



## State of New Jersey

DEPARTMENT OF EDUCATION

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Governor

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ROCHELLE R. HENDRICKS  
Acting Commissioner

December 23, 2010

Dr. LeRoy Seitz, Superintendent  
Parsippany-Troy Hills School District  
292 Parsippany Road  
Parsippany, NJ 07054

Subject: Special Education Monitoring Report – Parsippany-Troy Hills School District

Dear Dr. Seitz:

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 Parsippany-Troy Hills School District's implementation of federal and state special education requirements. Between October 2009 and the present, the New Jersey Department of Education, Office of Special Education Programs (NJOSPE), conducted onsite monitoring visits, verification visits and desk audits in the Parsippany-Troy Hills School District to determine compliance with federal and state special education requirements. The members of the monitoring team were Samuel Jordan, Tracey Pettiford-Bugg, Sandra Gogerty and Linda Chavez.

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 NJOSPE 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*
- *Programs and Services*

The Parsippany-Troy Hills School District was selected for the self-assessment process for the 2007-2008 school year due to a high percentage of students with disabilities placed in separate public and private settings. The determination was based on trend data from the Annual Data Reports submitted to NJOSPE (See Section IV – Table of Findings).

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**Monitoring Results**

The enclosed Table of Findings details the onsite monitoring results with regard to the following:

**Findings of noncompliance identified by the district during the self-assessment:**

In accordance with federal regulations, noncompliance must be corrected within one year of identification. Self-assessment findings are considered identified by NJOSEP when the district is notified in writing. The district was notified of self-assessment findings in our letter of March 25, 2009. **Of the findings of noncompliance identified in the March letter, four remain noncompliant. The district must demonstrate correction of these findings immediately. Failure to correct these findings within one year of identification will be considered in the district's next determination.**

**Findings of noncompliance identified during onsite monitoring:**

For any finding of noncompliance identified during onsite monitoring visits, the status of correction is provided. **Findings of noncompliance identified as a result of the onsite visit 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 correction and ongoing compliance. A state monitor will contact Mrs. Suzanne Olimpio to discuss procedures for verification of correction of the findings of noncompliance listed in the Table of Findings.**

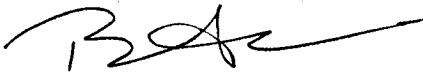
The results of the special education monitoring must be reviewed at the next meeting of the district's board of education. A copy of the minutes from the board of education meeting documenting the review by the board must be submitted to the address below.

Ms. Linda Chavez, State Monitor  
New Jersey Department of Education  
Passaic County Office of Education  
501 River Street  
Paterson, NJ 07524

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/LC

Enclosure

c: Andrew Smarick  
Peggy McDonald  
Linda Chavez  
Kathleen Serafino  
Sandra Gogerty

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**Section I: TRANSITION TO ADULT LIFE**

**Areas of Noncompliance Identified during Self-Assessment**

Area	Status of Compliance
4) A summary of academic achievement and functional performance shall be provided to each student prior to graduation, in accordance with N.J.A.C. 6A:14-4.11(b)4; 20 U.S.C. § 1414(c)(5)(B); and 34 CFR §300.305(e)(3).	Noncompliance identified during the self-assessment process was verified as corrected during a verification visit conducted on March 16, 2010.

**Section II: STATEWIDE ASSESSMENT – Noncompliance was not identified during self-assessment.**

**Areas of Noncompliance Identified during the Onsite Monitoring Visit**

Area	Status of Compliance
1) The IEP shall document how the student with a disability will participate in state assessments, in accordance with 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).	Review of records and interviews with staff members indicated that the district did not consistently document in the IEP how the student with a disability will participate in state assessments, due to a lack of implementation of district procedures.
2) The IEP shall include a statement of any individual modifications in the administration of statewide assessments of student achievement, in accordance with N.J.A.C. 6A:14-4.10(a)1; 20 U.S.C. § 1414(d)(1)(A)(i)(VI)(aa); and 34 CFR §300.320(a)(6)(i).	Review of records and interviews with staff members indicated that the district did not consistently document in the IEP a statement of any individual modifications in the administration of statewide assessments of student achievement, due to a lack of implementation of district procedures.

**Corrective Action:** The district is required to conduct IEP review meetings for each student whose IEP was identified as noncompliant by NJOSEP monitors and ensure that each IEP is revised to document how the student will participate in state assessments. Names of students whose IEPs were found to be noncompliant by NJOSEP will be provided to the Director of Special Services.

The district is required to review the IEP of each student in a grade participating in state assessments to ensure that documentation of participation and any needed accommodations or modifications is included. For any IEP where the required documentation is not included, a meeting of the IEP team must be convened to review and revise the IEP.

The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance. These activities must

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include periodic IEP review.

The district is required to conduct IEP meetings for each student whose IEP was found to be noncompliant with this requirement. Names of students whose IEPs were found to be noncompliant will be provided to the Director of Special Services.

