



Teaneck Public Schools Special Education Audit Action Plan Update

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Sandra Beckford- Supervisor, Department Special Services
Lynne Crawford- Supervisor, Instructional Programs

#1, #11: Consistent Implementation of the Intervention and Referral Services and the Special Education Process:

- ❑ Develop and disseminate protocols and procedures for the collection and recording of data in the Intervention & Referral Services process. **(June 2019) LC**
Not yet started
- ❑ Develop and disseminate flowchart outlining Intervention & Referral Services process and procedures with required documentation. **(December 2018) LC**
Developed Flow chart, will be disseminated with protocols and procedures.
- ❑ Develop and disseminate protocols and procedures for use by Section 504 Committees.**(June 2019) LC**
Not yet started
- ❑ Develop and disseminate flowchart outlining Section 504 process and procedures with required documentation. **(December 2018) LC**
Developed Flow chart, will be disseminated with protocols and procedures

#2, #11: Over identification and misidentification of students:

- Compile list of interventions available in district (**January 2019**) SB/LC
In process- Received interventions from stakeholders (subject supervisors, CST, community resources, middle school administration)
- Develop, implement and document use of tier/level one interventions (**January 2019**)
SB/LC
Ongoing - Recommendations made as a result of observations and walkthroughs
- Develop, implement and document use of tier/level two interventions (**February 2019**)
SB/LC
In process- Basic skills, literacy/math coaches, intensive small group instruction
- Develop, implement and document use of tier/level three interventions (**June 2019**)
SB/LC
Not yet started

Continued: #2, #11 Over identification and misidentification of students

- ❑ Develop professional development plan for Intervention & Referral Services Committees and Child Study Team members focused on responsibilities associated with their new/changing roles (see Professional Development goal) **(April 2019) LC/SB**

In Progress- Dates scheduled for the 2018-2019 school year for PD for CST, materials gathered for I&RS PD

- ❑ Develop professional development plan for building administrators focused on Intervention & Referral Services Committee process and procedures, documentation, staff roles. **(April 2019)**

In Progress- Materials gathered for I&RS PD

- ❑ Review and revise, as necessary, requirements for membership in Intervention & Referral Services Committee and Section 504 Committee. **(November 2018)**

In Progress



Continued: #2, #11 Over identification and misidentification of students

- Compile, develop and implement screening protocols in Intervention & Referral Services Committee process (**November 2019 and ongoing**) LC
Not yet started
- Develop and implement data decision making process. (**September 2019**) LC
Not yet started
- Develop and implement progress monitoring process (**September 2019**)
Not yet started



#4: Improved Communication with all Stakeholders

- ❑ To develop and disseminate a chain of command/FAQ document for parents of students with disabilities in elementary and secondary school programs. **(January 2019) SB**
✓ Completed. Posted to the website
- ❑ To develop and disseminate a chain of command/FAQ document for teachers/staff in elementary and secondary schools who work with students with disabilities. **(January 2019) SB**
✓ Completed. Distributed
- ❑ To develop and disseminate a chain of command document for building administrators and central office staff to address concerns and questions regarding students with disabilities. **(January 2019) SB**
✓ Completed. Distributed



6: Improved Accountability with Intervention & Referral Services Committee and Child Study Team Processes:

- Create and distribute a needs assessment survey for Intervention & Referral Services Committee and Child Study Team staff to determine areas for review, revision and support. **(November 2018 and ongoing) LC/SB**
✓ Ongoing- Monthly Child Study Team supervision
- Utilize results from the survey to plan and develop professional development schedules including the identification of trainers for professional development. **(December 2018 and ongoing) LC/SB**
✓ Ongoing- Monthly Child Study Team supervision
- Schedule monthly Child Study Team supervision with building teams to review cases and to discuss ongoing case issues. **(2018-2019 School Year) SB**
✓ Completed. Bi-monthly schedule and ongoing

Continued: # 6 - Improved Accountability with Intervention & Referral Services Committee and Child Study Team Processes :

- Participate in monthly Intervention & Referral Services Committee meetings in school buildings. **(2018-2019 School Year) LC**
✓ Ongoing- Participated in middle and high school meetings to date
- Generate monthly individual Child Study Team case compliance lists to monitor individual case manager compliance and provide individual guidance and support where needed. **(Monthly for the 2018-2019 School Year) SB**
✓ Completed and Ongoing
- Monthly communication with building administration and Intervention & Referral Services Committee teams to monitor process and to provide individual guidance and support where needed. **(December 2018 and ongoing) LC**
✓ Provided ongoing support as necessary

7: Identification and Implementation of Best Practices for Teachers and Child Study Team members

- ❑ Evaluate and review best practices for instruction of special education students and prioritize a schedule for implementation **(July 2019 and ongoing)**
- ❑ Identify teachers who need training/support for these practices **(June 2019 and ongoing)**
- ❑ Implement training in district or arrange for out of district training opportunities based on prioritized order of implementation of training needs **(October/November 2019 and ongoing)**
- ❑ Determine which Child Study Team areas of practice need to be developed and prioritize implementation **(November 2018 and ongoing)**
- ❑ Identify Child Study Team members who need training and support for these practice areas. **(November 2018 and ongoing)**
- ❑ Implement training in district or arrange for out of district training opportunities based on prioritized order of implementation of training needs. **(September 2019)**
- ❑ Develop ongoing prioritized professional development plan for Child Study Team and Teachers based on areas of weakness **(September 2019)**

As we are completing observations, walkthrough and group supervision, we are assessing the needs of staff (teachers, CST) including the success of the Foundation training and any additional staff development needs to help staff become more successful.

#10: Special Education Professional Development:

- Presentation of Intervention & Referral Services procedures and Special Education laws, policies, procedures at staff/new teacher orientation meetings. **(August 2019) SB/LC**
✓ Completed 2018 and ongoing
- Building presentation to CST, teachers/staff and principals on the Intervention & Referral Services, Section 504 and Special Education laws, procedures and updates. **(Quarterly for the 2018-2019 School Year and Ongoing) SB/LC**
✓ Completed during the 2018-2019 school year
- Presentation at supervisory/admin meetings - Special Education, NJ policies and procedures related to Special Education law, Intervention & Referral Services, Section 504 procedures. **(Quarterly for the 2018-2019 School Year and Ongoing) SB/LC**
✓ To be scheduled
- Participate in Intervention & Referral Services and Section 504 meetings at each building, to review use of documentation and compliance with procedures **(2018-2019 School Year and Ongoing) LC**
✓ Attended meetings at the middle and high schools