



**State of New Jersey**

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Li. Governor*

CHRISTOPHER D. CERF  
*Acting Commissioner*

December 12, 2011

Mr. Kevin Kitchenman, Superintendent  
West Deptford Township School District  
675 Grove Road, Suite 804  
West Deptford, NJ 08066

Dear Mr. Kitchenman:

SUBJECT: Special Education Monitoring – Correction of Noncompliance – West Deptford Township School District

This correspondence has been sent to inform you of the status of the New Jersey Department of Education, Office of Special Education's (NJOSE), onsite monitoring regarding the West Deptford Township School District's implementation of federal and state special education requirements. All findings of noncompliance identified as a result of monitoring were corrected within one year of identification. No further action regarding this monitoring is required by the district. Of the 46 requirements reviewed, the district demonstrated noncompliance with 14 requirements. Through ongoing verification activities, the district demonstrated correction of all areas of noncompliance. The district must maintain a system of oversight to ensure continued compliance with federal and state special education requirements.

Questions regarding the monitoring process should be directed to Ms. Kimberly Murray at 609-292-7605.

The NJOSE appreciates the cooperation of the district staff members during the monitoring and verification process.

Sincerely,

Peggy McDonald, Director  
Office of Special Education

PM/KR

c: Barbara Gantwerk  
Kim Murray  
Kenneth Richards  
Robert Bumpus  
Gloucester County Supervisor of Child Study  
Cheryl Fairchild



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CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

CHRISTOPHER D. CERF  
*Acting Commissioner*

August 3, 2011

Mr. Kevin Kitchenman, Superintendent  
West Deptford Township School District  
West Deptford Middle School  
675 Grove Road  
West Deptford, N.J. 08066-1999

Subject: Special Education Monitoring Report – West Deptford Township School District

Dear Mr. Kitchenman:

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 West Deptford Township School District's implementation of federal and state special education requirements. Between December, 2009 and the present, the New Jersey Department of Education, Office of Special Education Programs (NJOSPEP), conducted onsite monitoring visits, verification visits and desk audits in the West Deptford School District to determine compliance with federal and state special education requirements. The members of the monitoring team were Kenneth Richards, Caryl Carthew and Patricia Fair.

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***

[www.nj.gov/education](http://www.nj.gov/education)

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

**Monitoring Results**

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

1. Findings resulting from the onsite monitoring 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, Kenneth Richards, will contact Cheryl Fairchild 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:

Kenneth Richards  
New Jersey Department of Education  
Office of Special Education Programs  
1 Executive Campus, 3<sup>rd</sup> Floor  
Route 70 West  
Cherry Hill, NJ 08003

Questions regarding the enclosed monitoring report should be directed to Dr. Peggy McDonald, Interim Director, Office of Special Education Programs, at 609-292-7605.

NJOSEP appreciates the cooperation of district staff members during the self-assessment/monitoring process.

Sincerely,

*Peggy McDonald* 

Peggy McDonald, Interim Director  
Office of Special Education Programs

RW/PM/KR

Enclosure

c:

Barbara Gantwerk  
Kenneth Richards  
Robert Bumpus  
Gloucester County Supervisor of Child Study  
Cheryl Fairchild



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**Special Education Monitoring Results**  
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**Section II: Statewide Assessment**  
**Section V: Disproportionate Representation**  
**Section VII: IEP**  
**Section VIII: Programs and Services**

**Noncompliance was not identified during monitoring.**

**Section I : TRANSITION**

**Areas of Noncompliance**

Area	Status of Compliance/Corrective Action
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)]	Noncompliance identified during monitoring was verified as corrected as result of a verification visits conducted on April 15, 2011.
3) IEP requirements for students ages 14 and above, in accordance with N.J.A.C. 6A:14-3.7(e)11.	Noncompliance identified during monitoring was verified as corrected as result of a verification visits conducted on April 15, 2011.
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	Noncompliance identified during monitoring was verified as corrected as result of a verification visits conducted on April 15, 2011.

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CFR §300.305(e)(3).

**Section III: LEAST RESTRICTIVE ENVIRONMENT**

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

Area	Status of Compliance/Corrective Action
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 by the district during its self assessment was verified as <b>corrected</b> during onsite monitoring conducted on December 13, 14 and 16, 2009.
2) IEPs shall include an explanation of the extent, if any, to which child will not participate with nondisabled children. [20 U.S.C. §1412(a)(5) and 1414(d)(1)(A)(i)(V); 34 CFR §300.115 and §300.320(a)(5) and N.J.A.C. 6A:14-3.7(e)6]	Noncompliance identified during monitoring was verified as corrected as result of a verification visits conducted on April 15, 2011.

**Areas of Noncompliance Identified during Monitoring**

Area	Status of Compliance/Corrective Action
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.	Noncompliance identified during monitoring was verified as corrected as result of a verification visits conducted on April 15, 2011.

**Section IV: PARENT INVOLVEMENT - Noncompliance was not identified during self assessment.**



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**Areas of Noncompliance Identified during Monitoring**

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)3,5; 20 U.S.C. §1414(b)(1); and 34 CFR §300.304(a).	Noncompliance identified during monitoring was verified as corrected as result of a verification visits conducted on April 15, 2011.
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).	Noncompliance identified during the onsite monitoring was verified as corrected as a result of a desk audit conducted on October 20, 2010.

**Section VI: EVALUATIONS AND REEVALUATION – Noncompliance was not identified during self assessment**

**Areas of Noncompliance Identified during Monitoring**

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).	Review of records and interviews with staff indicated that the general education teachers 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	Noncompliance identified during monitoring was verified as corrected as a result of a desk audit conducted on July 7, 2011.

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<p>convene a meeting with required participants, in accordance with N.J.A.C. 6A:14-3.3(e).</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>Review of records indicated that for students eligible for speech and language services, the speech evaluation did not consistently include an education impact statement provided by the general education teacher after written parental consent to conduct the evaluation. Noncompliance was due to inconsistent implementation of district procedures.</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 during the onsite monitoring was verified as corrected during a desk audit conducted on October 20, 2010.</p>
<p>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).</p>	<p>Noncompliance identified during monitoring was verified as corrected as a result of a desk audit conducted on July 27, 2011.</p>
<p>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</p>	<p>Noncompliance identified during monitoring was verified as corrected as a result of a verification visit conducted on April 15, 2011.</p>

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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).

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

Kenneth Richards  
New Jersey Department of Education  
Office of Special Education Programs  
1 Executive Campus, 3<sup>rd</sup> Floor  
Route 70 West  
Cherry Hill, NJ 08003