



State of New Jersey  
DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

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Lt. Governor

CHRISTOPHER D. CERF  
Commissioner

October 11, 2012

Mr. Frank Roselli, Superintendent  
Toms River Regional School District  
1144 Hooper Avenue  
Toms River, NJ 08753

Dear Mr. Roselli:

The New Jersey Department of Education has completed a review of funds received and disbursed from one or more federal programs by **Toms River Regional Board of Education**. The funding sources reviewed include titled programs for the Education Jobs Act of 2010 (Ed Jobs) in particular, and/or Elementary and Secondary Education (ESEA) and the Individuals with Disabilities Education Act (IDEA). The review covered the period July 1, 2010 through May 30, 2012. The resulting report is enclosed. Please provide a copy of the report to each board member. All issued Ed Jobs monitoring reports will be posted on the department's website at <http://www.state.nj.us/education/finance/jobs/monitor/>.

Utilizing the process outlined in the attached "Procedures for LEA/Agency Response, Corrective Action Plan and Appeal Process," the Toms River Regional Board of Education is required, pursuant to N.J.A.C. 6A:23A-5.6, to publicly review and discuss the findings in this report at a public board meeting no later than 30 days after receipt of the report. Within 30 days of the public meeting, the board must adopt a resolution certifying that the findings were discussed in a public meeting and approving a corrective action plan which addresses the issues raised in the undisputed findings and/or an appeal of any **monetary** findings in dispute (emphasis added). A copy of the resolution and the approved corrective action plan and/or appeal must be sent to this office within 10 days of adoption by the board. Direct your response to my attention.

Also, pursuant to N.J.A.C. 6A:23A-5.6(c), you must post the findings of the report and the board's corrective action plan on your district's website.

By copy of this report, your auditor is requested to comment on all areas of noncompliance and recommendations in the next certified audit submitted to the New Jersey Department of Education. If you have any questions, please contact Patricia Lagarenne at (609) 777-2168.

Sincerely,

Robert J. Cicchino, Director  
Office of Fiscal Accountability and Compliance

RJC/PL/dk:Toms River Reg. BOE Cover Letter/ Ed Jobs  
Enclosures

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**TOMS RIVER REGIONAL SCHOOL DISTRICT**  
1144 HOOPER AVENUE  
TOMS RIVER, NJ 08753  
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**Education Jobs Fund Program**  
*New Jersey K-12 Education*

**EDUCATION JOBS CONSOLIDATED MONITORING REPORT  
OCTOBER 2012**

**District:** Toms River Regional School District  
**County:** Ocean  
**Dates On-Site:** June 4, 5 and 6, 2012  
**Case #:** Ed Jobs-054-11

**FUNDING SOURCES**

<b>Program</b>	<b>Funding Award</b>
Ed Jobs	\$ 2,459,957
Title I	2,525,743
Title IIA	615,645
Title III	35,095
IDEA Basic	3,834,684
IDEA Preschool	<u>128,885</u>
Total Funds:	<u>\$ 9,600,009</u>

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**BACKGROUND**

The *Education Jobs Act of 2010 (Ed Jobs)* and other federal laws require local education agencies (LEAs) to provide programs and services to their districts based on the requirements specified in each of the authorizing statutes (ESEA, IDEA, and Ed Jobs). The laws further require that state education agencies such as the New Jersey Department of Education (NJDOE) monitor the implementation of federal programs by sub recipients and determine whether the funds are being used by the district for their intended purpose and achieving the overall objectives of the funding initiatives.

**INTRODUCTION**

The NJDOE visited the Toms River Regional School District to monitor the district's use of *Ed Jobs* funds and the related program plans, where applicable, to determine whether the district's programs are meeting the intended purposes and objectives, as specified in the current year applications and authorizing statutes, and to determine whether the funds were spent in accordance with the program requirements, federal and state laws, and applicable regulations. The on-site visit included staff interviews and documentation reviews related to the requirements of the following programs: Ed Jobs; Title I; Title IIA; Title III; and IDEA for the period July 1, 2010 through May 30, 2012.

