



State of New Jersey
DEPARTMENT OF EDUCATION
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Lt. Governor

CHRISTOPHER D. CERF
Acting Commissioner

October 4, 2011

Mr. Thomas Coleman, Superintendent
Woodstown-Pilesgrove School District
135 East Avenue
Woodstown, NJ 08098-1336

Dear Mr. Coleman:

Subject: Special Education Monitoring Report – Woodstown-Pilesgrove School District

This correspondence has been sent to inform you of the results of the New Jersey Department of Education, Office of Special Education's onsite monitoring regarding the Woodstown-Pilesgrove 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 Woodstown-Pilesgrove School District to determine compliance with federal and state special education requirements. The members of the monitoring team were Caryl Carthew, Kenneth Richards 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 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 Woodstown-Pilesgrove 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***

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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, the district demonstrated noncompliance with seventeen (17) requirements. One area of noncompliance was corrected prior to the release of this report. The remaining 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. Ms. Caryl Carthew, NJOSE monitor, will contact Ms. Michele Martinez 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 or 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, as well as all documentation required to demonstrate completion of corrective action activities must be submitted to the following address:

Ms. Caryl M. Carthew, Special Education Monitor
New Jersey Department of Education
Office of Special Education
1 Executive Plaza, 3rd floor
Route 70 West
Cherry Hill, NJ 08002

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) 292-0147 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/cc
Enclosure

c: Barbara Gantwerk
Caryl Carthew
Robert Bumpus
County Supervisor of Child Study
Michele Martinez

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Noncompliance was not identified with requirements in the following sections of the self-assessment:
 Section II - STATEWIDE ASSESSMENT
 Section III - LEAST RESTRICTIVE ENVIRONMENT
 Section IV - DISPROPORTIONATE REPRESENTATION
 Section VII - PROGRAMS AND SERVICES

AREAS OF NONCOMPLIANCE

Section I - TRANSITION TO ADULT LIFE

Citation	Findings of Noncompliance and/or Status of Compliance
1) Individualized Education Program (IEP) requirements for students ages 16 and above. [N.J.A.C. 6A:14-3.7(e)12; 20 U.S.C. §1414(d)(1)(A)(i)(VIII); and 34 CFR §300.320(b) and (c)]	Noncompliance identified during a targeted review was verified as corrected during a verification visit conducted on December 20, 2010.
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)]	A review of records and interviews with staff indicated that the district did not provide students with a written invitation to the IEP meeting when transition planning was discussed. Noncompliance was due to lack of implementation of district procedures.
3) IEP requirements for students ages 14 and above, in accordance with N.J.A.C. 6A:14-3.7(e)11.	A review of records and interviews with staff indicated that IEPs for students who turned 14 during the implementation period of the IEP did not include the age 14 transition requirements due to lack of implementation of district procedures.
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).	A review of records and interviews with staff indicated that the summary of performance was not consistently provided to students prior to graduation and when it was provided, it did not include all the required components. Noncompliance was due to lack of implementation of district procedures.

Corrective Action for Citation (#3) above:

The district is required to conduct training with child study team members regarding procedures for including age 14 transition requirements in IEPs for students who will turn 14 during the implementation period of the IEP.

The district is required to convene an appropriately configured IEP team meeting to review and/or revise the IEP for each student where the age 14 requirements were not included when required. Names of students with IEPs that were found to be noncompliant will be provided to the Director of Special Education by NJOSE.

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Additionally, the district must review the IEPs of all students eligible for special education and related services who will be 14 during the implementation period of the current IEP. For any IEP where the age 14 transition requirements were not included, a meeting of the IEP team must be convened to review and revise the IEP.

The district is required to ensure that IEPs for students turning 14 during the implementation period of the IEP include the age 14 transition requirements. The district is required to train staff to implement the procedures and provide an oversight mechanism to ensure ongoing compliance. The NJOSE monitor will provide the Director of Special Education directions for submitting documentation to demonstrate compliance.

