

SPECIAL EDUCATION:

Being Prepared to Service Special Education Students

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FEBRUARY 2, 2011

Recruitment

- Head Start Programs & Day Care Centers
- For a list of **preschools approved to provide special education services** in their facilities
<http://eservices.nysed.gov/countymap/>
- **Head Start programs are mandated to have at least 10% of students with disabilities.** For a list of Head Start programs.
http://www.nyc.gov/html/acs/downloads/pdf/head_start_directory.pdf

Recruitment

- Committees on Special Education (CSE) & Pre-School Special Education (CPSE)

<http://schools.nyc.gov/Academics/SpecialEducation/CSE/default.htm>

- Department of Education Placement Centers (see handout for contact info)
- Achievement First brochure

Charter School Responsibilities

- First Steps
 - ATS/CAP
 - Request IEPs from parents or the CSE
 - Contact the CSE with a list of all students who have IEPs

COMMITTEE ON SPECIAL EDUCATION

Charter School

- Response to intervention
- Special education and at-risk teaching
- Special education and at-risk counseling
- IEP case management
- Parent communication

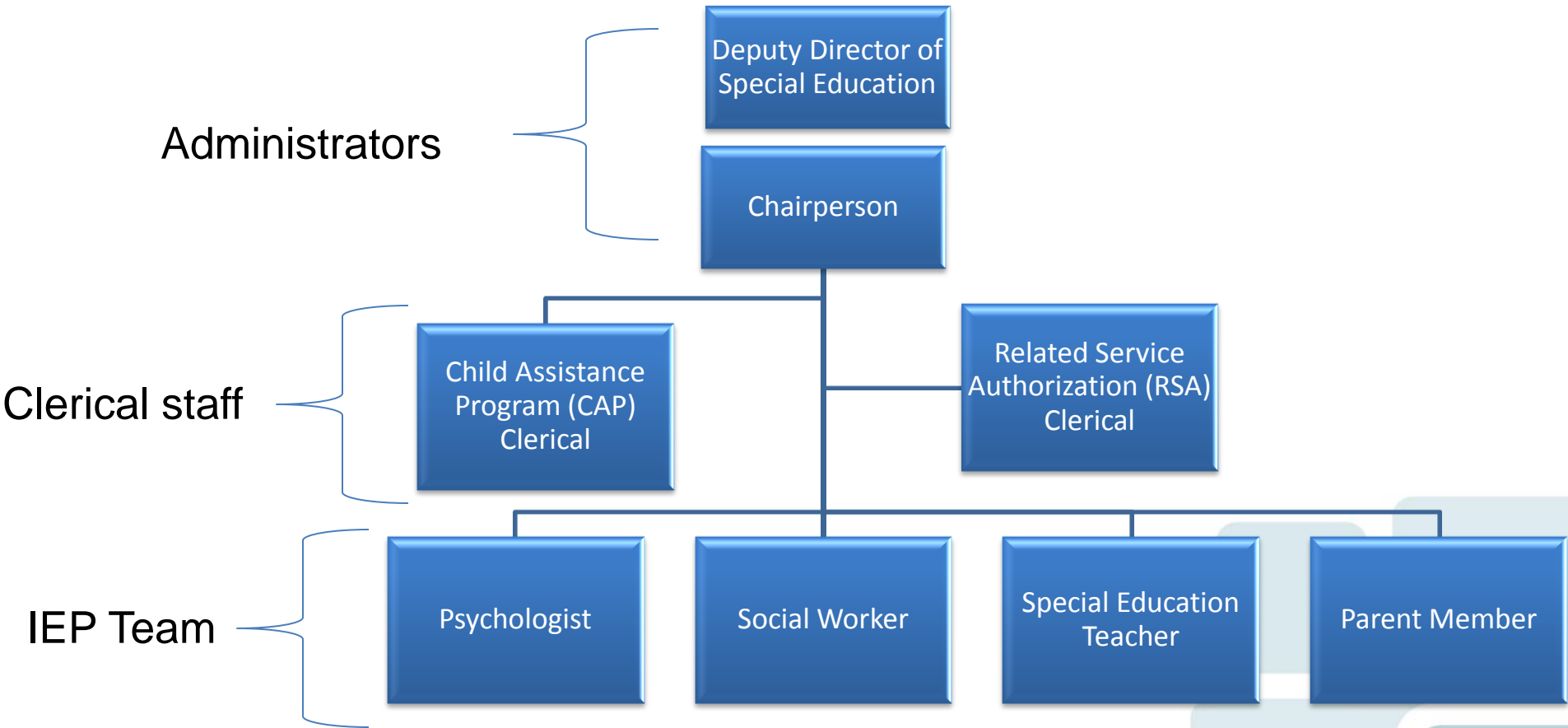
Overlapping

- Federal reporting
 - Child Find – student identification
- Service provision – clinicians for speech, hearing, occupational, and physical therapy
- IEP meeting participation