The scope of work performed included the review of documentation including grant applications, program plans and needs assessments, grant awards, annual audits, board minutes, payroll records, accounting records, purchase orders, a review of student records, classroom visitations and interviews with instructional staff to verify implementation of Individualized Education Programs (IEP), a review of student class and related service schedules, interviews of child study team members, speech-language specialists and an interview of the program administrator regarding the IDEA grant, as well as current district policies and procedures. The monitoring team members also conducted interviews with district personnel, reviewed the supporting documentation for a sample of expenditures and conducted internal control reviews.

**EXPENDITURES REVIEWED**

The grants that were reviewed included Education Jobs Act, Title I, Title IIA, Title III and IDEA from July 1, 2010 through May 30, 2012. A sampling of purchase orders was taken from the entire population and later identified as to the grant that was charged.

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**GENERAL DISTRICT OVERVIEW OF USES OF TITLE I AND IDEA FUNDS**

**Title I Projects**

The district is using its FY 2011-2012 Title I, Part A funds to implement targeted assistance programs in the district. Primarily, the district provides tutoring services through in-class support.

**IDEA Projects**

The majority of the FY 2012 IDEA Basic funds are being used to reduce district tuition costs for students receiving special educational services in approved private schools for students with disabilities. A portion of the funds are being used to pay Catapult Learning, the contracted service provider for students placed in nonpublic schools within the district.

**DETAILED FINDINGS AND RECOMMENDATIONS**

**Ed Jobs**

**Finding 1:** The district had not appropriated funds for the Ed Jobs grant award prior to the commencement of the monitoring engagement.

**Citation:** EDGAR, PART 80-*Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, Section 20, Standards for financial management systems.

**Required Action:** The district appropriated the Ed Jobs Act funds and allocated expenditures accordingly. No further action is needed.

**Title I**

**Finding 2:** The district did not inform parents of its Title I program selection criteria, why the child met the selection criteria and the course of action the school has determined to remediate the child. All of these elements must be included in the notification letter to parents about their child's participation in the Title I program.

**Citation:** ESEA §1118(c): *Parental Involvement (Policy Involvement)*.

**Required Action:** The district must include in its parental notification letters the multiple measures used to identify the students and the reason for identification, as well as clearly defined exit criteria. The district notification letters must be updated for FY 2012-2013 to include more specificity regarding entrance and exit criteria. The letter must first be submitted to the NJDOE for review.

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**Finding 3:** The school did not develop a school-level Title I parental involvement policy in conjunction with parents. (It is noted the district-level parental involvement policy was previously developed.)

**Citation:** NCLB §1118(b): *School Parental Involvement Policy*, United States Department of Education's Title I, Part A Parent Involvement Non-Regulatory Guidance (Item D-1).

**Required Action:** The district should provide technical assistance to its schools in the development of school-level parental involvement policies and ensure its schools work with their stakeholder groups to develop a school-level parental involvement policy. For FY 2012-2013, each Title I school must distribute a school-level parental involvement policy to parents of students and send a copy to the NJDOE for review. The distribution date must be consistent with the dates reflected in the NCLB Consolidated Application on the Electronic Web enabled Grant (EWEG) system. The school-level parental involvement policies must be posted to the district's website. The Parental Involvement Title I, Part A Non-Regulatory Guidance can be found at: <http://www2.ed.gov/programs/titleiparta/parentinvguid.pdf>.

**Finding 4:** The district could not provide evidence of when it's Title I written parental involvement policy was distributed.

**Citation:** NCLB §1118(b): *Parental Involvement ( School Parental Involvement Policy)*.

**Required Action:** The district must ensure the distribution date of its written parental involvement policy matches the date entered on the EWEG system. The district must notify the NJDOE how the policy was distributed and post a copy on its website.

**Finding 5:** The district could not provide evidence of convening its annual Title I parent meeting.

**Citation:** NCLB §1118(c)(1): *Parental Involvement (Policy Involvement)*.

**Required Action:** The district must convene its FY 2012-2013 annual Title I meeting for the parents/guardians of its identified Title I students and submit evidence of said meeting to the NJDOE for review (invitational letter/flyer, agenda, meeting minutes, and sign in sheets must be obtained).

**Finding 6:** The district is not tracking expenditures by attendance areas to ensure the expenses for Title I schools are consistent with each attendance area's allocation on Eligibility Page, Step 4 of the FY 2011-2012 NCLB Consolidated Application .

**Citation:** EDGAR, PART 80--*Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, Section 20, Standards for financial management systems; NCLB §9306(a)(5): *Other General Assurances (Assurances)*.

