document PMO Project activities and data	Each PMO will complete the online report	By January 31 <sup>st</sup> and June 30 <sup>th</sup> of each year	ODE & OCECD

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**ACTIVITY OUTCOME:** Close the communication gap between PMO Council Members and the rest of the PMO'S.

**ACTIVITY IMPACT:** All PMO's will be informed quickly.

"How" The Steps	"Who" is going to do it?	When is it going to be done	Additional Support needed
<p>PMO Council minutes to be posted on the web site and old minutes archived for reference</p> <p>An e-mail will be sent to all PMO's with a link to the minutes and letting them know they are available</p>	<p>Council Secretary &amp; Web Master</p> <p>Web Master to post and send email</p>	<p>Within two weeks after each meeting</p> <p>Upon compilation</p>	
<p>Regional newsletters or individual PMO Site newsletters can also be posted to the PMO website.</p> <p>An e-mail will be sent to all PMO's with a link to access the newsletters for their information</p>	<p>Parent Mentors to Web Master</p> <p>Web Master to post and send email</p>	<p>As submitted</p> <p>After submitted and posted</p>	

\* E-mail and postings to the PMO Web site have proven to be the best way to share information quickly to all.

\* Items considered during this review process would include:

- 1) PMO PR Committee and how to access data that needs to be collected to show viability of the PMO Projects.
- 2) SST's, OCALI having a link to the OCECD/PMO website.