



**State of New Jersey**  
DEPARTMENT OF EDUCATION  
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TRENTON, NJ 08625-0500

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*Governor*

KIM GUADAGNO  
*Lt. Governor*

BRET SCHUNDLER  
*Commissioner*

May 14, 2010

Ms. Laura Hartner, Superintendent  
Kingwood Township School District  
880 County Road 519  
Frenchtown, NJ 08825

Subject: Special Education Monitoring Report – Kingwood Township School District

Dear Ms. Hartner:

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 Kingwood Township School District's implementation of federal and state special education requirements. On September 24, 2009, the New Jersey Department of Education, Office of Special Education Programs (NJOSEP), conducted an onsite monitoring visit to determine compliance with federal and state special education requirements. Verification of the correction of the single finding of noncompliance identified in your district's self-assessment was also conducted. A desk audit was subsequently conducted on April 12, 2010 to verify correction of noncompliance identified during the onsite monitoring visit. The members of the monitoring team were Nicole Buten, Diane Mari and Linda Chavez.

NJOSEP initiated a new five year self-assessment/monitoring cycle during the 2006-2007 school year. The 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 NJOSEP 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***

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- *Evaluation and Reevaluation*
- *Individualized Education Program*
- *Programs and Services*

The Kingwood Township School District was identified for the self-assessment process for the 2007-2008 school year through random selection.

### The NJDOE Self-Assessment/Monitoring Process

The first step in the monitoring process was completion of a self-assessment which required the district to review student outcome data and policies, procedures and practices related to federal monitoring priorities. The district was provided with a comparison of district student outcome data to relevant targets established in New Jersey's SPP. Based on the data review and the self-assessment findings, the district developed an improvement plan that addressed areas for "Continuous Improvement" and Areas of Noncompliance with federal and state regulations related to the priority areas. The self-assessment and improvement plan were submitted to NJOSEP in September 2008.

Following review of the self-assessment and the improvement plan, an onsite monitoring visit was conducted. A review of specific federal and state requirements related to the education of students with disabilities was completed during the visit. The monitoring team reviewed district documents, including district policies and procedures, a sample of student records, master student lists, class lists, schedules of students, teachers and related services personnel and other relevant information. Interviews were conducted with the district's special education administrators, general education and special education teachers, speech-language specialists and child study team members. Parents of students with disabilities were interviewed by phone.

### Monitoring Results

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

#### **Status of improvement plan activities**

For each area in need of continuous improvement identified by the district, the status of improvement activities designed to improve student outcomes is provided. If not identified as completed, the district must demonstrate implementation of improvement plan activities in accordance with the timelines delineated in the improvement plan. NJOSEP will continue to monitor implementation of the continuous improvement activities through additional onsite visits and desk audit.

#### **Findings of noncompliance identified by the district during the self-assessment**

**Prior to the release of this report, the Kingwood Township School District submitted documentation demonstrating correction for all areas of noncompliance identified during self-assessment.**

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

Of the findings of noncompliance identified as a result of onsite monitoring, one finding has not been corrected to date. The finding 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 correction and ongoing compliance. The monitoring team leader, Ms. Linda Chavez, will contact the Supervisor of Special Education to discuss procedures for verification of correction of the finding 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  
Passaic County Office of Education  
New Jersey Department 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.

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

Sincerely,



Roberta Wohle, Director  
Office of Special Education Programs

RW/PM/CC

Enclosure

c: Division of Field Services  
Barbara Gantwerk  
Peggy McDonald  
Linda Chavez  
Gerald J. Vernotica  
Diane Mari  
Leslie Callanan

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

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

**Area(s) in Need of Continuous Improvement**

Area	Status of Improvement Plan
The district developed an improvement activity to ensure that names of the district staff members, who will serve as transition liaisons to postsecondary resources, are included in IEPs, when required.	The district is in the process of implementing its improvement plan in accordance with the established timelines.

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

**Section III: DISCIPLINE - Noncompliance was not identified during self-assessment or the onsite monitoring visit.**

**Section IV: LEAST RESTRICTIVE ENVIRONMENT - Noncompliance was not identified during the onsite monitoring visit.**

**Area(s) in Need of Continuous Improvement**

Area	Status of Improvement Plan
The district developed an improvement plan activity to increase in-service training regarding curricular adaptations and instructional modifications.	The district is in the process of implementing its improvement plan in accordance with the established timelines.

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

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

Area	Status of Compliance/Corrective Action	Corrective Action Requirements	Documentation Required and Timeline
1) To the maximum extent appropriate, the child is educated with children who are not disabled [20 U.S.C. 1412(a)(5)(A); 34 CFR §300.114(a)].	<p>The district reported in their self assessment a need to establish a full continuum of services for the district's preschool population. The district planned to either establish a general education preschool option in district or develop a relationship with an appropriate regular education preschool in another school in a neighboring community. The district reported 100% of their preschoolers with disabilities in separate public or private placements in the fall of 2007. In the fall of 2009, the district reported a rate of 83.3% of preschoolers in general education settings for more than 80% of their school day.</p> <p>Noncompliance identified by the district was verified as corrected during the onsite monitoring visit.</p>		

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

**Results of Parent Interviews:**

Parents interviewed by telephone indicated that they are satisfied with the delivery of special services for their children. Parents indicated that the child study team and teachers are responsive to their concerns.

**Areas of Noncompliance Identified during the Onsite Monitoring Visit**

Area	Status of Compliance
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).	Noncompliance identified during the onsite monitoring visit was verified as corrected during a desk audit conducted on April 12, 2010.

**Section VI: DISPROPORTIONATE REPRESENTATION - Noncompliance was not identified during self-assessment or the onsite monitoring visit.**

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

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

**Areas of Noncompliance Identified during the Onsite Monitoring Visit**

Area	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).	Review of records and interviews with staff members indicated that the district did not maintain written documentation regarding the duration and effectiveness of each intervention used in the general education setting, due to a lack of district procedures.

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

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

The remaining finding of noncompliance that resulted from the onsite monitoring must be corrected within one year of the date of this report. **Corrective action for areas of noncompliance identified by the NJOSEP should include, as necessary: development and/or revision of policies and procedures, staff training, implementation of the identified IDEA 2004 and New Jersey Administrative Code Title 6A:14 (NJ.A.C. 6A:14) requirements, and implementation of an oversight mechanism to ensure correction and ongoing compliance.** The monitoring team leader, Ms. Linda Chavez, will contact the Director of Special Education to discuss procedures for verification of correction.