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**Required Action:** The district must track Title I school-level allocations reflected in the FY 2011-2012 NCLB Consolidated Application for Title I funds (Eligibility Page, Step 4). The tracking for FY 2011-2012 must be submitted to the NJDOE for review.

**Finding 7:** The district's use of Title I, Part A funds to fund 15% of salaries of the principals at the Title I schools supplants state and local funds since these are mandatory positions.

**Citation:** NCLB §1120A(b): *Fiscal Requirements (Federal Funds to Supplement, Not Supplant, Non-Federal Funds)*.

**Required Action:** The district must reverse the charges for these unallowable activities and allocate state/local funds, rather than Title I funds, to support these expenditures. The district must provide a list of items that it has identified as supplanting to the NJDOE for review.

**Finding 8:** The district does not have the required supporting documents to verify the activity of Title I staff as required by federal law. The documentation must reflect what the staff is doing, when and where and must match their funded percentage.

**Citation:** OMB Circular A-87, Attachment B, Section 8(h): *Cost Principles for State, Local and Indian Tribal Governments (Compensation for personal services)*.

**Required Action:** The district must verify the time and activity of staff charged to the grant. The district must submit a list of FY 2011-2012 Title I funded staff, salaries, funding percentages and time sheets to date to the NJDOE for review (including administrative staffing).

**Finding 9:** The district properly issued a blanket purchase order to Shop Rite for the purchase of supplies needed for the Title I and Title III programs. However, the district failed to document the approved items to be purchased against the blanket purchase order prior to services being rendered (confirming order). The district should strengthen the policy and internal controls for such practice and note such approval on the supporting documentation submitted for payment by the district.

**Citation:** N.J.S.A 18A:18A(2)(v) *Public School Contracts Law*.

**Required Action:** The district must implement a process to ensure the proper policy and practice is completed prior to receiving goods and services from vendors.

**Title IIA**

**Finding 10:** The district did not substantiate how the salaries of 10 teachers are charged to Title IIA funds. Funds are allowable only if they have been targeted to schools that: (A) have the lowest proportion of highly qualified teachers; (B) have the largest average class size; or (C) are identified for school improvement under section 1116(b).

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**Citation:** NCLB §2122 *Local Application and Needs Assessment*.

**Required Action:** The district has submitted evidence to support how the use of the Title IIA funds meets the criteria mentioned above. No further action is required.

**Title III**

A review of the expenditures charged to the Title III grant yielded no findings.

**IDEA**

**Finding 11:** The district did not consistently provide parents of students eligible for special education and related services and students eligible for speech-language services the notice of a meeting regarding determination of eligibility, reevaluation planning and/or IEP team meetings. Additionally, when notice of a meeting was provided, it did not consistently inform the parent of all intended purposes of the meeting. Noncompliance was due to a lack of implementation of district procedures.

**Citation:** N.J.A.C. 6A:14-2.3(k)3,5; 20 U.S.C. §1414(b)(1); and 34 CFR §300.304(a).

**Required Action:** The district must ensure parents are provided notice of a meeting that contains all required components; early enough to ensure the parent has an opportunity to attend. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and speech-language specialists regarding the procedures for implementing the requirements in the citation listed above. Additionally, a monitor from the NJDOE will conduct an on-site visit to review notices of eligibility, reevaluation planning and IEP meetings that will be held between October 2012 and December 2012.

**Finding 12:** The district did not consistently provide parents written notice that contains all required components within 15 calendar days following the eligibility determination meeting for students referred for speech and language services. Additionally, the district did not consistently provide written notice to parents containing all required components for students eligible for special education and related services. Noncompliance was due to a lack of implementation of district procedures.

**Citation:** 20 U.S.C. §1414(b)(1)(c)(4)(A); 34 CFR §300.304(a)(4); and 34 CFR §300.305(a) and N.J.A.C. 6A:14-2.3(f) and 2.3(g)1-7.

**Required Action:** The district must ensure parents are provided written notice of a meeting that contains all required components within 15 calendar days of the meeting. In order to demonstrate correction of noncompliance, the district must provide training for speech-language specialists and child study team members regarding the procedures for implementing the requirements in the citation listed above. In addition, a monitor from the NJDOE will conduct an on-site visit to review notices of eligibility meetings for students referred for speech-language services and for meetings for students eligible for



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special education and related services that will be held between October 2012 and December 2012.

