



State of New Jersey
DEPARTMENT OF EDUCATION
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Acting Commissioner

October 12, 2010

Dr. James Lynch, Superintendent
Medford Lakes Borough School District
135 Mudjekeewis Trail
Medford Lakes, NJ 08055

Subject: Special Education Monitoring Report – Medford Lakes Borough School District

Dear Dr. Lynch:

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 Medford Lakes Borough School District's implementation of federal and state special education requirements. Between July 22, 2009 and March 31, 2010, the New Jersey Department of Education, Office of Special Education Programs (NJOSPEP), conducted onsite visits to monitor and verify correction of noncompliance with state and federal requirements in the Medford Lakes Borough School District. The members of the monitoring team were Caryl Carthew and Patricia Fair. **The Medford Lakes submitted documentation demonstrating correction of all areas of noncompliance identified during self-assessment and onsite visits.**

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**
- **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**

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- *Programs and Services*

The Medford Lakes Borough School District was selected for the self-assessment process for the 2007-2008 school year through random selection.

Monitoring Results

The enclosed Table of Findings details the onsite monitoring results with regard to findings of noncompliance identified by the district during the self-assessment and findings of noncompliance identified during onsite monitoring. **Prior to the release of this report, the Medford Lakes School District submitted documentation demonstrating correction for all areas of noncompliance identified during the self-assessment and onsite monitoring.**

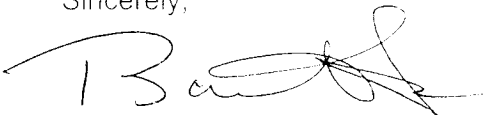
The results of the special education monitoring must be reviewed at the next meeting of the district's board of education. A copy of the minutes from the board of education meeting documenting the review by the board must be submitted to the address below.

Caryl M. Carthew
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, manager of the Bureau of Program Accountability, 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/cc
Enclosure

c: Andrew Smarick
Peggy McDonald
Caryl Carthew
Lester W. Richens
Deborah Magee
Anne Lawrence

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Section I: TRANSITION TO ADULT LIFE

Areas of Noncompliance Identified during Self-Assessment

Area	Status of Compliance/Corrective Action
3) IEP requirements for students ages 14 and above, in accordance with N.J.A.C. 6A:14-3.7(e)11.	Noncompliance identified by the district in the self-assessment was verified as corrected during a desk audit conducted on February 22, 2010.

Areas of Noncompliance Identified during the Onsite Monitoring Visit

Area	Status of Compliance/Corrective Action
2) Invitation to IEP meetings provided to students and agencies providing or paying for transition services to IEP meetings [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)].	Noncompliance identified during the onsite monitoring visit was verified as corrected during a desk audit conducted on March 29, 2010.

Section II: STATEWIDE ASSESSMENT – Noncompliance was not identified during self-assessment or onsite monitoring.

Section III: DISCIPLINE – Noncompliance was not identified during self-assessment or onsite monitoring.

Section IV: LEAST RESTRICTIVE ENVIRONMENT – Noncompliance was not identified during onsite monitoring.

Areas of Noncompliance Identified during Self-Assessment

Area	Status of Compliance/Corrective Action
2) IEPs shall include an explanation of the extent, if any, to which child will not participate with nondisabled children [20 USC 1412(a)(5) and 1414(d)(1)(A)(i)(V); 34 CFR §300.115 and §300.320(a)(5) and NJAC 6A:14-3.7(e)6].	Noncompliance identified by the district in the self-assessment was verified as corrected during an onsite visit conducted on September 22, 2009.

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Section V: PARENT INVOLVEMENT – Noncompliance was not identified during self-assessment.

Results of Parent Interview:

Of the parents interviewed, the majority were very pleased with the level of services provided by the district. Parents indicated that they were involved in decision-making regarding their children's programs. Parents also indicated that they were pleased with the level of communication by district personnel, including child study team, teachers and administrators.

Areas of Noncompliance Identified during the Onsite Monitoring Visit

Area	Status of Compliance/Corrective Action
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 and 5; 20 U.S.C. 1414(b)(1); and 34 CFR §300.304(a).	Noncompliance identified during its onsite monitoring visit was verified as corrected during a desk audit conducted on March 31, 2010.
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); and 34 CFR §300.304(a)(4) and §300.305(a).	Noncompliance identified during its onsite monitoring visit was verified as corrected during a desk audit conducted on March 25, 2010.

Section VI: DISPROPORTIONATE REPRESENTATION – Noncompliance was not identified during onsite monitoring.

