

**NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN**

SCHOOL DISTRICT NAME: Clementon School District

COUNTY: Camden

DATE OF BOARD MEETING: May 19, 2014

CONTACT PERSON: Lynn DiPietropolo, Superintendent

TELEPHONE NUMBER: 856-783-2300 x1014

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RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL(S) RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1	* Contact nonpublic schools that enroll resident students to inform the schools the opportunity to participate in the district's Title I program.	* Consultation between both the nonpublic schools and Clementon Elementary School utilizing the state forms in the handbook to determine eligible students for services. * Provide the NJDOE letters, agendas, meeting notes, sign-in sheets, etc.	* Superintendent	* June 2014
2	* Implement a more active parental involvement program.	* Develop a stakeholder committee to review and make changes to the Title I school-wide plan. * Provide NJDOE with agenda, sign-in sheets, minutes.	* Superintendent	* June 2014
3	* Implement a Title I parent meeting that allows parents to explain the Title I legislation, Clementon's Title I programs, develop	* Conduct an annual parent meeting to develop the parental involvement policy and school-parent compact.	* Superintendent	* November 2014

	parental involvement policy, and school-parent compact.	* Provide NJDOE with documentation such as flyers, agendas, sign-in sheets, minutes, etc.		
4	* Utilize a time and activity report for the Title I funded staff to complete each month.	* Title I funded staff will complete time and activity sheets. * Provide NJDOE with time and activity reports for September 2013 to February 2014.	* Superintendent * Title I Funded Staff	* June 2014
5	* Utilize the time and activity sheets to maintain a timekeeping standard and complete a semi-annual certification attesting to the performance of the Title I related duties.	* All Title I funded staff that are fully funded will complete time and activity sheets. * Verify with signatures the activity reports	* Superintendent * Title I Funded Staff	* September 2014 - June 2015
6	* Review certification of staff members for highly-qualified status	* If a teacher does not have HQ status, the parents must be notified with the "Right to Know" letter. * Send letter to NJDOE for review.	* Superintendent	* September 2014
7	* Provide parents with notice of meetings for students referred and/or eligible for speech-language services.	* Implement IEP Direct to assist with monitoring of upcoming meetings to notify parents. * Conduct a training with CST and Speech to work on using IEP Direct as a monitoring mechanism.	* Superintendent * CST Members * Speech * Assistant Principal	* May 2014 - June 2015
8	* Provide parents of proposed actions within 15 calendar days of the date of the meeting for student eligible for speech-	* Implement IEP Direct to assist with monitoring of notifying parents within 15 calendar days of the meeting.	* Superintendent * CST Members * Speech * Assistant Principal	* May 2014 - June 2015

	language services.	* Conduct a training with CST and Speech to work on using IEP Direct as a monitoring mechanism.		
9	* Obtain written parental consent to conduct an initial evaluation for students referred for special education and related services and for students referred for speech-language services.	* Implement IEP Direct to assist with monitoring of obtaining written consent from parents. * Conduct a training with CST and Speech to work on using IEP Direct as a monitoring mechanism.	* Superintendent * CST Members * Speech * Assistant Principal	* May 2014 - June 2015
10	* Implement a special education advisory group to provide input to the district on issues concerning students with disabilities.	* Develop a special education advisory group. * Keep on file all agendas, sign-in sheets, minutes, etc.	* Superintendent * CST Coordinator * Assistant Principal	* May 2014 - June 2015
11	* Consistently convene identification, eligibility, reevaluation, and IEP meetings with required participants for students eligible for special education and related services for student eligible for speech-language services.	* Implement IEP Direct to assist with maintaining documentation that all meetings must include the required participants. * Conduct a training with CST and Speech to work on using IEP Direct as a monitoring mechanism.	* Superintendent * CST Members * Speech * Assistant Principal	* June 2014 & September 2014
12	* Review findings list of items that need to be included in IEPs.	* Implement IEP Direct to assist with maintaining documentation that all required components are included in each IEP. * Conduct a training with CST and Speech to work on using IEP Direct as a monitoring mechanism.	* Superintendent * CST Members * Speech * Assistant Principal	* May 2014 - June 2015
13	* Review findings for the students removed from the	* Implement IEP Direct to assist with maintaining	* Superintendent * CST Members	* May 2014 - June 2015

	<p>general education setting for more than 20 percent of the school day. * See also the list of students provided by the monitor.</p>	<p>documentation that all required components are included in each IEP, including those listed in the findings. * Conduct a training with CST and Speech to work on using IEP Direct as a monitoring mechanism.</p>	<p>* Speech * Assistant Principal</p>	
14	<p>* Provide students at age 14 with written invitations to meetings where post-school transition was being discussed.</p>	<p>* Provide students at age 14 with written invitations to meetings where post-school transition was being discussed. * Utilize the IEP Direct program to monitor the letter distribution to the students who are of age. * Conduct a training of how this will be done in IEP Direct.</p>	<p>* Superintendent * CST Members * Speech * Assistant Principal</p>	* May 2014 - June 2015
15	<p>* Complete all required sections of the functional assessment as a component of an initial evaluation for students referred for special education and related services and for students referred or speech-language services.</p>	<p>* Complete all required components of the functional assessment as part of the initial evaluation process. * Utilize the IEP Direct program to monitor the completeness of the functional assessments. * Conduct a training of how this will be done in IEP Direct.</p>	<p>* Superintendent * CST Members * Speech * Assistant Principal</p>	* May 2014 - June 2015
16	<p>* Conduct meetings within 20 calendar days of receipt of a written request for a speech-language evaluation to determine if an</p>	<p>* Utilize the IEP Direct program to monitor that meetings are taking place within the 20 calendar days of receipt of a written</p>	<p>* Superintendent * CST Members * Speech * Assistant Principal</p>	* May 2014 - June 2015

