



State of New Jersey
DEPARTMENT OF EDUCATION
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Governor

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Lt. Governor

CHRISTOPHER D. CERF
Acting Commissioner

May 19, 2011

Mr. Thomas Smith, Interim Superintendent
Greenwich Township School District
839 Ye Great St.
Greenwich, NJ 08323-0360

Dear Mr. Smith:

Subject: Special Education Monitoring Report – Greenwich Township School District

This correspondence has been sent to inform you of the results of the New Jersey Department of Education, Office of Special Education Programs' onsite monitoring regarding the Greenwich Township School District's implementation of federal and state special education requirements. The New Jersey Department of Education, Office of Special Education Programs (NJOSPEP), conducted onsite monitoring in the Greenwich Township School District to determine compliance with federal and state special education requirements. The members of the monitoring team were Patricia Fair and Kenneth Richards.

The special education monitoring system is data driven and aligned with the federally required State Performance Plan (SPP) indicators, including the federal monitoring priorities established by the Individuals with Disabilities Education Act of 2004 (IDEA 2004). Specifically, the NJOSPEP monitoring process is focused on improving educational results and functional outcomes for students with disabilities and ensuring compliance with those special education requirements related to positive student outcomes.

The special education self-assessment and monitoring process focused on requirements related to the following areas:

- **Transition to Adult Life**
- **State Assessment**
- **Placement in the Least Restrictive Environment**
- **Parent Involvement**
- **Disproportionate Representation of Specific Racial-Ethnic Groups in Special Education**
- **Evaluation and Reevaluation**
- **Individualized Education Program**
- **Programs and Services**

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The Greenwich Township School District was selected for the self-assessment/monitoring process through random selection.

Monitoring Results

The enclosed Table of Findings details findings of noncompliance resulting from the onsite monitoring. All findings must be corrected within one year of the date of this report. Corrective action should include, as necessary: development and/or revision of policies and procedures, staff training, implementation of the identified IDEA and N.J.A.C. requirements and implementation of an oversight mechanism to ensure ongoing compliance. The monitoring team leader, Ms. Patricia Fair, will contact Ms. Melinda Glasso to discuss procedures for verification of correction of the findings of noncompliance listed in the Table of Findings.

The results of the special education monitoring must be reviewed at the next meeting of the district's board of education. A copy of the minutes from the board of education meeting documenting the review by the board must be submitted to the following address:

Ms. Patricia Fair
New Jersey Department of Education
Office of Special Education Programs
Finlaw Building 4th Floor
199 East Broadway
Salem, NJ 08079

Questions regarding the enclosed monitoring report should be directed to Dr. Peggy McDonald, at 609-292-7605. The NJOSEP appreciates the cooperation of district staff members during the self-assessment/monitoring process.

Sincerely,



Barbara Gantwerk, Assistant Commissioner
Division of Student Services

BG/PM/pf
Enclosure

c: Gregg Edwards
Andrew Smarick
Peggy McDonald
Patricia Fair
Richard Stepura
County Child Study Team Supervisor
Melinda Galasso

TABLE OF FINDINGS
Special Education Monitoring Results
IDEA 2004 and New Jersey Administrative Code Requirements
Greenwich Township School District

Noncompliance was not identified with requirements in the following sections of the self-assessment:

Section I: TRANSITION TO ADULT LIFE

Section II: STATEWIDE ASSESSMENT

Section III: LEAST RESTRICTIVE ENVIRONMENT

Section V: DISPROPORTIONATE REPRESENTATION

Section VIII: PROGRAMS AND SERVICES

Findings of Noncompliance

Section IV: PARENT INVOLVEMENT

Federal/State Requirement	Finding
2) Written notice, which includes required components, shall be provided to parents following meetings, in accordance with N.J.A.C. 6A:14-2.3(f) and 2.3(g)1-7; 20 U.S.C. §1414(b)(1)(c)(4)(A); 34 CFR §300.304(a)(4); and 34 CFR §300.305(a).	Review of records indicated that written notice did not include N.J.A.C.1:6A, Short Procedural Safeguard Statement and was not consistently provided for students who are eligible for speech and language services. These findings were due to inconsistent implementation of district procedures.
3) Eligibility meetings shall include required participants in accordance with 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).	Review of records indicated that required participants did not consistently attend eligibility meetings. These findings were due to inconsistent implementation of district procedures.