Committee on Special Education

- Federal funds allocation
- Due process
- Evaluation and eligibility determination
- Mediation and hearings
- Student placement

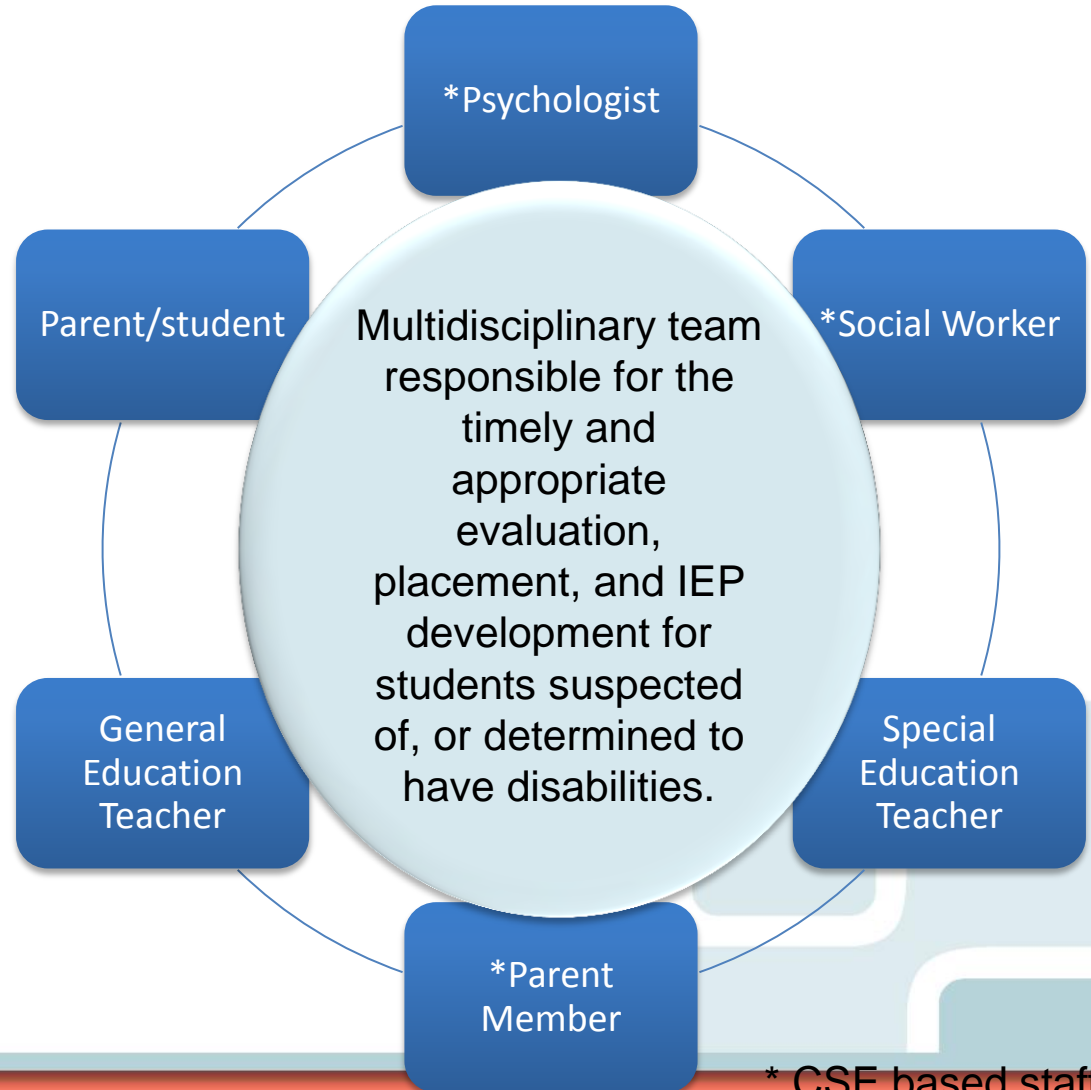
CSE COLLEAGUES



CSE IEP TEAM

CSE Offices report to Tweed and will remain responsible for the process for evaluation is as follows:

- Coordinating evaluations for students in charter schools,
- Facilitating placements of these students with the Office of Student Enrollment,
- Processing impartial due process hearings, contracting out, related service authorizations, and
- Opening cases of all initial referrals and assignment of a CSE case number.



