



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

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER D. CERF
Acting Commissioner

August 24, 2011

Ms. Barbara Duncan, Superintendent
Holmdel School District
36 Crawfords Corner Road
Holmdel, New Jersey 07733

Dear Ms. Duncan:

Subject: Special Education Monitoring Report – Holmdel School District

This correspondence has been sent to inform you of the results of the New Jersey Department of Education, Office of Special Education's onsite monitoring, regarding the Holmdel School District's implementation of federal and state special education requirements. The New Jersey Department of Education, Office of Special Education (NJOSE) conducted onsite monitoring visits in the Holmdel School District to determine compliance with federal and state special education requirements.

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 NJOSE 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 Holmdel School District was chosen for the self-assessment/monitoring process through random selection.

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

- ***Transition to Adult Life***
- ***State Assessment***
- ***Discipline Procedures***
- ***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***

Monitoring Results

The enclosed Table of Findings details the findings of noncompliance resulting from the monitoring. Of the 46 requirements reviewed by NJOSE, the district demonstrated noncompliance with eight areas. All areas of noncompliance 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. Ms. Kim Murray, NJOSE monitor, will contact Ms. Meril Gil to discuss procedures for verification of correction of the finding of noncompliance listed in the Table of Findings. *For any finding of noncompliance related to the development of implementation of IEPs or the delivery of programs and services, corrective action activities have been directed by NJOSE.*

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, as well as all documentation required to demonstrate completion of corrective action activities must be submitted to the following address:

Ms. Kim Murray
New Jersey Department of Education
Office of Special Education
100 Riverview Plaza
P.O. Box 500
Trenton, New Jersey 08625-0500

The district is expected to provide and sustain administrative oversight, as well as provide ongoing training and technical assistance as needed, to ensure identification and correction of any noncompliance with IDEA 2004 and positive educational outcomes for students with disabilities. Please contact me at (609) 292-7605 if you have questions regarding special education monitoring. The NJOSE appreciates the cooperation of district staff members during the self-assessment/monitoring and verification process.

Sincerely,



Peggy McDonald, Interim Director
Office of Special Education

PM/DM/KM

Enclosure

c: Barbara Gantwerk
Kim Murray
County Superintendent
Meril Gil

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

Noncompliance was not identified during monitoring of the federal and state requirements listed in the following sections of the self assessment:

Section II: STATEWIDE ASSESSMENT

Section III: LEAST RESTRICTIVE ENVIRONMENT

Section V: DISPROPORTIONATE REPRESENTATION

Section VIII: PROGRAMS AND SERVICES

Section I: TRANSITION TO ADULT LIFE

Citation	Findings of Noncompliance
2) Invitation to IEP meetings provided to students and agencies providing or paying for transition services. [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)]	Review of records indicated that for students beginning at age 14, the district did provide students with an invitation to IEP meetings due to lack of district procedures.

Section IV: PARENT INVOLVEMENT

Citation	Findings of Noncompliance
1) Parents shall be given written notice of a meeting containing all the required components, in accordance with N.J.A.C. 6A:14-2.3(k)3,5; 20 U.S.C. §1414(b)(1); and 34 CFR §300.304(a).	Review of records indicated that the district staff did not provide written notice of a meeting containing all the required components, for both special education and related services and for speech and language services due to lack of district procedures.
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 the district staff did not provide written notice following meetings that contained all the required components for students referred for special education and related services and, students referred for speech and language service due to lack of district procedures.

Section VI: EVALUATIONS AND REEVALUATION

Citation	Findings of Noncompliance
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 lack of district procedures.