



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

ROCHELLE R. HENDRICKS
Acting Commissioner

September 30, 2010

Dr. Victoria Kniewel, Superintendent
West Windsor-Plainsboro Regional School District
505 Village Road West
PO Box 505
Princeton Junction, New Jersey, 08550

Dear Dr. Kniewel:

Subject: Special Education Monitoring – West Windsor-Plainsboro Regional
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' monitoring regarding the West Windsor-Plainsboro School District's implementation of federal and state special education requirements. Beginning in December 2008, the New Jersey Department of Education, Office of Special Education Programs (NJOSPEP), conducted onsite monitoring visits, verification visits and desk audits in the West Windsor-Plainsboro School District to determine compliance with federal and state special education. The members of the monitoring team were Patricia Fair, Jane Marano and Cheryl Meralci.

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 West Windsor-Plainsboro Regional School District was selected for the special education self-assessment/monitoring process based on trend data that indicated disproportionate representation of specific racial/ethnic groups determined eligible for special education (see Section VI – Table of Findings).

Monitoring Results

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

Noncompliance identified by the district during the self-assessment

The West Windsor-Plainsboro Regional School District submitted documentation demonstrating correction of all areas of noncompliance identified during self-assessment.

Findings of noncompliance identified during onsite monitoring

No additional findings of noncompliance were identified during the onsite monitoring visit.

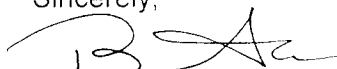
The results of the special education monitoring must be reviewed at the next meeting of the district's board of education. A copy of the minutes from the board of education meeting documenting the review by the board must be submitted to:

Ms. Patricia Fair
New Jersey Department of Education
Office of Special Education Programs
PO Box 500
Trenton, NJ 08625-0500

Questions regarding the monitoring report should be directed to Dr. Peggy McDonald, manager of the Bureau of Program Accountability, at 609-292-7605.

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

Sincerely,



Barbara Gantwerk, Assistant Commissioner
Office of Special Education Programs

BG/PM/PF

Enclosure

c: Andrew Smarick
Peggy McDonald
Patricia Fair
Samuel Stewart
Carmen Fanucci
Susan DiDonato

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Section I: TRANSITION TO ADULT LIFE - Noncompliance was not identified during onsite monitoring.

Areas of Noncompliance Identified during Self-Assessment

Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
2) Invitation of students and agencies providing or paying for transition services to IEP meetings [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 by the district in its self-assessment was verified as corrected during a desk audit conducted on October 14, 2008.	CORRECTED	CORRECTED
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 by the district in its self-assessment was verified as corrected during the onsite monitoring visit.	CORRECTED	CORRECTED

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Section II: STATEWIDE ASSESSMENT – Noncompliance was not identified during self-assessment or onsite monitoring.

Section III: DISCIPLINE - Noncompliance was not identified during onsite monitoring.

Areas of Noncompliance Identified during Self-Assessment

Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
1b) The case manager and parent shall be notified in writing of suspension/expulsion of a student with a disability at the time of removal, in accordance with N.J.A.C. 6A:14-2.8(a); 20 U.S.C. 1415(k)(1)(A)(H); and 34 CFR §300.530(h).	Noncompliance identified by the district in its self-assessment was verified as corrected during the onsite monitoring visit.	CORRECTED	CORRECTED

Section IV: LEAST RESTRICTIVE ENVIRONMENT – Noncompliance was not identified during self-assessment or onsite monitoring.

Section V: PARENT INVOLVEMENT – Noncompliance was not identified during onsite monitoring.

Areas of Noncompliance Identified during Self-Assessment

Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
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 by the district in its self-assessment was verified as corrected during a desk audit conducted on June 22, 2009.	CORRECTED	CORRECTED
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 by the district in its self-assessment was verified as corrected during the on-site monitoring visit.	CORRECTED	CORRECTED

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Section VI: DISPROPORTIONATE REPRESENTATION – The West-Windsor Plainsboro School District was selected for the special education self-assessment/monitoring process for the 2006-2007 school year due to disproportionate representation of a specific racial/ethnic group in special education. Specifically, analyses of data submitted as part of the Annual Data Report and the Fall Survey, in December 2003, 2004, 2005, revealed over-representation of African-American students determined eligible for special education and related services. Based on data submitted to the NJOSEP, through the Annual Data Report and Fall Survey in December 2006, October 2007, October 2008, and October 2009, there is a continued pattern of over-representation. As indicated below, the district is implementing improvement plan activities and has corrected noncompliance for areas related to disproportionality identified during the district's self-assessment.

Area(s) in Need of Continuous Improvement

Areas	Status of Improvement Plan
The district developed an improvement plan to collect and analyze data from the intervention and referral services committee and eligibility data to identify patterns of disproportionate representation. Additionally, the district planned to investigate models of response to intervention to reduce the district referral rate.	The district is in the process of implementing its improvement plan in accordance with the established timelines.

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; 34CFR §300.503(c); and 34CFR §300.504(a)(1) and (d).	Noncompliance identified by the district in its self-assessment was verified as corrected during the on-site monitoring visit.	CORRECTED	CORRECTED

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<p>9) Initial evaluations shall include an assessment of the language needs of a child with limited English proficiency, communication needs and the need for assistive technology devices and services, in accordance with N.J.A.C. 6A:14-3.4(f)4 and 34 CFR §300.324(a)(2)(ii, iv and v).</p>	<p>Noncompliance identified by the district in its self-assessment was verified as corrected during a desk audit conducted on June 22, 2009</p>	<p>CORRECTED</p>	<p>CORRECTED</p>
<p>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).</p>	<p>Noncompliance identified by the district in its self-assessment was verified as corrected during a desk audit conducted on October 14, 2008.</p>	<p>CORRECTED</p>	<p>CORRECTED</p>
<p>Section VII: EVALUATION AND REEVALUATION - Noncompliance was not identified during onsite monitoring.</p>			
<p>Areas of Noncompliance Identified during Self-Assessment</p>			
Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
<p>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).</p>	<p>Noncompliance identified by the district in its self-assessment was verified as corrected during the on-site monitoring visit.</p>	<p>CORRECTED</p>	<p>CORRECTED</p>

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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).	Noncompliance identified by the district in its self-assessment was verified as corrected during a desk audit conducted June 22, 2009.	CORRECTED	CORRECTED
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Section VIII: IEP – Noncompliance was not identified during self-assessment or onsite monitoring.

Section IX: PROGRAMS AND SERVICE – Noncompliance was not identified during self-assessment or onsite monitoring.