**Section III: DISCIPLINE – Noncompliance was not identified during self-assessment.**

**Section IV: LEAST RESTRICTIVE ENVIRONMENT**

**District Progress**

The Parsippany-Troy Hills School District was selected for the self-assessment process due to a high percentage of students with disabilities placed in separate public and private settings. The determination was based on trend data from Annual Data Reports submitted to NJOSEP. According to the October 2009 Annual Data Report, the Parsippany-Troy Hills School District has decreased the rate of students with disabilities educated in separate public and/or private special education settings, from 10.1 percent reported in 2007 to 8.8 percent reported in 2009. The district missed the 2009 SPP target for this rate of 8.5 percent by only .3 percent.

**Areas of Noncompliance Identified during Self-Assessment**

Area	Status of Compliance
1) To the maximum extent appropriate, the child is educated with children who are not disabled [20 U.S.C. § 1412(a)(5)(A); 34 CFR §300.114(a)].	Noncompliance identified during the self-assessment process was verified as corrected during the onsite monitoring visit.

**Areas of Noncompliance Identified during the Onsite Monitoring Visit**

Area	Status of Compliance
6) For students in a separate setting, IEPs shall include activities to transition students to a less restrictive environment, in accordance with N.J.A.C. 6A:14-4.2(a)4.	Review of records and interviews with staff members indicated that IEPs did not consistently include activities to transition students to a less restrictive environment, due to a lack of implementation of district procedures.

**Corrective Action for Area 6:** The district is required to conduct IEP meetings for each student whose IEP was found to be noncompliant with this requirement. Names of students IEPs that were found to be noncompliant will be provided to the Director of Special Services.

The district is required to review the IEP of each student educated in a separate public or private setting to ensure compliance with this requirement. For any IEP where the required documentation is not included, a meeting of the IEP team must be convened to review and revise the IEP.

The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance. These activities must include periodic IEP review.

**Section V: PARENT INVOLVEMENT**

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**Areas of Noncompliance Identified during Self-Assessment**

Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
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**Areas of Noncompliance Identified during the Onsite Monitoring Visit**

Area	Status of Compliance
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).	Review of records and interviews with staff members indicated that notices of meetings were not provided consistently, due to a lack of implementation of district procedures. Additionally, the notices of IEP meetings did not consistently indicate that the parent may invite another with expertise.
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 and interviews with staff members indicated that eligibility meetings did not consistently include required participants, due to a lack of implementation of district procedures. Additionally, the child study team members at Parsippany High School indicated that they did not conduct eligibility meetings for reevaluations and did not conduct them consistently after initial evaluations, due to a lack of implementation of district procedures. Eligibility meetings for students in out-of-district placements were not consistently conducted due to a lack of implementation of district procedures.
4) Parental consent shall be obtained whenever a member of the IEP team is excused from participating in a meeting, in accordance with N.J.A.C. 6A:14-2.3(a)6; 20 U.S.C. § 1414(d)(1)(c)(i)-(iii); and 34 CFR §300.321(e).	Review of records and interviews with staff members indicated that parental consent was not requested with the notice of the meeting whenever a member of the IEP team was excused from participating, due to incorrect district procedures.
5) Foreign language interpreters/translators and sign language interpreters for the deaf shall be provided, when necessary, by the district at no cost to the parent, in accordance with N.J.A.C. 6A:14-2.4(a)1 and 34 CFR §300.503(c) and §300.504(d).	Review of records and interviews with staff members indicated that the district did not consistently provide Spanish interpreters when necessary, due to a lack of implementation of district procedures.

**Section VI: DISPROPORTIONATE REPRESENTATION**

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**Areas of Noncompliance Identified during Self-Assessment**

Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
3) Written notice to the parent shall be provided and required parent conferences shall be conducted in the language used for communication by the parent and student unless it is clearly not feasible to do so, in accordance with N.J.A.C. 6A:14-2.4(a)1; 34 CFR §300.503(c); and 34 CFR §300.504(a)(1) and (d).	Review of records and interviews with staff members indicated that although the district has written notices available in Spanish, they were not consistently provided when needed by the Parsippany High School child study team, due to a lack of implementation of district procedures.	The district is required to conduct training with the Parsippany High School child study team members regarding district procedures for the provision of written notice to parents in the language used for communication by the parent.  The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance.	Copies of training agenda and sign-in sheets to be provided by January 28, 2011.  Desk audit will be conducted in March 2011.

**Section VII: EVALUATIONS AND REEVALUATION**

**Areas of Noncompliance Identified during Self-Assessment**

Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
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 during the self-assessment process was verified as corrected during a desk audit conducted on March 22, 2010.		

