



STATE OF MAINE  
DEPARTMENT OF EDUCATION  
23 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0023

MAY 18 2015

PAUL R. LEPAGE  
GOVERNOR

THOMAS A. DESJARDIN  
ACTING COMMISSIONER

May 15, 2015

Jane Golding, Special Education Director  
Cape Elizabeth School Department  
320 Ocean Road  
Cape Elizabeth, ME 04107

RE: Letter of Findings for Program Year 2014-2015

Dear Ms. Golding:

The Maine Department of Education (Maine DOE), Office of Special Services would like to thank you and your staff for your participation in the recent annual General Supervision System Monitoring Process. The Department has reviewed your School Administrative Unit's (SAU) data and other sources of information to determine compliance with Maine's targets for certain federal indicators, in accordance with the federal Office of Special Education Programs (OSEP) requirements and Maine Unified Special Education Regulations (MUSER).

Enclosed please find a document titled *Summary of Data*. The *Summary of Data* outlines your SAU's level of compliance with specific indicators in certain areas. Your data demonstrate areas of noncompliance; therefore a *Letter of Findings* is included.

For indicators/areas identified as noncompliant, correction must be made **as soon as possible but no later than one year from identification**. The Maine Department of Education will develop your corrective action plan that you will receive by June 30, 2015. Webinars will be offered to facilitate correction of noncompliance within the necessary timeframe. You will be notified when the webinars are scheduled.

If we can be of assistance, please contact Roberta Lucas at (207) 624-6621 or via email at [roberta.lucas@maine.gov](mailto:roberta.lucas@maine.gov).

Sincerely,

Janice E. Breton  
Director of Special Services

JB/RL/dv

cc: Meredith Nadeau, Superintendent of Schools  
Enclosures

**Armstrong, Peg**

&lt;Peg.Armstrong@maine.gov&gt;

Tue, May 19, 2015 at 10:29

PM

To: "Lucas, Roberta" <Roberta.Lucas@maine.gov>, "Golding, Jane" <jgolding@capeelizabethschools.org>

I have reviewed and accepted all the evidence sent, however, as discussed in previous emails Roberta needs to send the CAP with those two areas of findings (LRE 2 and SAS 1) on the CAP. We already have your evidence and I have already accepted it and as Roberta said, yours will be one of the first CAPs to be closed.

**From:** Lucas, Roberta**Sent:** Tuesday, May 19, 2015 1:26 PM**To:** 'Golding, Jane'; Armstrong, Peg**Subject:** RE: Cape CAP

[Quoted text hidden]

**Golding, Jane**

&lt;jgolding@capeelizabethschools.org&gt;

Wed, May 20, 2015 at

7:47 AM

To: "Armstrong, Peg" <Peg.Armstrong@maine.gov>, "Lucas, Roberta" <Roberta.Lucas@maine.gov>

## Summary of Data for Program Year 2014-2015 (FFY2014)

The following table outlines Cape Elizabeth site level of compliance with specific indicators.

Electronic Monitoring Tool Items (EMT)	Description	Data to Support Finding	Compliance status
	Pre-Findings	EMT- Data	100%
	Isolated Deficiencies	On-Site findings	100%
	Parental Involvement – Indicator B8	Parent Survey	Completed
AWN1	Advance Written Notice- 7 day waiver	EMT-data	100%
FOT2	Summary of Performance	Required Form	100%
FOT3	Learning Disability Evaluation Report	Required Form	100%
FOT4	Speech/Language Eligibility Criteria	Required Form	100%
FOT5	Adverse Effect Determination	Required Form	100%
FOT7	Copy of IEP	Required Form	100%
CIM1	IEP Process: Consideration	EMT-data	100%
CIM2	IEP Process: Consideration	EMT-data	100%
CIM3	IEP Process: Consideration	EMT-data	100%

CIM4	IEP Process: Consideration	EMT-data	100%
PLA1	IEP Process: PLAAFP	EMT-data	100%
SAS1	IEP Process: Supplementary Aids	EMT-data	87.76%
LRE1	Least Restrictive Environment	EMT-data	100%
LRE2	Least Restrictive Environment	EMT-data	91.4%
TRA1	Post-Secondary Transition Goals and Services - Indicator B13	EMT data	100%
TRA2	Post-Secondary Transition Goals and Services - Indicator B13	EMT data	100%
TRA3	Post-Secondary Transition Goals and Services - Indicator B13	EMT data	100%
TRA4a	Post-Secondary Transition Goals and Services - Indicator B13	EMT data	100%
TRA4b	Post-Secondary Transition Goals and Services - Indicator B13	EMT data	100%
TRA4c	Post-Secondary Transition Goals and Services - Indicator B13	EMT data	100%
TRA5	Post-Secondary Transition Goals and Services - Indicator B13	EMT data	100%
TRA6	Post-Secondary Transition Goals and Services - Indicator B13	EMT data	100%
TRA7	Post-Secondary Transition Goals and Services - Indicator B13	EMT data	100%
TRA8	Post-Secondary Transition Goals and Services - Indicator B13	EMT-data	100%
TRA9	Post-Secondary Transition Goals and Services - Indicator B13	EMT-data	100%
AOM1	Age of Majority	EMT data	100%

OOU1	Out-of-Unit Placements	EMT data	N/A
OOU2	Out-of-Unit Placements	EMT data	N/A
OOU3	Out-of-Unit Placements	EMT data	N/A
OOU5	Out-of-Unit Placements	EMT data	N/A
OOU7	Out-of-Unit Placements	EMT data	N/A
OOU9	Out-of-Unit Placements	EMT data	N/A
OOU12	Out-of-Unit Placements	EMT data	N/A
INR3	Determination of Eligibility Within 45 School Days – Indicator B11	EMT-data	100%
MIS1	Accuracy Doc	EMT data	100%
MIS2	Fund Authorization	EMT data	100%
MIS3	Qualified personnel	Certification review	100%
RPP1	Pre-Referral/Referral	Required Policy	100%
RPP2	Child Find	Required Policy	100%
RPP4	Physical Restraint	Required Policy	100%
WRN1	Written Notice	EMT data	100%
WRN2	Written Notice	EMT data	100%

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## Findings for Program Year 2014-2015 (FFY2014)

The following table outlines the findings of noncompliance based on the data provided in your *Summary of Data* found above.

The following steps must be completed by the SAU based on a Corrective Action Plan (CAP) which you will receive **45 days** from the date of this Letter of Findings.

1. Attend one of the Instructional Webinars on June 4, 2015 at 9 a.m. or 1 p.m.
2. Provide all evidence for the CAP no later than **November 30, 2015**.
3. Achieve 100% compliance as soon as possible but in no case later than **one year** from the date of this *Letter of Findings*.

Finding #	Electronic Monitoring Tool Notation (EMT)	Description	Compliance status
1.	SAS1	IEP Process: Supplementary Aids	87.76%
2.	LRE2	Least Restrictive Environment	91.4%