* CSE based staff

NYC CSE OFFICES

NEW YORK CITY DEPARTMENT OF EDUCATION
CONTACT INFORMATION FOR
COMMITTEE ON SPECIAL EDUCATION CHAIRPERSONS

CSE	DISTRICTS	ADDRESS	PHONE NUMBER	CSE CHAIRPERSON
1	7,9,10	One Fordham Plaza Bronx, New York, 10458	(718) 329-8091	Rosetta Brown-Lee
2	8,11,12	3450 East Tremont Ave., 2 nd fl Bronx, New York, 10465	(718) 794-7428 Or (718) 794-7429	Michele Beatty
3	25,26	30-48 Linden Place Flushing, New York 11354	(718) 281-3520	Susan Arce
	28,29	90-27 Sutphin Boulevard Jamaica, New York 11435	(718) 557-2500	
4	24,30	28-11 Queens Plaza North, 5 th Fl Long Island City, New York, 11101	(718) 391-8405	Esther Recinos
	27	Satellite Office 82-01 Rockaway Blvd. 2 nd Fl Ozone Park, New York, 11416	(718) 642-5715	Esther Recinos
5	19,23,32	1655 St. Marks Avenue Brooklyn, NY 11233	(718) 240-3500	Yolene Ambrose
6	17,18,22	5619 Flatlands Avenue Brooklyn, New York	(718) 968-6200	Arlene Rosenstock
7	20,21	415 89 th Street Brooklyn, New York 11209	(718) 759-4933	Claire Donnellan
	31	715 Ocean Terrace, Building A Staten Island, New York 10301	(718) 420-5752	
8	13,14,15,16	131 Livingston Street, 4 th Fl. Brooklyn, New York, 11201	(718) 935-4900	Deborah Cuffey-Jackson
9	1,2,4	333 7 th Ave, 4 th Fl New York, New York, 10001	(917) 339-1600	Gerry Donegan
10	3,5,6	388 West 125 th Street New York, New York 10027	(212) 342-8300	Marilyn Sprecher

MAKING CONTACT

Call Chairperson and Charter School Liaison to:

- ☎ Give context to the school and mission
- ☎ Provide as much student information as possible
- ☎ Make IEP requests explicit
- ☎ Offer substantive assistance
- ☎ Include multiple methods of contact
- ☎ Email introduction letter
- ☎ Follow up via phone in 5 business days

5 KEYS FOR WORKING WITH THE CSE

1. You catch more bees with “muffins” than vinegar
2. The early bird catches the worm
3. Presenting information in an organized format
4. Prioritize requests
5. If at first your emails and calls don't succeed, go in person

10 STEPS TO SET UP COMPLIANCE

1. Contact the CSE to obtain a representative and request records of all students in the DOE computer database, CAP
2. Pick up files at regional CSE offices and introduce yourself to colleagues
3. Input student data into the IEP Roster spreadsheet
4. Set up confidential IEP files in the main office and special education office
5. Meet with parents to learn about their child's needs and discuss the school's services
6. Provide copies of the IEP to colleagues and have them sign off on receipt
7. Host a professional development to educate staff about supports and services for students with disabilities
8. Update and email the 10/1/10 FTE Invoice to Anyeli Matos at Amatos32@schools.nyc.gov and mail it to her attention at 52 Chambers Street, Room 413, New York, NY 10007
9. Work with CSE and school leader to schedule related service providers
10. You need to input therapy first attend dates to officially register students in CAP

Charter School Responsibilities

- Related Services
 - Notify the CSE if they are to provide the service
 - Keep a tracking document with all the related services

CSE Responsibilities

- Sending the IEPs to the charter school
- Arranging for related services
- Conducting IEP meetings

Options for Charter Schools

- Can either provide the service with their staff member
 - Hire certified Special Education teachers/coordinators
 - Hire social workers or guidance counselors
- OR-**
- Arrange with the CSE to provide the service
 - Contracted agencies or RSAs

Changing an IEP

- Students who are admitted through the lottery with an IEP that asks for a program not available at the charter school
 - Contact the CSE immediately
 - Send in a justification explaining how your school will provide the services
- Requested re-evaluation
- Annual review

Resources

- Parent Guide

http://schools.nyc.gov/NR/rdonlyres/0797E0DD-0BD0-4734-9D50-1F5453198287/0/Parent_Guide_English.pdf

- Standard Operating Procedures Manual (SOPM)

<http://schools.nyc.gov/NR/rdonlyres/5F3A5562-563C-4870-871F-BB9156EEE60B/0/03062009SOPM.pdf>

Contact Information:

Dr. Arthur Sadoff- asadoff@nyccharterschools.org, 212-437-8320

QUESTIONS?