	evaluation was warranted.	request for a speech-language evaluation. * Conduct a training of how this will be done in IEP Direct.		
17	* Consistently conduct multidisciplinary initial evaluations for students referred for speech-language services by obtaining an education impact statement from the classroom teacher.	* Utilize an impact statement from the classroom teacher and document it has been received and reviewed in IEP Direct. * Conduct a training of how this will be done in IEP Direct.	* Superintendent * CST Members * Speech * Assistant Principal	* May 2014 - June 2015
18	* Conduct reevaluations within 3 years of the previous classification date.	* Implement IEP Direct to assist with maintaining documentation that all reevaluations meetings are completed within 3 years of the previous classification date. * Conduct a training with CST and Speech to work on using IEP Direct as a monitoring mechanism.	* Superintendent * CST Members * Speech * Assistant Principal	* May 2014 - June 2015
19	* Develop a formal written internal control policy and procedure to prevent contracting with disbarred vendors.	* Develop a formal written internal control policy and procedure to prevent contracting with disbarred vendors.	* Business Administrator * Superintendent	* June 2014
20	* Develop a formal written internal control policy and procedure for requesting reimbursement from the Electronic Web Enables Grant or System for Administering Grants Electronically systems.	* Develop a formal written internal control policy and procedure for requesting reimbursement from the Electronic Web Enables Grant or System for Administering Grants Electronically systems.	* Business Administrator * Superintendent	* June 2014

21	* Review 34 CFR Part 80.36 and follow procedures within.	* Analyze and document in our files to demonstrate that we ensured the costs were reasonable.	* Business Administrator * Superintendent	* June 2014
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Chief School Administrator _____ Date _____ Board Secretary/Business Administrator _____ Date _____

State of New Jersey
Department of Education
Office of Fiscal Accountability and Compliance
PROCEDURES FOR LEA/AGENCY RESPONSE
CORRECTIVE ACTION PLAN AND APPEAL PROCESS

Resolution:

Pursuant to N.J.A.C. 6A:23A-5.6, within 30 days of receipt of the report, the board of education must discuss the findings of the report at a public meeting of the board. Within 30 days of the public meeting, the board must adopt a resolution certifying that the findings were discussed in a public board meeting and approving a corrective action plan to address issues raised in the undisputed findings and/or appeal of any findings in dispute. Within 10 days of adoption of the resolution by the board, such resolution together with the approved corrective action plan and/or appeal must be submitted to the Office of Fiscal Accountability and Compliance. The findings of the Office of Fiscal Accountability and Compliance's report and the board of education's corrective action plan must be posted on the district's website.

Corrective Action Plan:

The corrective action plan is to be used when the LEA/Agency is in agreement with any of the findings. To contest a finding the appeal process must be used. After the appeal is settled a corrective action plan must be filed for any finding upheld during the appeal process.

The corrective action plan must be prepared by completing the attached form. The LEA/Agency must submit the following information:

- Recommendation number
- Corrective action (approved by the board)
- Method of implementation
- Person responsible for implementation
- Completion date of implementation

If the corrective action plan is acceptable, a letter will be sent to the LEA/Agency indicating that it has been accepted.

If the corrective action plan is not acceptable, a letter will be sent to the LEA/Agency indicating whether further clarification is required or further action is necessary.

Appeal Process:

The appeal process is used to contest findings.

Within 10 days of the board's adoption of the resolution approving an appeal of the findings of the report, a written request by the LEA/Agency to review the "aggrieved" findings, recommendations or questioned costs must be submitted to the director, Office of Fiscal Accountability and Compliance. The notice of appeal must indicate the findings to be appealed.

The appeal itself may be written or a hearing may be scheduled so that the LEA/Agency can present its case. In either instance, documentation must be presented supporting the appeal. The director, Office of Fiscal Accountability and Compliance will issue a written decision.

If the decision is unsatisfactory to the LEA/Agency, the LEA/Agency may, within 10 calendar days, file a notice of appeal to the Chief of Staff.

If the final determination made by the Chief of Staff, is still unsatisfactory to the LEA/Agency, the LEA/Agency may access the formal appeal process described in N.J.A.C. 6A:3-1.3.

capformlea.doc
Attachment

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OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN**

SCHOOL DISTRICT NAME _____

COUNTY _____

TYPE OF EXAMINATION: _____

DATE OF BOARD MEETING: _____

CONTACT PERSON _____

TELEPHONE NUMBER _____

FAX NUMBER _____

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION

Chief School Administrator _____

Date _____

Board Secretary/Business Administrator _____

Date _____