

**OKLAHOMA STATE DEPARTMENT OF EDUCATION  
SANDY GARRETT  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION**

**COMPLIANCE REVIEW: SPECIAL EDUCATION PROGRAMS**

**SCHOOL DISTRICT/AGENCY:**

Edmond Public School District

**TEAM MEMBERS:**

Tammy Lawson	Coordinator, OSDE-SES
Lydia Vaquera	Coordinator, OSDE-SES
Keisha King	Coordinator, OSDE-SES
Gail Priddy	Compliance Provider, OSDE-SES
Susan Ellis	SPDG Project Coordinator, OSDE-SES

**COUNTY:**

Oklahoma

**DATE OF REVIEW**

October 18-19, 2010

**I. INTRODUCTION:**

Local educational agencies (LEAs) must adopt policies and procedures consistent with State and federal requirements and are responsible for implementing programs that comply with the Individuals with Disabilities Education Act (IDEA) Part B. General supervision of LEAs is carried out at the state level. The Oklahoma State Department of Education (OSDE), Special Education Services (SES) conducted an on-site concern specific compliance review on October 18-19, 2010. The OSDE-SES reviewed the following area(s): Individualized Education Program (IEP) accountability.

Edmond Public School District is an independent district serving 2,662 children with disabilities, ages three through 21, as reported on their October 2009, Child Count Report. At the time of the review, Edmond Public School District employed 140 special education teachers who have certification in one or more of the following area(s): autism, blind/visual impairment, deaf/blindness, emotionally disturbed, hearing impaired, learning disability, mentally handicapped, mild/moderate disabilities, multiple disabilities, other health impairment, physically handicapped, severe/profound/multiple disabilities, speech language pathologist, and traumatic brain injury.

**II. AREAS THAT REQUIRE CORRECTIVE ACTIONS AND IMPROVEMENT:**

**1) Area of Noncompliance: Notification of Meeting**

**IDEA Part B Requirements**

34 CFR § 300.321 IEP Team.

34 CFR § 300.322 Parent participation.

**OSDE Findings:**

Based on 17 of 50 files reviewed, a Notification of Meeting, OSDE Form 6, could not be located. Based on one of 50 files reviewed, a Notification of Meeting, OSDE Form 6, did not include the invitation of the student.

**Improvements Required:**

Within 30 days of the receipt of this report, Edmond Public School District will develop, implement, and submit a written improvement plan. This plan shall document how the district will ensure that the Notification of Meeting, OSDE Form 6, is utilized in accordance with the above federal regulations. This improvement plan shall include methods of internal monitoring, safeguards, the person(s) responsible for the implementation, and the date of implementation.

Within 60 days of the receipt of this report, Edmond Public School District will provide instruction and guidance to district special education personnel regarding the completion of the Notification of Meeting, OSDE Form 6, in accordance with the above federal regulations. This activity shall be scheduled and confirmed with the OSDE-SES. Submit documentation to verify this action (i.e., memo announcement(s), meeting agenda(s), meeting date(s), verification of attendance [sign-in sheets]).

## **2) Area of Noncompliance: IEP Timelines**

### **IDEA Part B Requirements**

34 CFR § 300.323 When IEPs must be in effect.

34 CFR § 300.324 Development, review, and revision of IEP.

### **OSDE Findings:**

Based on four of 50 files reviewed, an IEP, OSDE Form 7, was not conducted on or before the anniversary date of the IEP. Based on one of 50 files reviewed, an IEP, OSDE Form 7, could not be located.

### **Improvements Required:**

Within 30 days of the receipt of this report, Edmond Public School District will develop, implement, and submit a written improvement plan. This plan shall document how the district will ensure that IEPs are reviewed and revised in accordance with the above federal regulations. This improvement plan shall include methods of internal monitoring, safeguards, the person(s) responsible for the implementation, and the date of implementation.

Within 60 days of the receipt of this report, Edmond Public School District will provide instruction and guidance to district special education personnel on required IEP procedures, and timelines in accordance with the above federal regulations. This activity shall be scheduled and confirmed with the OSDE-SES. Submit documentation to verify this action (i.e., memo announcement(s), meeting agenda(s), meeting date(s), verification of attendance [sign-in sheets]).

## **3) Area of Noncompliance: IEP Components**

### **IDEA Part B Requirements**

34 CFR § 300.114 LRE Requirements.

34 CFR § 300.320 Definition of individualized education program.

34 CFR § 300.321 IEP team.

34 CFR § 300.324 Development, review, and revision of IEP.

### **OSDE Findings:**

Based on file reviews, IEP components were missing and/or inappropriate in one or more of the following areas:

- a) consideration of special factors; (one of 50 files)
- b) measurable annual goals; (one of 50 files)
- c) documentation of progress toward current annual goals; (two of 50 files)
- d) extent of progress toward previous annual goals; (six of 50 files)
- e) type of service(s); (three of 50 files)
- f) continuum of placement (LRE continuum); (seven of 50 files)
- g) position/person responsible; (one of 50 files)
- h) team participant signatures; (one of 50 files)

### **Improvements Required:**

Within 30 days of the receipt of this report, Edmond Public School District will develop, implement, and submit a written improvement plan. This plan shall document how the district will ensure that IEPs are developed in accordance with the above federal regulations. This improvement plan shall include methods of internal monitoring, safeguards, the person(s) responsible for the implementation, and the date of implementation.