Areas of Noncompliance Identified during Self-Assessment

Area	Status of Compliance/Corrective Action
4a) In conducting an evaluation, the district shall use a variety of assessment tools and strategies, in accordance with N.J.A.C. 6A:14-2.5(a)1; 20 U.S.C. 1414(b)(2); and 34 CFR §300.304(b) .	Noncompliance identified by the district in its self-assessment was verified as corrected during an onsite monitoring visit conducted on September 22, 2009.
4b) In conducting an evaluation, the district shall not use any single procedure or criterion for determining eligibility, in accordance with N.J.A.C. 6a:14-2.5(a)2; 20 U.S.C. 1414(b)(2); and 34 CFR §300.304(b).	Noncompliance identified by the district in its self-assessment was verified as corrected during an onsite monitoring visit conducted on September 22, 2009.

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4c) In conducting an evaluation, the district shall use technically sound instruments, in accordance with N.J.A.C. 6A:14-2.5(a)3; 20 U.S.C. 1414(b)(2); and 34 CFR §300.304(b).	Noncompliance identified by the district in its self-assessment was verified as corrected during the onsite monitoring visit.
7) Each district shall ensure that the student is assessed in all areas of suspected disability, in accordance with N.J.A.C. 6A:14-2.5(b)3; 20 U.S.C. 1414(b)(3); and 34 CFR §300.304(c).	Noncompliance identified by the district in its self-assessment was verified as corrected during the onsite monitoring visit.
9) Initial evaluations shall include an assessment of the language needs of a child with limited English proficiency, communication needs and the need for assistive technology devices and services, in accordance with N.J.A.C. 6A:14-3.4(f)4 and 34 CFR §300.324(a)(2)(ii, iv and v).	Noncompliance identified by the district in its self-assessment was verified as corrected during the onsite monitoring visit.

Section VII: EVALUATIONS AND REEVALUATION

Areas of Noncompliance Identified during Self-Assessment

Area	Status of Compliance/Corrective Action
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).	Noncompliance identified by the district in its self-assessment was verified as corrected during an onsite monitoring visit conducted on September 22, 2009.
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).	Noncompliance identified by the district in its self-assessment was verified as corrected during a desk audit conducted on February 22, 2010.

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<p>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).</p>	<p>Noncompliance identified by the district in its self-assessment was verified as corrected during a desk audit conducted on February 22, 2010.</p>
<p>6) The school district shall ensure that the hearing aids worn by children who are deaf or hard of hearing are functioning properly, in accordance with N.J.A.C. 6A:14-1.1(f) and 34 CFR §300.113(a).</p>	<p>Noncompliance identified by the district in its self-assessment was verified as corrected during a desk audit conducted on March 8, 2010.</p>
<p>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).</p>	<p>Noncompliance identified by the district in its self-assessment was verified as corrected during the onsite monitoring visit.</p>
<p>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).</p>	<p>Noncompliance identified by the district in its self-assessment was verified as corrected during a desk audit conducted on March 16, 2010.</p>
<p>10) Within three years of the previous classification, a multi-disciplinary reevaluation shall be completed, in accordance with N.J.A.C. 6A:14-3.8(a) and 20 U.S.C. 1414(a)(2)(B)(ii).</p>	<p>Noncompliance identified by the district in its self-assessment was verified as corrected during a desk audit conducted on March 16, 2010.</p>
<p>15) A copy of the evaluation report(s) and documentation 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).</p>	<p>Noncompliance identified by the district in its self-assessment was verified as corrected during a desk audit conducted on March 16, 2010.</p>

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Areas of Noncompliance Identified during the Onsite Monitoring Visit

Area	Status of Compliance/Corrective Action
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).	Noncompliance identified during an onsite monitoring visit conducted on September 22, 2009 was verified as corrected during a desk audit conducted on March 16, 2010.
13) Eligibility for special education and/or related services shall be determined by meeting the criteria in one or more of the eligibility categories, in accordance with N.J.A.C. 6A:14-3.5(c)1-14; and 3.6(b)1-3; 20 U.S.C. 1401(3); and 34 CFR §300.306(b).	Noncompliance identified during an onsite monitoring visit conducted on September 22, 2009 was verified as corrected during a desk audit conducted on March 16, 2010.

Section VIII: IEP – Noncompliance was not identified during self-assessment.

Areas of Noncompliance Identified during the Onsite Monitoring Visit

Area	Status of Compliance/Corrective Action
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).	Noncompliance identified during an onsite monitoring visit conducted on September 22, 2009 was verified as corrected during a desk audit conducted on March 31, 2010.
6) IEPs shall be implemented as written, in accordance with 20 U.S.C. § 1412 (a)(16)(D).	Noncompliance identified during an onsite monitoring visit conducted on September 22, 2009 was verified as corrected during a desk audit conducted on January 19, 2010.

Section IX: PROGRAMS AND SERVICES – Noncompliance was not identified during self-assessment or onsite monitoring.