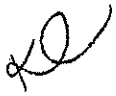


F-21
DEPARTMENT OF SPECIAL SERVICES
Township of Union Public Schools
M-E-M-O-R-A-N-D-U-M

TO: Greg Tatum
C: Diane Cappiello, Julia Vicidomini
FROM: Kim Conti 
RE: Board Agenda
DATE: August 1, 2019

Approve the contract between New Jersey Department of Education and Union Township Board of Education for conducting post-school outcomes survey of students with disabilities cohort III: 2017-2018 student exiters. The initial cost to the district to perform these services is estimated not to exceed \$4,000.00. However, as stated in the contract, the state will reimburse the district based on the amount of data collected by our staff.

New Jersey Department of Education
Office of Special Education
Contract for Conducting Post-School Outcomes Survey of Students with Disabilities
Cohort III: 2017-2018 Student Exiters
July 1, 2019 to September 30, 2019
District: UNION TWP

Purpose:

In compliance with the Individuals with Disabilities Education Act (IDEA) 2004, all New Jersey districts must conduct a post-school outcomes survey of students with disabilities who have exited school within a designated year. The New Jersey Department of Education (NJDOE), Office of Special Education (OSE) must report the results to the United States Department of Education, Office of Special Education Programs. Your district has been identified to participate in the survey of students with disabilities who exited school during the 2017-2018 school year. Students to be surveyed include students who graduated, aged out (age 21), dropped out (ages 14 and above) or moved and are not known to be continuing.

Contract Terms:

Your district is eligible to receive reimbursement from the NJDOE/OSE for documented allowable expenses to complete the Post-School Outcomes Survey for **special education students who exited school during the 2017-2018 school year. Reimbursement is contingent upon completion of data collection requirements specified in this contract.**

Your district has reported 98 students with disabilities who exited school during this period. Based on this number of student exiters and the rate of completed surveys, your district is eligible to receive financial support, not to exceed the maximum amounts specified below in this contract. These funds are to be used for the sole purpose of conducting the Post-School Outcomes Study. Actual compensation will be provided based on documented allowable expenditures required to complete this survey, completion of the data collection requirements and response rates.

Funding Support:

Your district is eligible to receive funding on a reimbursement basis as follows:

- Foundational funding is available for completion of the Demographic Profile (Part I) on all exiting students with disabilities.
- In addition, your district is eligible to receive supplemental funding according to the rate of completed surveys (both Parts I and II) returned, up to a maximum amount as follows:

Maximum Funding Levels

# of Exiters	Foundational \$	Supplemental \$ ≥60%	Supplemental \$ ≥65%	Supplemental \$ ≥70%	Supplemental \$ ≥90%	Maximum \$
98	2000	1000	2000	4000	6000	8000

**New Jersey Department of Education
Office of Special Education
Contract for Conducting Post-School Outcomes Survey of Students with Disabilities
Cohort III: 2017-2018 Student Exiters**

Data Collection Activities:

In order to receive funding support, your district must do the following:

- Verify the **number of exiters** prior to conducting the survey using the **Data Verification Form.**
- Return the signed contract by September 30, 2019** to Bob Haugh at the address specified below.
- Collect information for all student exiters using the Post-School Data Collection Protocol provided by NJOSE. The survey protocol has two parts: Part I: Student Demographic Profile and Part II: The Post-School Outcome Survey.
 - o All surveys must **include**: Student survey number (NJSMART #)
- Complete the **Student Demographic Profile (Part I) for all exiting students.**
- Conduct phone interviews to complete the **Post-School Outcome Survey (Part II)** for as many exiters as possible.
- Complete surveys online by September 30, 2019.
- Return an invoice (Attachment A) along with **supporting documentation of allowable expenditures**, for example: timesheets or logs to justify salary costs beyond the school day for after school, weekend or summer work; phone logs or bills; and photocopy bill or log. Districts should retain a copy of this documentation for audit purposes.

Allowable Costs: The following represent those costs **associated with conducting the Post-School Outcomes Study** for which the LEA may claim expenses in accordance with the maximum amount identified in this contract:

- Personnel salary costs for conducting the study (e.g. weekends and evenings);
- Telephone;
- Photocopying or other duplication expenses;
- Office Supplies (i.e. envelopes, paper);
- Travel to interview students (reimbursement @ .35 per mile); and
- Postage

Non-Allowable Costs:

- Equipment
- Furniture

Upon completion of the surveys and an invoice specifying all allowable expenditures with accompanying documentation, districts will receive payment. The NJDOE reserves the right to conduct an audit of the expenditures claimed by the LEA.

**New Jersey Department of Education
Office of Special Education Programs
Contract for Conducting Post-School Outcomes Survey of Students with Disabilities
Cohort III: 2017-2018 Student Exiters**

Return the budget detail to NJOSE no later than September 30, 2019.

**To: Bob Haugh
New Jersey Department of Education
Office of Special Education
100 River View Plaza
Route 29
Trenton, New Jersey 08625-0500**

For the District of: UNION TWP

Tax ID #: _____

Superintendent

Date: _____

Business Administrator

Date: _____

Director of Special Education

Date: _____

For the New Jersey Department of Education:

Assistant Commissioner
Division of Student Services

Date: _____

Office of Administration and Budget

Date: _____

INVOICE

State Performance Plan Indicator #14
 Post-School Outcome Study – Cohort III
 Student Exiters 2017-2018

New Jersey Department of Education
 Office of Special Education
 100 River View Plaza
 Route 29
 Trenton, NJ 08625-0500

District: UNION TWP

Tax ID # _____

I certify that all goods and services have been furnished or rendered and that no bonus has been given or received on account of said document.

 Director of Special Education

 Date

For the Period: July 1, 2019 through September 30, 2019

Invoice Date: _____

Description: Specify all expenditures and **attach documentation** supporting the use of funds to complete the Post School Outcomes Study for **Students with Disabilities Exiting School during 2017-2018**

Expenditures	Details of Expenditures	Amount Due
Personnel: (Salaries)	Identify staff by position and name; specify tasks completed; specify hourly rate times number of hours and dates; identify as <u>overtime</u> . (Attach staff logs or timesheets to invoice.)	
	Personnel Subtotal	\$
Telephone: (attach log or bills)		
	Telephone Subtotal	\$
Photocopying Cost: (specify # of pages and cost per page)		
	Photocopying Subtotal	\$

INVOICE

State Performance Plan Indicator #14
Post-School Outcome Study – Cohort III

New Jersey Department of Education
Office of Special Education
100 River View Plaza
Route 29
Trenton, NJ 08625-0500

Office Supplies Cost: (i.e. envelopes, paper - specify # of items and cost per item)	
Supplies Subtotal	\$
Postage Cost: (specify # of mailings and cost per mailing)	
Postage Subtotal	
Travel to conduct student interviews: (Attach a log indicating the name of the staff person; date of each trip; for each trip- student ID#, # miles x .35 per mile).	
Travel @ .31 per mile Subtotal	
Total This Invoice	\$