Within 60 days of the receipt of this report, the IEP team for the student(s) identified during the OSDE-SES review with components of the IEP found to be in noncompliance shall convene a meeting to ensure that the student's IEP reflect compliance with the above federal regulations. Submit documentation to verify this action (i.e., Notification of Meeting, OSDE Form 6; IEP, OSDE Form 7; and Written Notice to Parents, OSDE Form 8).

Within 60 days of the receipt of this report, Edmond Public School District will provide instruction and guidance to district special education personnel on proper completion of the IEP utilizing the Policies and Procedures for Special Education in Oklahoma, 2007. This activity shall be scheduled and confirmed with the OSDE-SES. Submit documentation to verify this action (i.e., memo announcement(s), meeting agenda(s), meeting date(s), verification of attendance [sign-in sheets]).

#### **4) Area of Noncompliance: Teacher Certification**

##### **IDEA Part B Requirements**

34 CFR § 300.156 Personnel qualifications.

Policies and Procedures for Special Education in Oklahoma, 2007

##### **OSDE Findings:**

Based on a review of teacher certification submitted by Edmond Public School District, Ms. Sheryl Bell did not hold a valid teaching certificate in the area of orthopedic impairment. At the time of review, Ms. Bell had at least one student categorized as having an orthopedic impairment on her caseload.

Based on a review of teacher certification submitted by Edmond Public School District, Ms. Jennifer Branson did not hold a valid teaching certificate in the area of multiple disabilities. At the time of the review, Ms. Branson had at least one student categorized as having multiple disabilities on her caseload.

Based on a review of teacher certification submitted by Edmond Public School District, Ms. Jackie Daugherty did not hold a valid teaching certificate in the area of speech language impairment. At the time of review, Ms. Daugherty had at least one student categorized as having speech language impairment on her caseload.

Based on a review of teacher certification submitted by Edmond Public School District, Ms. Jackie DeWolf did not hold a valid teaching certificate in the area of speech language impairment. At the time of review, Ms. DeWolf had at least one student categorized as having speech language impairment on her caseload.

Based on a review of teacher certification submitted by Edmond Public School District, Ms. Cheryl McCarter did not hold a valid teaching certificate in the area of orthopedic impairment. At the time of review, Ms. McCarter had at least one student categorized as having an orthopedic impairment on her caseload.

##### **Improvements Required:**

Within 30 days of the receipt of this report, Edmond Public School District will develop, implement, and submit a written improvement plan. This plan shall document how the district will ensure that IEPs are developed, reviewed, and revised by at least one properly qualified special education teacher. This improvement shall include methods of internal monitoring, safeguards, the person(s) responsible for the implementation, and the date of implementation.

Within 60 days of the receipt of this report, the IEP team for the student(s) identified during the OSDE-SES review with teacher certification in noncompliance shall convene a meeting to ensure that the student's IEP reflect compliance with the above federal regulations. Submit documentation to verify this action (i.e., Notification of Meeting, OSDE Form 6; IEP, OSDE Form 7; and Written Notice to Parents, OSDE Form 8).

### **III. ASSURANCE STATEMENT:**

#### **Assurance Statement with superintendent's signature required.**

Within 30 days of the receipt of this report, submit a signed, written assurance that the improvements described in this report will be or have been implemented to remedy the identified compliance deficiencies.

Content: *"This district shall develop and implement improvements for areas of noncompliance in order to comply with State and federal laws and regulations. Improvements and remedies will include 'technical assistance and training' necessary to assist teachers and administrators of the district in their efforts to implement a free appropriate public education (FAPE) in the least restrictive environment, with parent participation, and in accordance with procedural safeguards under IDEA Part B."*

### **IV. OTHER INFORMATION:**

Subsequent monitoring activities may be initiated as necessary to ensure the LEA's compliance is consistent with policies, procedures, and regulations and in accordance with the state educational agency's responsibilities required by 34 CFR § 300.149.

Under the Open Records Act it may be necessary for the LEA or the OSDE to provide access to this public document upon request. In the event that the OSDE receives such a request, it will seek to protect, to the extent provided by law, personally identifiable information, which, if released, could constitute an unwarranted invasion of privacy and confidentiality.

In accordance with 34 CFR § 300.212, Public Information, the LEA will make such public documents, relating to the eligibility of the agency under IDEA Part B, available to the parents of children with disabilities and to the general public, as necessary.