**Finding 13:** The district did not provide copies of evaluation report(s) to parents at least 10 days prior to the determination of initial eligibility or determination of continued eligibility for student referred and/or eligible for speech-language services. Noncompliance was due to a lack of implementation of district procedures.

**Citation:** N.J.A.C. 6A:14-3.5(a); 20 U.S.C. §1414(b)(4); and 34 CFR §300.306(a).

**Required Action:** The district must ensure the provision of copies of evaluation report(s) to parents not less than 10 days prior to the determination of eligibility. In order to demonstrate correction of noncompliance, the district must provide training for speech-language specialists regarding the procedures for implementing the requirements in the citation listed above. In addition, a monitor from the NJDOE will conduct an on-site visit to review evidence demonstrating the provision of evaluation reports to parents for students referred for speech-language services that will be held between October 2012 and December 2012.

**Finding 14:** The district did not consistently ensure required participants were in attendance at eligibility, IEP and reevaluation planning meetings. In addition, student files did not contain evidence of parental consent to excuse a team member from meeting participation. Noncompliance was due to a lack of implementation of district procedures.

**Citation:** N.J.A.C. 6A:14-2.3(k)1(i-vii); 20 U.S.C. §1414(d)(1)(B); and 34 CFR §300.321(a).

**Required Action:** The district must ensure IEP team meetings are conducted with required participants and documentation of attendance, or documentation of parental consent to excuse a team member from participation, is maintained in students' files. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members regarding the procedures. To demonstrate implementation of the procedures, the district must submit to NJDOE for review, the IEP participants' signature page, or documentation of parental consent to excuse the participation of a team member from reevaluation and annual review meetings for students eligible for special education and related services who are educated either in-district or out-of-district placements, whose IEP team meetings were conducted between October 2012 and December 2012.

**Finding 15:** The district did not consistently document in the IEPs of students eligible for speech and language services, the relevant factors considered in determining whether a student requires an extended school year program (ESY). In addition, when students eligible for special education and related services are eligible for participation in ESY programs, their IEPs did not consistently contain a description of the program. Noncompliance was due to a lack of consistent implementation of the district procedures.

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**Citation:** N.J.A.C. 6A:14-4.10(a); N.J.A.C. 6A:14-3.7(c)1-11, (e) 1-17, and (f); 20 U.S.C. §1414(d)(3)(A)(B); and 34 CFR §300.324(a)(1)(2).

**Required Action:** The district must ensure consideration of ESY is documented in all IEPs and when the student is determined eligible, the IEP must include a description of the ESY program. In order to demonstrate correction of noncompliance, the district must conduct training for speech-language specialists and child study team members regarding the procedures for implementing the requirements in the citation listed above. Additionally, at the next annual review meeting the district review, and if necessary, revise IEPs for the specific students whose IEPs were identified as noncompliant during monitoring. A monitor from NJDOE will conduct an on-site visit to review the revised IEPs along with IEPs for students whose annual review meetings were conducted between October 2012 and December 2012.

**Finding 16:** The district did not consistently document in the IEPs of preschool and school-aged students removed from the general education setting for more than 20 percent of the school day, including students placed in separate settings, consideration of placement in the least restrictive environment.

Specifically, IEPs of school-age students did not consistently include:

- the supplementary aids and services considered; and
- for those students placed in separate settings, the activities to transition the student to a less restrictive environment.

The IEPs of preschool students did not consistently include:

- documentation of the comparison of the benefits provided in the general education class and the benefits provided in the special education class; and
- the potentially beneficial or harmful effects which a placement (in the general education class) may have on the student with disabilities or the other students in the class.

Noncompliance was due to a lack of implementation of district procedures.

**Citation:** N.J.A.C. 6A:14-4.2 (a)8(i),(ii) and (iii).

**Required Action:** The district must ensure when determining the educational placement of a child with a disability, the IEP team considers the general education class first and all required decisions regarding the placement are documented in the IEP for each student removed from general education for more than 20 percent of the school day. The district must also ensure for students placed in separate settings, the IEP team identifies activities to transition the student to a less restrictive environment and document them in each IEP. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members regarding the district's procedures for implementing the requirements in the citation listed above. To demonstrate the district has corrected the individual instances of noncompliance, the district must conduct annual review meetings

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and revise the IEPs for specific students with IEPs that were identified as noncompliant. A monitor from the NJDOE will conduct an on-site visit to review the revised IEPs, along with the IEPs for students whose annual review meetings will be held between October 2012 and December 2012. Names of the students with IEPs that were identified as noncompliant will be provided to the district by the monitor.

