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DEPARTMENT OF EDUCATION
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Lt. Governor

CHRISTOPHER D. CERF
Acting Commissioner

December 22, 2011

Mr. Raymond Brosel, Superintendent
Voorhees Township School District
Administration Building
329 Route 73
Voorhees, NJ 08043

Dear Mr. Brosel:

Subject: Special Education Monitoring Report – Voorhees 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's onsite monitoring regarding the Voorhees Township 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 Voorhees Township School District to determine compliance with federal and state special education requirements. The members of the monitoring team were Kenneth Richards, Caryl Carthew 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 Voorhees Township 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**

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 13 requirements. Seven areas of noncompliance were 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. Mr. Kenneth Richards, NJOSE monitor, will contact Dr. Elaine Hill to discuss procedures for verification of correction of the finding 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:

Mr. Kenneth Richards
New Jersey Department of Education
Office of Special Education
1 Executive Campus, 3rd Floor
Route 70 West
Cherry Hill, NJ 08003

The district is expected to 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 Ms. Kimberly Murray at (609) 292-7605 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, Director
Office of Special Education

PM/KR

Enclosure

c: Barbara Gantwerk
Kenneth Richards
Peggy Nicolosi
Catherine Thomas
Elaine Hill

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

Noncompliance was not identified with requirements in the following sections of the self-assessment:

- Section II: STATEWIDE ASSESSMENT.**
Section V: 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
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)]	Noncompliance identified during the monitoring process was verified as corrected during a verification visit conducted on December 1, 2011.
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 members indicated that IEPs did not consistently identify the liaison to post secondary resources due to lack of implementation of district procedures.

Section III: LEAST RESTRICTIVE ENVIRONMENT

Citation	Findings of Noncompliance and/or Status of Compliance
2) IEPs shall include an explanation of the extent, if any, to which student will not participate with nondisabled children. [20 U.S.C. §1412(a)(5) and 1414(d)(1)(A)(i)(V); 34 CFR §300.115 and §300.320(a)(5) and N.J.A.C. 6A:14-3.7(e)6]	A review of records indicated that IEPs did not include an explanation of the supplementary aids and services that were considered and rejected due to lack of consistent implementation of district procedures.
4) IEPs shall include a comparison of the benefits provided in the regular class and the benefits provided in the special education class, in accordance with N.J.A.C. 6A:14-4.2(a)8(ii).	A review of records indicated that IEPs did not consistently include a comparison of the benefits provided in the regular class and the benefits provided in the special education class due to lack of consistent implementation of district procedures.
5) IEPs shall include the potentially beneficial or harmful effects which a placement (general education) may have	A review of records indicated that IEPs did not include a statement of the potentially beneficial or harmful effects which a placement in general education may have on

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

on the students with disabilities or the other students in the class. [20 U.S.C. § 1412(a)(5); 34 CFR §300.116(d)]	the students with disabilities or the other students in the class due to lack of consistent implementation of district procedures.
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Corrective Action for Citations 2, 4, 5 and 6 above:
The district is required to review district procedures and conduct training with child study team members regarding determining placements in the least restrictive environment and documenting decisions in the IEP.

The district is required to convene an IEP team meeting that includes all required participants to review and revise the IEP for each student whose IEP was found to be noncompliant by the monitors. Names of students with IEPs were found to be noncompliant will be provided to the director of special education by NJOSE.

Additionally, the district must review the IEPs of all students with disabilities removed from general education settings for greater than 20 percent of the school day. For any IEP where documentation within the considerations and required statements not included and/or addressed, a meeting of the IEP team must be convened to review and revise the IEP.

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).	Noncompliance identified during the monitoring process was verified as corrected during a verification visit conducted on December 1, 2011.
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); 34 CFR §300.304(a)(4); and 34 CFR §300.305(a).	Noncompliance identified during the monitoring process was verified as corrected during a verification visit conducted on December 1, 2011.

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 members indicated that the district did not consistently maintain written documentation regarding the type, frequency, duration and effectiveness of interventions used in the general education program due to a lack of consistent implementation of district procedures.

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

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 monitoring process was verified as corrected during a verification visit conducted on December 1, 2011.
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 monitoring process was verified as corrected during a verification visit conducted on December 1, 2011.
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 monitoring process was verified as corrected during a verification visit conducted on December 1, 2011.
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).	Noncompliance identified during the monitoring process was verified as corrected during a verification visit conducted on December 1, 2011.

Section VII: IEP

Citation	Findings of Noncompliance and/or Status of Compliance
3) IEP meetings shall be conducted annually, or more often if necessary, to review and/or revise the IEP and determine placement, in accordance with N.J.A.C. 6A:14-3.7(i); 20 U.S.C. §1414(d); and 34 CFR §300.324(b)(1).	Noncompliance identified during the monitoring process was verified as corrected during a verification visit conducted on December 1, 2011.

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

Mr. Kenneth Richards
New Jersey Department of Education
Office of Special Education
1 Executive Campus, 3rd Floor
Route 70 West
Cherry Hill, NJ 08003