



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

April 5, 2011

Dr. Frank Alfano, Superintendent
Sayreville School District
Lincoln Street
P.O. Box 997
Sayreville, New Jersey 08872

Dear Dr. Alfano:

Subject: Special Education Monitoring Report – Sayreville 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 Sayreville School District's implementation of federal and state special education requirements. Between January, 2011 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 Sayreville School District to determine compliance with federal and state special education requirements. The members of the monitoring team were Deborah Masarsky and Nicole Buten.

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***
- ***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 Sayreville School District was selected for the self-assessment/monitoring process based on trend data that indicated: a high percentage of students with disabilities placed in separate public and private settings. The district decreased the rate of students with disabilities (ages 6 through 21) educated in separate public and private day and residential settings from 10.7% reported in December 2007 to 8.7% reported in October 2010. As a result, the district received a special education determination of "meets requirements" in 2010.

Monitoring Results

The enclosed Table of Findings details the findings of noncompliance resulting from the onsite monitoring. All findings 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. The monitoring team leader, Ms. Deborah Masarsky, will contact Carol Duffy 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. Deborah Masarsky
New Jersey Department of Education
Office of Special Education Programs
100 Riverview Plaza
P.O. Box 500
Trenton, New Jersey 08625-0500

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/DM
Enclosure

c: Gregg Edwards
Andrew Smarick
Peggy McDonald
Deborah Masarsky
Denise Wilkens
Carol Duffy

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Noncompliance was not identified during monitoring with federal and state requirements in the following sections of the special education self-assessment:

Section I: TRANSITION TO ADULT LIFE

Section II: STATEWIDE ASSESSMENT

Section V: DISPROPORTIONATE REPRESENTATION

Section VII: IEPs

Section VIII: PROGRAMS AND SERVICES

Section III: LEAST RESTRICTIVE ENVIRONMENT

Area of Noncompliance	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 indicated that for students in a separate setting, IEPs do not include activities to transition students to a less restrictive environment. Noncompliance was due to lack of implementation of district procedures.

Section IV: PARENT INVOLVEMENT

Areas of Noncompliance	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)3,5; 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 that containing all the required components, for either special education and related services, or for speech and language services. Noncompliance was due to lack or procedures that comply with federal and state requirements.
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 a meeting containing all the required components for either special education and related services, or speech and language services. Noncompliance was due to lack or procedures that comply with federal and state requirements.
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 eligibility meetings for special education and related services did not include required participants. Noncompliance was due to lack of implementation of district procedures.

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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) through (iii); and 34 CFR §300.321(e).

Review of records indicated that parental consent was not obtained when a member of the IEP team was excused from participating in a meeting due to lack of implementation of required procedures.

Section VI: EVALUATIONS AND REEVALUATION

Areas of Noncompliance

Status of Compliance

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. Noncompliance was due to lack 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 and interviews with staff indicated that the district staff did not maintain written documentation of written requests for evaluation for either special education or related services or speech and language services. Therefore, it could not be determined whether the district convened an identification meeting within 20 calendar days of receipt of any written requests for evaluation. Noncompliance was due to lack 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 and interviews with staff indicated vision and audiometric screenings are not conducted for every student referred to the child study team for evaluation. Additionally, the school nurse did not review and summarize available health and medical information and transmit that summary to the child study team prior to the eligibility determination meeting. Noncompliance was due to lack 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 the district speech-language specialists did not obtain the educational impact statement from the classroom teacher as part of initial evaluations to determine eligibility for speech and language services. Noncompliance was due to lack of district procedures.

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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 district did not conduct a complete functional assessment for either students referred for special education and related services or for speech and language services. Noncompliance was due to lack 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 indicated that the district did not consistently include required participants at reevaluation planning meetings. Noncompliance was due to lack of district procedures.

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

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