



State of New Jersey  
DEPARTMENT OF EDUCATION  
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*Governor*

KIM GUADAGNO  
*Lt. Governor*

ROCHELLE R. HENDRICKS  
*Acting Commissioner*

October 29, 2010

Mr. Scott Rixford, Superintendent  
Woodland Park School District  
853 McBride Avenue  
Woodland Park, NJ 07424

Dear Mr. Rixford:

Subject: Special Education Monitoring Report – Woodland Park 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 Woodland Park School District's implementation of federal and state special education requirements. On December 7 and 8, 2009, the New Jersey Department of Education, Office of Special Education Programs (NJOSPEP), conducted onsite monitoring visits to determine compliance with federal and state special education requirements. Verification of the correction of findings of noncompliance identified in your district's self-assessment was also conducted on December 22, 2009. The members of the monitoring team were Tracey Pettiford-Bugg, Gladys Miller 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 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***
- ***Programs and Services***

The Woodland Park School District was selected for the self-assessment process through random selection.

### 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:**

Prior to the release of this report, the Woodland Park School District submitted documentation demonstrating correction of all areas of noncompliance identified during self-assessment.

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

For any finding of noncompliance identified during onsite monitoring, 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 2004 and N.J.A.C. requirements and implementation of an oversight mechanism to ensure ongoing compliance. The monitoring team leader, Ms. Linda Chavez, will contact Dr. John DiGiovachino 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.

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  
Robert Gilmartin

**TABLE OF FINDINGS**  
**Special Education Monitoring Results**  
**IDEA 2004 and New Jersey Administrative Code Requirements**  
**Woodland Park School District**

**Section I: TRANSITION TO ADULT LIFE—Noncompliance was not identified during self-assessment or onsite monitoring.**

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

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

**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, notices of meetings did not consistently indicate that the parent may invite another with expertise, due to a lack of uniform use of notices of meetings by case managers.
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).	Review of records and interviews with staff members indicated that written notices which document evaluation plans and eligibility did not include required components due to incorrect district procedures. Additionally, written notices were not consistently provided to parents, due to a lack of implementation of district procedures.
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.

**TABLE OF FINDINGS**  
**Special Education Monitoring Results**  
**IDEA 2004 and New Jersey Administrative Code Requirements**  
**Woodland Park School District**

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

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

Area	Status of Compliance
12) When an initial evaluation is completed, a copy of the evaluation report(s) and documentation and information that will be used for determination of eligibility shall be provided to the parent not less than 10 calendar days prior to the meeting to determine eligibility, in accordance with N.J.A.C. 6A:14-3.5(a and b); 20 U.S.C. § 1414(b)(4); and 34 CFR §300.306(a).	Noncompliance identified during the self-assessment process was verified as corrected during a desk audit conducted on December 22, 2009.

**Section VII: EVALUATIONS AND REEVALUATION**

**Areas of Noncompliance Identified during Onsite Monitoring**

Area	Status of Compliance
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 members indicated that the district did not consistently convene identification meetings with required participants, due to a lack of implementation of district procedures. Additionally, identification meetings were not consistently convened within 20 calendar days of receipt of the written request for an evaluation, due to a lack of implementation 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 members indicated that the district did not conduct vision and audiometric screenings and obtain school nurse summaries for students referred to the child study team for evaluation, due to a 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 and interviews with staff members indicated that the district did not conduct evaluations of students identified as potentially eligible for speech-language services by a multi-disciplinary team. The educational impact statement required to be completed by the teacher was not included in the evaluations, due to a lack of district procedures.
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 in the initial evaluations of students, due to a lack of implementation of district procedures.

**TABLE OF FINDINGS**  
**Special Education Monitoring Results**  
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**Woodland Park School District**

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 complete multi-disciplinary reevaluations within three years of the previous classification, due to a lack of implementation of district procedures regarding both three-year and sixty-day timelines.
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 all required participants at reevaluation planning meetings, due to a lack of implementation of district procedures.
<b>Section VIII: IEP—Noncompliance was not identified during self-assessment.</b>	
<b>Areas of Noncompliance Identified during Onsite Monitoring</b>	
<b>Area</b>	<b>Status of Compliance</b>
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.
<b>Corrective Action for Noncompliance with Requirements Related to IEP Considerations and Statements:</b>	
<p>The district is required to conduct IEP meetings for each student whose IEP was found to be noncompliant with Area 2 by the NJOSEP monitors and ensure that each IEP is revised to include the required components. Names of students whose IEPs were found to be noncompliant will be provided to the Director of Special Services by the NJOSEP.</p>	
<p>The district must review the IEPs of all students with disabilities to determine if all required considerations and statements are included. For any IEP where a required consideration or statement is not addressed, a meeting of the IEP team must be convened to review and revise the IEP.</p>	
<p>The Director of Special Services is required to conduct oversight activities to ensure correction and ongoing compliance.</p>	
<b>Section IX: PROGRAMS AND SERVICES—Noncompliance was not identified during self-assessment or the onsite monitoring visit.</b>	

**All documentation required to demonstrate completion of corrective action activities must be submitted to the following address in accordance with the timelines in the above Table of Findings.**

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