



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 6, 2021

To: Chief School Administrators, Charter School and Renaissance School Project Leads

Route To: Special Education Directors and Principals, Administrators of Approved Private Schools for Students with Disabilities, Administrators of Programs for Students who are Deaf and Hard of Hearing, Transition Coordinators

From: Kim Buxenbaum, Psy.D., Director
Office of Special Education

Deadline: February 11, 2021

Enrollment in Community-Based Instruction (CBI) Foundation Series

The Community-Based Instruction (CBI) Project is a collaboration between the New Jersey Department of Education's Office of Special Education and The Boggs Center on Developmental Disabilities at Rutgers University. CBI is an evidence-based practice that supports students with disabilities during the transition from school to community life and promotes successful post-school outcomes for these students.

Through CBI programming, students are given regular opportunities to participate in meaningful experiences and practice skills within natural environments (traditional and virtual) beyond the classroom. The ongoing response to the COVID-19 pandemic has greatly impacted schools and their ability to implement CBI programming. The "new" natural setting has shifted to a virtual community; therefore, it is critical to teach our educators and students how to adapt and practice the same body of knowledge and skillsets that would allow success in the virtual as well as the traditional community. Despite the challenges presented by the COVID-19 pandemic, the primary focus of this project remains the implementation of quality CBI in a variety of circumstances. This is achieved through skill acquisition and generalization of these skills into employment, recreation, and community activities (e.g., shopping, banking), while still aligning to the New Jersey Student Learning Standards and a student's Individualized Education Program (IEP) goals.

The CBI Project is enrolling a cohort of schools to participate in a five-week virtual Foundation Training Series that includes content on current, effective methods to create or expand quality CBI programming for students with disabilities from elementary through high school grades. Members of the cohort team will receive 20 hours of professional development upon completion of the series and will complete a summative CBI Action Plan. In addition, participating schools will receive ongoing technical assistance for two years after the completion of the Foundation Training Series. The CBI project is funded by The Individuals with Disabilities Education Act (IDEA) Part B. Therefore, there is no cost to schools to participate and receive professional development credit.

Interested schools shall complete the necessary registration process. The following provides a summary of the enrollment steps:

1. An administrator watches the "Orientation Session for Administrators: Foundations of Community-Based Instruction Training Series" webinar recording, found on the [CBI Training Opportunities Webpage](#).
2. Following the webinar, the administrator shall identify a team of staff to attend the CBI Foundation Series. Details are on the CBI Training Opportunities webpage.
3. The team shall complete and submit the "Community-Based Instruction (CBI) Foundation Series School Registration Form" for participation in Cohort 1 for the 2020-2021 school year, which can also be found on the CBI Training Opportunities Webpage.

4. The cohort members will be notified within one week of acceptance of their registration.

The webinar, registration form and information will be available on January 15, 2021, and will close on February 11, 2021.

Administrative support and involvement are essential for successful implementation of instructional practices. Therefore, the orientation session is designed for administrators who are seeking to initiate or enhance CBI practices for their students. The orientation session describes the CBI virtual training format and training commitments, as well as the administrative and organizational supports needed to guide these practices. By watching the orientation session and applying to participate in the CBI Foundation Series, administrators commit to the creation or expansion of quality CBI practices.

Please note: Districts or schools must participate in the orientation webinar in order to be eligible to register for 2020-2021 CBI team training opportunities.

The training series will be delivered using the Rutgers Canvas Learning Management System and registrants will be issued guest accounts. Live synchronous sessions will be delivered using the HIPAA Compliant Zoom teleconferencing platform.

Contact Information

If you have questions about the Orientation Session for Administrators or the CBI staff training opportunities, please contact Tisha McKenzie at Tisha.McKenzie@doe.nj.gov.

c: Members, State Board of Education
Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education
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