

**New Jersey Department of Education
Special Education Receiving School Monitoring**

Receiving School: Green Brook Academy **County:** Somerset

Monitoring Dates: September 14-15, 2004

Monitoring Team: Paul Bilik, Denise Wilkens

Background Information:

During the 2003– 2004 school year, Green Brook Academy conducted a self-assessment of policies, procedures, programs, services, and student outcomes. This self-assessment component of the monitoring process provided Green Brook Academy with an opportunity to evaluate its strengths and areas of need with regard to:

- The provision of a free, appropriate public education (FAPE) for students with disabilities in the least restrictive environment;
- The development and implementation of policies and procedures resulting in procedural compliance; and
- The organization and delivery of programs and services to meet the needs of the students with disabilities.

The self-assessment was designed to identify areas of strength, promising practices, areas that need improvement and areas that may be noncompliant with state and federal requirements. Green Brook Academy developed an improvement plan to address identified areas of need.

The New Jersey Department of Education (NJDOE) conducted an on-site monitoring to verify the self-assessment findings, to assess the appropriateness of the improvement plan, and to determine the progress in implementing the plan.

During the monitoring process, the monitoring team reviewed receiving school documents such as policies and procedures, student records from sending districts, lesson plans, services as indicated in IEPs, staff evaluations, student count information, master student lists, class lists, schedules of students/ teachers/related service personnel, and other relevant information. Interviews were conducted with the receiving school's special education administrators, building principals, special education teachers and related service personnel.

School Strengths:

Green Brook Academy is commended for the extensive collaboration among all staff to support the academic and behavioral success of students enrolled in the program. Staff members meet weekly to discuss the individual needs and progress of all students. Counseling staff communicate on behalf of students and their families with an established network of community agencies and resources. Designated staff members function as liaison to advocate for students in court which has helped to further students' academic progress and prevent incarceration. Frequent parent communication and occasional home visits by Green Brook Academy staff ensure consistent student attendance.

Green Brook Academy provides recreational outings to expose students to community activities and augment the physical education program.

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Areas Demonstrating Compliance With All Standards:

General Provisions, FAPE, Facility Requirements, IEP/Annual Review, Discipline, Programs and Services and Student Records were determined to be areas of compliance by Green Brook Academy during self-assessment and by the NJDOE during the on-site visit.

Section III: Staff Requirements

Summary of Findings:

During self-assessment, Green Brook Academy accurately identified themselves compliant in the areas regarding appropriate supervision of physical therapy assistants (PTA)/and certified occupational therapy assistants (COTA), private school dual employment, supervision of paraprofessionals, job descriptions of paraprofessionals maintained at county office, criminal history verification and having an approved professional development plan.

During the self-assessment process, Green Brook Academy identified concerns in the areas regarding the licensing/certification of the building principal and school nurse. During the on-site visit, documentation was provided to verify that appropriately certified staff members have been hired in the positions of building principal and school nurse, therefore, no further action is required at this time.

No additional areas of need were identified during the on-site visit.

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Summary

On-site special education monitoring was conducted in Green Brook Academy on September 14 and 15, 2004. The purpose of the monitoring visit was to verify Green Brook Academy's report of findings resulting from their self-assessment and to review the receiving school's improvement plan.

The receiving school is commended for the exceptionally comprehensive review conducted during the self-assessment process. As a result of this review the receiving school was able to identify all areas of need and develop an appropriate improvement plan to bring about systemic change. The receiving school is further commended for the prompt implementation of corrective action to address the areas of need identified during the self-assessment process. As a result, all of those identified areas were corrected prior to the on-site visit. Additionally, the receiving school is commended for the many areas that were determined by the receiving school and verified by the Department of Education as compliant with federal and state statutes and regulations.

General Provisions, FAPE, Facility Requirements, IEP/Annual Review, Discipline, Programs and Services and **Student Records** were determined to be areas of compliance by Green Brook Academy during self-assessment and by the NJDOE during the on-site visit.

Additional areas identified as consistently compliant include during self-assessment and verified during the on-site monitoring visit included appropriate supervision of physical therapy assistants (PTA)/and certified occupational therapy assistants (COTA), private school dual employment, supervision of paraprofessionals, job descriptions of paraprofessionals maintained at county office, criminal history verification and having an approved professional development plan.

During the self-assessment process, Green Brook Academy identified areas of need regarding staff licensing and certification.

Green Brook Academy is not required to submit revisions to their improvement since all areas of noncompliance have been identified and corrected by the school.