Corrective Action for Citation (#4) above:

It is recommended that the district adopt the sample summary of performance posted on the NJDOE website at <http://www.state.nj.us/education/specialed/form/>.

Section IV: PARENT INVOLVEMENT	
Citation	Findings of Noncompliance and/or 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).	A review of records and interviews with staff indicated that notice of a meeting did not consistently identify all the purposes of a meeting when more than one purpose was planned (e.g. reevaluation planning, determination of eligibility, and review or revision of the IEP). Noncompliance was due to 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).	A review of records and interviews with staff indicated that eligibility meetings did not include all required participants due to lack of implementation of district procedures.

Section VI: EVALUATIONS AND REEVALUATION	
Citation	Findings of Noncompliance and/or 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).	A review of records and interviews with staff indicated that the district did not consistently maintain written documentation regarding the frequency, duration and effectiveness of interventions used in the general education program for middle school referrals 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 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 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.
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	A review of records and interviews with staff indicated that the district did not consistently ensure that the nurse's health summary was provided to the child study team by the time of the identification meeting for preschool, middle school and high

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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).	school initial referrals due to lack of implementation of district procedures.
7) The district shall obtain consent from the parent or adult student, at required times, in accordance with N.J.A.C. 6A:14-2.3(a); 20 U.S.C. §1414(a)(1)(D); and 34 CFR §300.300(a).	A review of records and interviews with staff indicated that the district did not consistently obtain consent from the parent for excusal of an IEP team member prior to convening the meeting due to lack of implementation 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 indicated that the speech-language specialist did not consistently obtain a written statement from the classroom teacher identifying the educational impact of the speech concern, as part of an initial evaluation to determine eligibility for speech and language services, due to lack of implementation 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).	A review of records and interviews with staff indicated that initial evaluations of students referred for special education and related services and for students referred for speech and language services did not consistently include an observation of the student in other than a testing setting due to lack of implementation of district procedures.
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).	A review of records and interviews with staff indicated that reevaluations were not consistently completed within 60 days of the date of parental consent due to a lack of implementation 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).	A review of records and interviews with staff indicated that reevaluation planning meetings at the elementary school did not consistently include all required participants due to lack of implementation of district procedures.
14) Each child study team member shall certify in writing whether his or her report reflects his or her conclusion of eligibility of the student, in accordance with N.J.A.C. 6A:14-3.4(h)5.	A review of records and interviews with staff indicated that the district did not consistently document the certification of agreement/disagreement for all child study team members who completed an assessment as part of the evaluation due to lack of implementation of district procedures.
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).	A review of records and interviews with staff indicated that copies of evaluation reports for students evaluated for special education and related services, and for students evaluated for speech and language services were not consistently provided to parents and/or adult students at least ten calendar days prior to the eligibility determination meeting due to lack of implementation of district procedures.

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Citation	Findings of Noncompliance / Areas of Compliance
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).	A review of records and interviews with staff indicated that IEPs of students eligible for special education and related services did not consistently contain the required considerations and statements due to the lack of implementation of district procedures.
<p>Corrective Action for Citation (#2) above: The district is required to conduct training with child study team members regarding procedures for including all required components in IEPs.</p> <p>The district is required to convene an appropriately configured IEP team meeting to review and/or revise the IEP for each student where IEP components were identified as noncompliant by the monitors. Names of students with IEPs that were found to be noncompliant and the components that were missing will be provided to the Director of Special Education by NJOSE.</p> <p>Additionally, the district must review the IEPs of all students eligible for special education and related services. For any IEP that does not include all the required components, a meeting of the IEP team must be convened to review and revise the IEP.</p> <p>The district is required to ensure that all IEPs include the required components. The district is required to train staff to implement the procedures and provide an oversight mechanism to ensure ongoing compliance. The NJOSE monitor will provide the director of Special Education directions for submitting documentation to demonstrate compliance.</p>	

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

Ms. Caryl M. Carthew, Special Education Monitor
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 Office of Special Education
 1 Executive Plaza, 3rd floor
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 Cherry Hill, NJ 08002