

**Holmdel Township Board of Education**  
**Special Education Committee**  
**Meeting Notes for March 25, 2009**

**Present:** *Board Members:* Ana M. Vander Woude–Chair, Mary F. Hartnett and Jim Shelton  
*Administrators:* Barbara Duncan, Meryl Gill and Ron Rosenberg

**Absent:** Michael Collins

**1. Self-Assessment Update:**

- ***Steering Committee:*** In its review of the 7 areas subject to self-assessment, the steering committee has identified those areas of noncompliance and those in need of continuous improvement. On April 1<sup>st</sup>, the Steering Committee will meet to finalize its report. The work product of committee must be filed with the state by May 1<sup>st</sup>.
- ***Role of Board:*** As per the DOE’s guidelines regarding the self-assessment process, the work product from the steering committee consists of two parts: a self-assessment document and an improvement plan. The Board’s role is to review and approve the improvement plan. The improvement plan will first be reviewed by the Special Education Committee members and then presented to the full Board for its approval. Each Board Member will receive an individual copy of the improvement plan for his review prior to the scheduled vote.

Logically, review of the self-assessment document would assist Board Members in better understanding the improvement plan. However, bearing in mind the size of the self-assessment document and the strain of resources that would result in generating so many copies, binders of this component of the steering committee’s work product will be made available for viewing at Central Office prior to the Board’s vote. An electronic copy may also be provided.

- 2. Policy and Procedures Review :** To demonstrate compliance with Part B of the IDEA and NJAC 6A:14-1.1(b) and (c), the district is required by NJDOE, Office of Special Education Programs to submit an assurance statement and documentation affirming that specific policies have been adopted. Meryl provided the committee with the state correspondence delineating the specific policies and procedures, and affirmed that the district is in compliance.

**3. Extended School Year Program (ESY):**

- ***Program Restructuring:*** Meryl and Ron were charged with reassessing the ESY program with the goal of designing a program to best serve the needs of our children by improving the quality of instruction. To that end, they identified that there was a lot of down time that was not instructional. Bearing in mind that the purpose of ESY is to provide instructional services to children likely to experience regression or recoupment problems, Ron and Meryl recommended a modification to the ESY school day that would more efficiently focus on instruction. The results are as follows:
  - A three-day reduction in the total number of days of services offered: from 30 days to 27 days, and
  - A one-hour reduction in the school day.

Thus, this year’s ESY program at Village School will be structured as follows:

- Term: July 1, 2009 through August 7, 2009.

- Schedule: Preschool: Tuesdays – Fridays, 9:00a to 11:30a  
K – 12: Mondays – Fridays, 9:00a to 12:00 noon
- **Anticipated Enrollment:** 60 students have presently been identified for consideration in this year's ESY program.
- 4. **Policy 5141.21: Administering Medication:** (*Clarification: In last month's meeting notes, this policy was identified as a new policy. It is in fact an existing policy to which new amendments are proposed regarding the administration of medication in life-threatening circumstances.*) Committee members provided feedback to Meryl, who will seek clarification from the district's medical inspector and nurses.
- 5. **Items for the Good of the Order:** Ana shared with the committee that she would be attending an education law conference focusing on Special Education law on May 8<sup>th</sup> at Lehigh University.

**Next Meeting:** April 15, 2009 at 5:30p at the Holmdel High School Upper Library Conference Room

Respectfully submitted,

Ana M. Vander Woude