



State of New Jersey
DEPARTMENT OF EDUCATION
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CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

ROCHELLE R. HENDRICKS
Acting Commissioner

October 18, 2010

Mr. Vincent Palmieri, Jr., Superintendent
Upper Township School District
525 Perry Road
Petersburg, NJ 08270

Dear Mr. Palmieri:

Subject: Special Education Monitoring Report – Upper 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 Upper Township School District's implementation of federal and state special education requirements. Between October 13, 2009 and March 4, 2010, the New Jersey Department of Education, Office of Special Education Programs (NJOSPEP), conducted desk audits, onsite monitoring and verification visits to determine the district's status of compliance with federal and state special education requirements. **Prior to the release of this report, the district corrected all findings of noncompliance identified during self-assessment and onsite monitoring visits.** The members of the monitoring team were Caryl Carthew, Patricia Fair and Kenneth Richards.

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 Upper Township School District was selected for the self-assessment process for the 2007-2008 school year through random selection.

Monitoring Results

The enclosed Table of Findings details the findings of noncompliance identified by the district during the self-assessment and findings of noncompliance identified during onsite monitoring visits. Prior to the release of this report, the Upper Township School District submitted documentation demonstrating correction of all areas of noncompliance identified during self-assessment and onsite monitoring.

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:

Caryl M. Carthew
New Jersey Department of Education
Office of Special Education Programs
Finlaw Building—4th Floor
199 East Broadway
Salem, NJ 08079

Questions regarding the enclosed monitoring report should be directed to Dr. Peggy McDonald, manager of the Bureau of Program Accountability, 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/CC

Enclosure

c: Andrew Smarick
Peggy McDonald
Caryl Carthew
Terrence J. Crowley
County Supervisor of Child Study
Bob DiDonato

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Special Education Monitoring Results
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Section I: TRANSITION TO ADULT LIFE

Areas of Noncompliance Identified during Self-Assessment

Area	Status of Compliance/Corrective Action
3) IEP requirements for students ages 14 and above, in accordance with N.J.A.C. 6A:14-3.7(e)11.	Noncompliance identified by the district in its self-assessment was verified as corrected during a desk audit conducted on February 24, 2010.

Areas of Noncompliance Identified during the Onsite Monitoring Visit

Area	Status of Compliance/Corrective Action
2) Students and agencies providing or paying for transition services are invited 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 during the onsite monitoring visit was verified as corrected during a desk audit conducted on February 24, 2010.

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
1b) The case manager and parent shall be notified in writing of suspension/expulsion of a student with a disability at 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 the self-assessment was verified as corrected during the onsite monitoring visit.

Section IV: LEAST RESTRICTIVE ENVIRONMENT

Area(s) in Need of Continuous Improvement

Areas of Noncompliance Identified during Self-Assessment

Area	Status of Compliance/Corrective Action
1) All students with disabilities, including preschoolers and students in receiving schools, shall have access to the general education curriculum and supplementary aids and services, in accordance with N.J.A.C. 6A:14-4.2; 20 U.S.C. 1414(d)(1)(A)(i)(IV); and 34 CFR §300.320(a)(4).	Noncompliance identified by the district in the self-assessment was verified as corrected during an onsite monitoring visit on October 13, 2009.

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4) For students in a separate setting, IEPs shall include activities to transition students to a less restrictive environment, in accordance with N.J.A.C. 6A:14-4.2(a)4.	Noncompliance identified by the district in the self-assessment was verified as corrected during the onsite monitoring visit.
Areas of Noncompliance Identified during the Onsite Monitoring Visit	
Area	Status of Compliance/Corrective Action
2) IEPs shall include an explanation of the extent to which students are educated with nondisabled peers, including participation in nonacademic and extracurricular activities, in accordance with N.J.A.C. 6A:14-3.7(e)6 and 34 CFR §300.107.	Noncompliance identified during the onsite monitoring visit was verified as corrected during a desk audit conducted on March 4, 2010.
Section V: PARENT INVOLVEMENT	
Areas of Noncompliance Identified during Self-Assessment	
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)3,5; 20 U.S.C. 1414(b)(1); and 34 CFR §300.304(a).	Noncompliance identified by the district in the self-assessment was verified as corrected during a desk audit conducted on February 24, 2010.
Section VI: DISPROPORTIONATE REPRESENTATION – Noncompliance was not identified during self-assessment or onsite monitoring.	
Section VII: EVALUATIONS AND REEVALUATION	
Areas of Noncompliance Identified during Self-Assessment	
Area	Status of Compliance/Corrective Action
1) Each district board of education shall develop written procedures for students age three through 21, including students attending nonpublic schools located within the district regardless of where they reside within the local school district with respect to the location and referral of students who may have a disability due to physical, sensory, emotional, communication, cognitive or social difficulties, in accordance with N.J.A.C. 6A:14-3.3(a); 20 U.S.C. 1412 (a)(3); and 34 CFR §300.111(a).	Noncompliance identified by the district in the self-assessment was verified as corrected during an onsite monitoring visit on October 13, 2009.
3) The staff of the general education program shall maintain written documentation regarding type,	Noncompliance identified by the district in the self-assessment was verified as corrected during a desk audit conducted on March 3, 2010.

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frequency, duration and effectiveness of each intervention used, in accordance with N.J.A.C. 6A:14-3.3(c).	
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 the self-assessment was verified as corrected during a desk audit conducted on March 3, 2010.
Areas of Noncompliance Identified during the Onsite Monitoring Visit	
Area	Status of Compliance/Corrective Action
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).	Noncompliance identified during the onsite monitoring visit was verified as corrected during a desk audit conducted on March 4, 2010.
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).	Noncompliance identified during the onsite monitoring visit was verified as corrected during a desk audit conducted on March 4, 2010.
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).	Noncompliance identified during the onsite monitoring visit was verified as corrected during a desk audit conducted on March 4, 2010.
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.	Noncompliance identified during the onsite monitoring visit was verified as corrected during a desk audit conducted on March 4, 2010.
15) A copy of the evaluation report(s) and documentation 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).	Noncompliance identified during the onsite monitoring visit was verified as corrected during a desk audit conducted on March 4, 2010.
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.	