



State of New Jersey  
DEPARTMENT OF EDUCATION  
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Governor

KIM GUADAGNO  
Lt. Governor

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Acting Commissioner

August 18, 2011

Dr. Anthony di Battista, Superintendent  
West Morris Regional High School District  
10 South Four Bridges Road  
Chester, NJ 07930

Dear Dr. di Battista:

Subject: Special Education Monitoring Report – West Morris Regional High 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 West Morris Regional High 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, verification visits and desk audits in the West Morris Regional High School District to determine compliance with federal and state special education requirements. The members of the monitoring team were Linda Chavez and Samuel Jordan.

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 West Morris Regional 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**
- **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 in the district's self-assessment that were reviewed by NJOSE, nine findings of noncompliance were identified. All findings must be corrected within one year if 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. A special education monitor, Ms. Tracey Bugg, will contact Dr. David Leigh to discuss procedures for verification of correction of the findings 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 and all documentation required to demonstrate completion of corrective action activities must be submitted to the following address:

Ms. Tracey Pettiford-Bugg  
New Jersey Department of Education  
Office of Special Education  
501 River Street  
Paterson, NJ 07524

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

Enclosure

c: Barbara Gantwerk  
Tracey Bugg  
Kathleen Serafino  
Sandra Gogerty  
David Leigh

**TABLE OF FINDINGS**  
**Special Education Monitoring Results**  
**IDEA 2004 and New Jersey Administrative Code Requirements**  
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**Noncompliance was not identified with requirements in the following sections of the self-assessment:**

- Section I: TRANSITION TO ADULT LIFE**  
**Section II: STATEWIDE ASSESSMENT**  
**Section III: LEAST RESTRICTIVE ENVIRONMENT**  
**Section V: DISPROPORTIONATE REPRESENTATION**  
**Section VIII: PROGRAMS AND SERVICES**  
**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).	A review of records and interviews with staff members indicated that written notices of meetings did not contain all the required components, including a statement of the purpose(s) of the meeting due to lack of 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).	A review of records and interviews with staff members indicated that written notices following meetings did not contain all the required components due to lack of implementation 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 implementation 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 indicated that the district staff did not consistently convene a meeting with required participants within 20 calendar days of receipt of the written request for an evaluation due to lack of implementation of district procedures.

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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>A review of records indicated that the district did not ensure that vision and audiometric screening was conducted for every student referred to the child study team for evaluation due to lack of 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>A review of records indicated that all sections of the functional assessment were not conducted as part of the initial evaluation of students referred for special education and related services, and for students referred for speech and language services due to lack of implementation of district procedures.</p>
<p>10) Within three years of the previous classification, a 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>A review of records and interviews with staff members indicated that reevaluations were not consistently completed within three years of the previous classification date due to lack of implementation of district procedures.</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>A review of records indicated that copies of evaluation reports for students evaluated for special education and related services, as well as for students evaluated for speech and language services were not provided to parents and/or adult students at least 10 calendar days prior to the eligibility determination meeting due to lack of implementation of district procedures.</p>
<b>Section VII: IEP</b>	
<b>Citation</b>	<b>Findings of Noncompliance</b>
<p>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).</p>	<p>A review of records indicated that IEPs did not consistently include documentation of consideration of the need for extended school year services and if appropriate, a description of the services due to lack of implementation of district procedures.</p>

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**Corrective Action for Area 2 above:**

The district is required to conduct training with child study team members regarding procedures for documenting the consideration of the need for extended school year in IEPs.

The district is required to convene an IEP team meeting to review and/or revise the IEP for each student where the consideration of the need for extended school year services was not documented in the IEP and was identified as noncompliant by the monitors. Names of students with IEPs that were found to be noncompliant will be provided to the director of Special Education by NJOSE.

Additionally, the district must review the IEPs of all students eligible for special education and related services. For any IEP where consideration of the need for extended school year services is not documented, a meeting of the IEP team must be convened to review and revise the IEP.