

# Holmdel Township Board of Education

## Special Education Committee

### Meeting Notes for July 30, 2009

**Present:** Board Members: Ana M. Vander Woude–Chair, Jim Shelton and Chiung-yin Liu  
Administrators: Barbara Duncan and Meryl Gill

**Absent:** Mary F. Hartnett and Ron Rosenberg

#### **1. Summer American Recovery and Reinvestment Act (ARRA) Update:**

- a. Total ARRA Award: \$993,983.00 (\$166,280 will be allocated to the District's nonpublic share obligations.)
- b. Summer Funds Allocation: ARRA funding is subdivided into two parts: Summer 2009 and the remaining school years and summers, concluding in 2011. The following four focus areas of need have been identified for the summer allocation:
  - 1) *Integrated Preschool Program, \$17,000:* All materials both academic and classroom supplies, including furniture.
  - 2) *Assistive Technology, \$65,953:* Additional sound field systems for all 4 schools; and Elmo computers for replacement teachers at Village School. In regards to the latter allocation, professional development will be provided and walk-throughs will be conducted to make sure that the technology is being implemented well.
  - 3) *Extended School Year, \$151,011:* All costs will be covered, including teacher salaries; and
  - 4) *Preschool consultant, \$20,000.*
- c. Currently, Meryl Gill and all building administrators are developing an action plan for the second part of ARRA. Allocations under consideration include tuition for out-of-district placement students, more assistive technology, and the Extended School Year program for 2010. The AARA Grant Application deadline is August 28<sup>th</sup>. The submission of said application requires board approval. Consequently, this committee will now meet prior to the August Board meeting to discuss the action plan and subsequently recommend it to the full board for its consideration.

#### **2. Committee Discussion Topics for 2009-2010:** Discussion topics for this committee will include the self-assessment priority areas for improvement, specifically:

- a. College Fairs for Special Education,
- b. Communication between General Education Staff and Parents,
- c. Assistive Technology Training,
- d. Notice to Students in August of Their General Education Teachers' Names,
- e. Bus Driver Training,
- f. Software for Transition and Additional Activities,
- g. Parent Training: Guardianship and Wills,
- h. Additional Electives for Multiply Disabled Class,
- i. Survey of Recent Graduates,
- j. AYP Activities,
- k. Integrated Pre-School Activities,
- l. Positive Behavioral Supports, and
- m. Social Skills Training.

#### **3. Integrated Preschool Program Update:**

- a. Present enrollment: 14 General Education students and 16 Special Education students.
- b. Welcome letters, including a note from the classroom teacher will be mailed in the near future.
- c. Curriculum: High Scope, a state-approved research-based curriculum has been selected for the preschool program. Village School teachers have conducted intervisitations at other school districts implementing this curriculum. In Spring 2010, training on High Scope will be provided.

Said training will be shared with other districts (possibly Colts Neck and Monroe Township) and will consequently reduce our district's training costs.

- d. Teri Aniello of Village School has been assigned as the program's administrative assistant to afford parents a main contact.

#### **4. Self-Assessment Update:**

- a. All required Self-Assessment documentation was submitted to the state in May. State monitors originally anticipated for early Fall 2009 are delayed and now likely to arrive later in the school year, possibly early 2010.
- b. With the goal of addressing one of the self-assessment priority areas for improvement, Dr. Debbie Coffey, a psychologist from the Monmouth-Ocean Educational Services Commission (MOESC), will work with our staff and students three mornings per week on social skills training. Current priority will be placed at the High School and Satz, but all district schools will ultimately be offered such services.

**5. Tuition Students:** Four tuition-based students will be attending the district this coming school year: 2 from Matawan, 1 from Metuchen, and 1 from South River.

**6. New Hires:** Indian Hill: 1 Learning Disabilities Teacher Consultant (LDTC), 2 Special Education teachers, and 1 Special Education temporary leave replacement.

**7. Special Education Orientation for New Staff:** Meryl will provide training to new staff on Special Education matters, including:

- a. IEP planner software,
- b. Different programs offered in the district,
- c. Share Point. (*Effective this school year, all IEPs and 504 Plans will be available on Share Point to all teachers who provide services to students with such directives; thereby facilitating our staff's access to such information and allowing them to familiarize themselves regularly with the needs of such students.*),
- d. Role of case managers,
- e. Responsibility of general education teachers,
- f. Team teaching,
- g. Assistive technology, and
- h. Overall professional development opportunities.

#### **8. Items for the Good of the Order:**

Ana proposed that the committee's name be changed to "Special Services Committee" in light of the fact that the committee oversees areas beyond the scope of special education, such as medical and nursing matters that apply to all students. This would also be in parity with the district's corresponding department, i.e., the Special Services Department. All committee members present agreed with the suggestion. Ana will query as to whether or not the name change requires Board approval.

**9. Next Meeting:** Tuesday, August 25<sup>th</sup>, 10a at the Holmdel High School Upper Library Conference Room.

**Respectfully submitted,**

**Ana M. Vander Woude**