**Finding 17:** The district did not consistently conduct meetings within 20 calendar days of receipt of a written request for a child study evaluation or a speech-language evaluation to determine if an evaluation was warranted. In some instances, the date of receipt of the referral could not be established because the district did not consistently maintain documentation of the initial referral in students' files. Additionally, when meetings did occur within established timelines, all required participants were not in attendance. Noncompliance was due to a lack of implementation of district procedures.

**Citation:** N.J.A.C. 6A:14-2.5(b)6; 3.3(e) and 3.6(b).

**Required Action:** The district must ensure identification meetings are conducted within 20 calendar days of receipt of a written request for evaluation and required participants are in attendance. In order to demonstrate correction of noncompliance, the district must conduct training for speech-language specialists and child study team members regarding the district's procedures. To demonstrate implementation of the procedures, a monitor from the NJDOE will conduct an on-site visit to review the dated request for evaluation for students referred for special education and related services and for students referred for speech-language services and documentation of participation at meetings that will be held between October 2012 and December 2012.

**Finding 18:** The district did not consistently conduct vision/hearing screenings and health/medical summaries for every preschool and school-age student referred to the child study team for evaluation. Noncompliance was due to a lack of implementation of district procedures.

**Citation:** N.J.A.C. 6A:14-3.4(j).

**Required Action:** The district must ensure vision and audiometric screenings are conducted for every student referred to the child study team, with a copy of the results maintained in students' files, along with available health/medical summaries. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members regarding the procedures for implementing the requirements in the citation listed above. To demonstrate implementation of the procedures, a monitor from the NJDOE will conduct an on-site visit to review documentation verifying receipt of the health summary, including the vision and hearing screening, for students referred to the child study team between October 2012 and December 2012.

**Finding 19:** The district did not consistently conduct multidisciplinary initial evaluations for students referred for speech-language services by obtaining an educational impact statement from the classroom teacher. Noncompliance was due to a lack of implementation of district procedures.

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**Citation:** N.J.A.C. 6A:14-2.5(b)6 and 3.6(b).

**Required Action:** The district must ensure a multidisciplinary evaluation is conducted for each student referred for speech-language services by obtaining a statement from the general education teacher that details the educational impact of the speech problem on the student's progress in general education. In order to demonstrate correction of noncompliance, the district must conduct training for speech-language specialists regarding the procedures for implementing the requirements in the citation listed above. Additionally, a monitor from the NJDOE will conduct an on-site visit to review evaluation reports for students referred for speech-language services whose eligibility meetings will be held between October 2012 and December 2012. For assistance with correction of noncompliance, the district is referred to the sample report form for speech-language evaluations at: [www.state.nj.us/education/speced/forms](http://www.state.nj.us/education/speced/forms).

**Finding 20:** The district did not consistently conduct all required sections of the functional assessment as a component of an initial evaluation for students referred for special education and related services. Specifically, informal measures were not consistently conducted. Noncompliance was due to a lack of implementation of district procedures.

**Citation:** N.J.A.C. 6A:14-3.4(f)4(i-vi); 20 U.S.C. §1414(b)(4) and (5); and 34 CFR §300.306(c)(i).

**Required Action:** The district must ensure all components of the functional assessment are conducted as part of the initial evaluations process. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members regarding the district's procedures for implementing the requirements in the citation listed above. In addition, a monitor from the NJDOE will conduct an on-site visit to review evaluation reports developed for students referred for special education and related services between October 2012 and December 2012.

**Finding 21:** The district did not consistently maintain documentation of the description, frequency, duration and effectiveness of the interventions provided in the general education setting through the Intervention and Referral Service (I&RS). Noncompliance was due to a lack of compliant district procedures.

**Citation:** N.J.A.C. 6A:14-3.3(b); 20 U.S.C. §1413(f)(2); and 34 CFR §300.226(b).

**Required Action:** The district must ensure the I&RS team determines the type, frequency, duration and effectiveness of the interventions provided in the general education setting. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and administrative staff regarding the procedures for implementing the requirements in the citation listed above. Additionally, a monitor from the NJDOE will conduct an on-site visit to review I&RS documentation for students referred for a child study team evaluation between October 2012 and November 2012.