Section VI: EVALUATIONS AND REEVALUATION

Federal/State Requirement	Finding
3) The staff of the general education program shall maintain written documentation regarding type, frequency, duration and effectiveness of each intervention used, in accordance with N.J.A.C. 6A:14-3.3(c).	Review of records indicated that the district staff did not maintain written documentation of type, frequency, duration and effectiveness of each intervention implemented in the general education classroom due to a lack of implementation of district procedures.
4) Within 20 calendar days of receipt of the written request for an evaluation, the district shall convene a meeting with required participants, in accordance with N.J.A.C. 6A:14-3.3(e).	Review of records indicated that meetings are not convened within 20 days of written request of an evaluation. In addition general education teachers are not in attendance at identification meetings. These findings were due to a lack of implementation of district procedures.
5) A vision and audiometric screening shall be conducted for every student referred to the child study team for evaluation. The school nurse shall review and summarize available health and medical information and transmit the summary to the child study team, in accordance with N.J.A.C. 6A:14-3.4(j).	Review of records indicated that a summary of the student's health and medical information is not consistently conducted prior to the identification meeting. These findings were due to lack of implementation of district procedures.

TABLE OF FINDINGS
Special Education Monitoring Results
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7) The district shall obtain consent from the parent or adult student, at required times, in accordance with N.J.A.C. 6A:14-2.3(a); 20 U.S.C. §1414(a)(1)(D); and 34 CFR §300.300(a).	Review of records indicated that parental consent for initial evaluations is not consistently obtained for students referred for speech and language services. These findings were due to inconsistent implementation of district procedures.
8) Evaluations shall be conducted by a multi-disciplinary team, in accordance with N.J.A.C. 6A:14-2.5(b)6 and 3.6(b).	Review of records indicated that evaluations for students referred for speech and language services did not include an educational impact statement from the teacher. These findings were due to inconsistent implementation of district procedures.
9) Each evaluation of a student shall include functional assessment, in accordance with 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).	Review of records indicated that evaluations for students referred for special education and related services did not include an observation in other than a testing setting. In addition for students referred for speech and language services, evaluations did not include parent interview, teacher interview, review of developmental/educational history, review of interventions and other informal measures. These findings were due to inconsistent implementation of district procedures.
11) Reevaluation planning meetings shall include required participants, in accordance with N.J.A.C. 6A:14-2.3(k)2(i-x); 20 U.S.C. §1414(c)(1)(A)(i); and 34 CFR §300.305(a).	Review of records indicated that general education teachers were not consistently at reevaluation planning meetings. These findings were due to inconsistent implementation of district procedures.
15) A copy of the evaluation report(s) and documentation and information that will be used for a determination of eligibility shall be given to the parent or adult student not less than 10 calendar days prior to the eligibility meeting, in accordance with N.J.A.C. 6A:14-3.5(a); 20 U.S.C. §1414(b)(4); and 34 CFR §300.306(a).	Review of records indicated that a copy of the evaluation reports was inconsistently provided to parents 10 calendar days prior to the eligibility meeting. These findings were due to inconsistent implementation of district procedures.

Section VII: IEP

Federal/State Requirement	Finding
1) IEP meetings shall be held with an appropriately configured IEP team, in accordance with N.J.A.C. 6A:14-2.3(k)2(i-x)1; 20 U.S.C. §1414(d)(1)(B); and 34 CFR §300.321(a).	Review of records indicated that general education teachers were not in attendance at IEP meetings for student eligible for speech and language service. These findings were due to inconsistent implementation of district procedures.
2) IEPs shall include required considerations and statements, in accordance with 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).	Review of records indicated that IEPs were missing required components including: results of initial or most recent evaluation, statement of support for personnel, documentation of participation in statewide assessment, documentation that extended school year was considered, approved accommodation and modification documented if required and documentation of the method of service delivery for student eligible for speech and language services. These findings were due to inconsistent implementation of district procedures.

All documentation required to demonstrate completion of corrective action activities must be submitted to the following address:

Ms. Patricia Fair
New Jersey Department of Education
Office of Special Education Programs
Finlaw Building 4th Floor
199 East Broadway
Salem, NJ 08079