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<p>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).</p>	<p>Review of records and interviews with staff members indicated that the district did not implement improvement plan activities developed to address this area of noncompliance. Identification meetings were not consistently convened within 20 calendar days of receipt of the written request for a speech evaluation, due to a lack of implementation of district procedures.</p>	<p>The district is required to conduct training with speech-language specialists regarding the requirement to hold identification meetings with required participants within 20 days of receipt of the written request for an evaluation.</p> <p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance.</p>	<p>Copies of training agenda and sign-in sheets to be provided by January 28, 2011.</p> <p>Onsite verification will be conducted in March 2011.</p>
<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 during the self-assessment process was verified as corrected during a verification visit conducted on March 16, 2010.</p>		
<p>14) Each child study team member shall certify in writing whether his or her report reflects his or her conclusion of eligibility of the student, in accordance with N.J.A.C. 6A:14-3.4(h)5.</p>	<p>Noncompliance identified during the self-assessment process was verified as corrected during a verification visit conducted on March 16, 2010.</p>		
<p><b>Areas of Noncompliance Identified during the Onsite Monitoring Visit</b></p>			
<b>Area</b>		<b>Status of Compliance</b>	
<p>7) The district shall obtain consent from the parent or adult student, at required times, in accordance with N.J.A.C.</p>	<p>Review of records and interviews with staff members indicated that the district did not consistently obtain consent from the parent or adult student before</p>		

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6A:14-2.3(a); 20 U.S.C. § 1414(a)(1)(D); and 34 CFR §300.300(a).	conducting evaluations, due to a lack of 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 and interviews with staff members indicated that the district did not consistently conduct evaluations by a multidisciplinary team, due to a lack of implementation of district procedures. Initial evaluations by the Parsippany High School child study team did not consistently include at least child study team evaluations. Initial evaluations for students identified as potentially eligible for speech-language services did not consistently include teachers' educational impact statements.
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 and interviews with staff members indicated that the district did not consistently include complete functional assessments when conducting initial evaluations of students, due to a lack of implementation of district procedures.
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).	Review of records and interviews with staff members indicated that the district did not consistently conduct multi-disciplinary reevaluations within three years of the previous classification. Additionally, when an evaluation was warranted as part of a reevaluation, it was not consistently conducted within the 60 day timeline, due to a lack of 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 and interviews with staff members indicated that the district did not consistently include required participants at reevaluation planning meetings, due to a lack of implementation of district procedures. There was no evidence that reevaluation planning meetings were conducted by the Parsippany High School child study team for any of the reevaluations that were reviewed by the NJOSEP. Additionally, there was no evidence that reevaluation planning meetings were conducted for the secondary level students placed in separate public or private settings whose files were reviewed by NJOSEP.
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).	Review of records and interviews with staff members indicated that the district did not consistently document the determination of eligibility under the category specific learning disability utilizing a severe discrepancy methodology in accordance with N.J.A.C. 6A: 14-3.4(h)4 or a response to scientifically based interventions methodology in accordance with N.J.A.C. 6A: 14-3.4(h)6, due to a lack 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	Review of records and interviews with staff members indicated that the district did not consistently give copies of evaluation reports to parents or adult students not less than 10 calendar days prior to the eligibility meetings, due to



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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).	a lack of district procedures.
16) To facilitate the transition from early intervention to preschool, a child study team member of the district shall participate in the preschool transition planning conference arranged by the Department of Health and Senior Services, in accordance with N.J.A.C. 6A:14-3.3(e)1(i-iv); 20 U.S.C. § 1414(d)(1)(D); and 34 CFR §300.321(f).	Review of records and interviews with staff members indicated that a child study team member of the district did not consistently participate in the preschool transition planning conference, due to a lack of implementation of district procedures.

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

**Areas of Noncompliance Identified during the Onsite Monitoring Visit**

Area	Status of Compliance
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 and interviews with staff members indicated that did the district did not consistently hold IEP meetings with appropriately configured IEP teams, due to a lack of 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 and interviews with staff members indicated that the district did not consistently include all required considerations and statements in IEPs, due to incorrect district procedures and a lack of implementation of correct district procedures.
3) IEP meetings shall be conducted annually, or more often if necessary, to review and/or revise the IEP and determine placement, in accordance with N.J.A.C. 6A:14-3.7(i); 20 U.S.C. § 1414(d); and 34 CFR §300.324(b)(1).	Review of records and interviews with staff members indicated that the district did not consistently conduct IEP meetings annually or more often, if necessary, due to a lack of implementation of district procedures.

**Corrective Action for Indicators 2 and 3:** The district is required to conduct IEP meetings for each student whose IEP was found to be noncompliant with area 2 and/or 3. Names of students whose IEPs were found to be noncompliant will be provided to the Director of Special Services.

The district is required to review the IEP of each student with disabilities to ensure compliance with these requirements. For any IEP where the required documentation is not included or an annual review was not conducted, a meeting of the IEP team must be convened to review and revise the IEP.

The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance. These activities must

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include periodic IEP review.

**Section IX: PROGRAMS AND SERVICES -- Noncompliance was not identified during monitoring.**