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**Finding 22:** The district did not consistently obtain written parental consent and/or document efforts to obtain written parental consent when required to:

- conduct reevaluation assessments;
- implement initial IEPs;
- waive reevaluation testing to determine continued eligibility; and
- excuse participant(s) from meetings.

District files indicated acceptance of verbal consent in many of these instances. Noncompliance was due to a lack of implementation of district procedures.

**Citation:** N.J.A.C. 6A:14-2.3(a); 20U.S.C§1414(a)(1)(D); and 34 CFR §300.300(a).

**Required Action:** The district must ensure informed written parental consent is obtained when required and maintained in student files. Additionally, the district must maintain documentation of attempts to obtain written parental consent to conduct assessment(s) when the parent does not attend the reevaluation planning meeting. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and speech-language specialists regarding procedures for implementing the requirements in the citation listed above. In addition, a monitor from the NJDOE will conduct an on-site visit to review evidence of written parental consent to implement initial evaluations, conduct reevaluation assessments, waive a reevaluation and/or excuse required meeting participant(s), obtained between October 2012 and December 2012 for students eligible for special education and related services and for students eligible for speech-language services.

**Finding 23:** The district did not consistently provide to students beginning at age 14, written invitations to meetings where post-school transition was being discussed. Additionally, the district did not complete post-school transition IEP components for students who are eligible for special education and related services beginning at age 14. Noncompliance was due to a lack of implementation of the district procedures.

**Citation:** N.J.A.C. 6A:14-2.3(k)2x and 3.7(e)13, 3.7(h); 20 U.S.C. §1414 (d)(1)(A)(i)(1)(VIII); and 34 CFR §300.322.b(2); N.J.A.C. 6A:14-3.7(e)11.

**Required Action:** The district must ensure each student with an IEP age 14 or above is provided with a written invitation to any IEP meeting where transition to adult life will be discussed and that IEPs developed at those meetings contain the required post-school transition components. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and speech-language specialists regarding procedures for implementing the requirements in the citation listed above. In addition, a monitor from the NJDOE will conduct an on-site visit to review evidence of invitations to IEP meetings to students age 14 and the IEPs developed at meeting that will be conducted between October 2012 and December 2012.

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**Finding 24:** The district did not include in the IEPs of students eligible for speech-language services the required considerations and statements in the Present Levels of Academic Achievement and Functional Performance statement. Specifically, the IEPs did not include:

- a description of the student's strengths; and
- a description of the student's status in speech-language performance; including how the student's disability affects his or her involvement and progress in the general education curriculum.

Noncompliance was due to a lack of implementation of district procedures.

**Citation** N.J.A.C. 6A:14-3.7(c)1-11, (e) 1-17, (d) 1 and (f); 20 U.S.C. §1414(d)(3)(A)(B); 34 CFR §300.324(a)(1)(2); N.J.A.C. 6A:14-3.7(e)7(i); 20 U.S.C. §1412(a)(16)(A); and 34 CFR §300.160(a) and (f).

**Required Action:** The district must ensure each IEP contains the required considerations and statements. In order to demonstrate correction of noncompliance, the district must conduct training for speech-language specialists regarding the procedures for implementing the requirements in the citation listed above. In addition, the district must conduct annual review meetings and revise IEPs for the specific students whose IEPs were identified as noncompliant during monitoring. A monitor from the NJDOE will conduct an on-site visit to review the revised IEPs and IEPs for students whose annual review meetings will be conducted between October 2012 and December 2012. Names of the students whose IEPs were identified as noncompliant will be provided to the school by the monitor. For assistance with correction of noncompliance, the district is referred to the state IEP sample form at: [www.statenj.us/education/specialed/forms](http://www.statenj.us/education/specialed/forms).

The NJDOE thanks you for your time and cooperation during the monitoring visit and looks forward to a successful resolution of all findings and implementation of all recommendations contained in this report.

If you have any questions, please contact Patricia Lagarenne via phone at (609) 777-2168 or via email at [patricia.lagarenne@doe.state.nj.us](mailto:patricia.lagarenne@doe.state.nj.us).