



State of New Jersey
DEPARTMENT OF EDUCATION
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Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER D. CERF
Acting Commissioner

February 17, 2011

Mrs. Ellen McHenry, Superintendent
Chesterfield Township School District
295 Bordentown-Chesterfield Road
Chesterfield, NJ 08515

Dear Mrs. McHenry:

Subject: Special Education Monitoring Report – Chesterfield Township 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 Chesterfield Township School District's implementation of federal and state special education requirements. On November 9 and 10, 2010, the New Jersey Department of Education, Office of Special Education Programs (NJOSPE), conducted an onsite monitoring visit to determine compliance with federal and state special education requirements. The members of the monitoring team were Patricia Fair, Jane Marano and Debbie Magee.

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 NJOSPE 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 Chesterfield Township 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 **findings of noncompliance identified by the school district during the self-assessment and findings of noncompliance identified during onsite monitoring.** Prior to the release of this report all findings of noncompliance identified during self-assessment were verified as corrected.

Findings of noncompliance identified as a result of the onsite monitoring 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. The monitoring team leader, Patricia Fair, will contact Dr. Sivieri to discuss procedures for verification of correction of the findings of noncompliance.

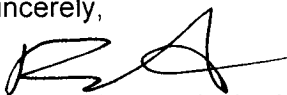
The results of the special education monitoring must be reviewed at the next meeting of the district's board of education. A copy of the minutes from the board of education meeting documenting the review by the board must be submitted to the following address.

Ms. Patricia Fair
New Jersey Department of Education
Office of Special Education
Finlaw Building 4th Floor
199 East Broadway
Salem, NJ 08079

Questions regarding the enclosed monitoring report should be directed to Dr. Peggy McDonald, 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/pf
Enclosure

c: Rochelle Hendricks
Gregg Edwards
Andrew Smarick
Peggy McDonald
Patricia Fair
Peggy Nicolosi
Debbie Magee
Gino Sivieri

TABLE OF FINDINGS
Special Education Monitoring Results
IDEA 2004 and New Jersey Administrative Code Requirements
Chesterfield Township School District

Section I: TRANSITION TO ADULT LIFE – Chesterfield is a K-6 District and IDEA transition requirements do not apply.

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

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 USC 1412(a)(5)(A); 34 CFR §300.114(a)].	Noncompliance identified by the district in the self-assessment was verified as corrected on November 10, 2010.

Areas of Noncompliance Identified during Onsite Monitoring

Area	Status of Compliance
2) IEPs shall include an explanation of the extent, if any, to which child will not participate with nondisabled children [20 USC 1412(a)(5) and 1414(d)(1)(A)(i)(V); 34 CFR §300.115 and §300.320(a)(5) and NJAC 6A:14-3.7(e)6].	Review of records and interviews with staff indicated that IEPs, of students removed from general education greater than 20% of the school day, did not consistently document the supplemental aides and services considered and the reasons they were rejected, a comparison of the benefits of general education and special education and the potentially beneficial and/or harmful effects of a placement (general education) on the student and other students in the class. Noncompliance was due to inconsistent implementation of district procedures.

Corrective Action: The district is required to conduct training with child study team members regarding procedures for placement decision-making and for documenting the explanation of the extent to which students are educated with nondisabled peers in IEPs, including participation in nonacademic and extracurricular activities.

The district is required to conduct a meeting of the IEP team for each student whose IEP was identified as noncompliant 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 by the monitors will be provided to the Director of Special Education by NJOSEP.

The district must review the IEPs of all students with disabilities removed from general education settings for greater than 20% of the school day. For any IEP where an explanation of the extent to which the student will be educated with nondisabled peers is not addressed, a meeting of the IEP team must be convened to review and revise the IEP.

TABLE OF FINDINGS
Special Education Monitoring Results
IDEA 2004 and New Jersey Administrative Code Requirements
Chesterfield Township School District

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

Areas of Noncompliance Identified during the Onsite Monitoring

Area	Status of Compliance/Corrective Action
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 interview with staff members indicated that notice of a meeting does not include all the purposes of the meeting. Noncompliance was due to lack of implementation of district 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); and 34 CFR §300.304(a)(4) and §300.305(a).	Review of records and interview with staff indicated that written notice following identification meeting for student referred for speech and language evaluations does not contain all the required components. Noncompliance was due to lack implementation of district procedures.

Section VI: DISPROPORTIONATE REPRESENTATION – Noncompliance was not identified during self-assessment or monitoring.

Section VII: EVALUATIONS AND REEVALUATION – Noncompliance was not identified during self-assessment.

Areas of Noncompliance Identified during Onsite Monitoring Visit

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 within 20 calendar days of receipt of the written request for an evaluation, the district did not convene a meeting to determine if an evaluation was warranted. Noncompliance was due to inconsistent 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 interview with staff members indicated that the district did not consistently implement procedures for ensuring that health summaries and vision and hearing screenings are consistently transmitted to the child study team prior to identification meetings. Noncompliance was 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).	Review of records and interviews with staff members indicated that the general education teacher did not submit a written and signed educational impact statement for the student being evaluated for speech and language services. Noncompliance was due to lack of implementation of district procedures.

TABLE OF FINDINGS
Special Education Monitoring Results
IDEA 2004 and New Jersey Administrative Code Requirements
Chesterfield Township School District

14) Each child study team member shall certify in writing whether his or her report is in accordance with the conclusion of eligibility of the student, in accordance with N.J.A.C. 6A:14-3.4(h)5.

Review of records and interview with staff members indicated that child study team members who conducted the evaluation did not consistently certify in writing whether his or her report is in accordance with the conclusion of eligibility of the student. Noncompliance was 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).

Review of records and interviews with staff members indicated that parents were not provided a copy of evaluation reports not less than 10 calendar days prior to an eligibility meeting. Noncompliance was due to lack of implementation of distinct procedures.

Section VIII: IEP – Noncompliance was not identified during self-assessment or onsite monitoring.

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

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

Patricia Fair
 New Jersey Department of Education
 Office of Special Education Programs
 Finlaw Building 4th Floor
 199 East Broadway
 Salem, NJ 08079