

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

SCHOOL DISTRICT NAME Prospect Park Board of Education COUNTY Passaic

TYPE OF EXAMINATION: Consolidated Monitoring

DATE OF BOARD MEETING: 9/2/2014

CONTACT PERSON Mrs. Allison Angermeyer, Superintendent

TELEPHONE NUMBER 973-720-1981 FAX NUMBER 973-720-1992

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
# 1	The district has set dates for the following Parent involvement activities: 1) Information meeting for parents of students eligible for Title I and ESL services. 2) Annual review of district Parent Involvement Policy, and 3) Development of School-Parent Compact. 4) PARCC readiness tips for Title I Parents 5) Title I Parents Breakfast with the Superintendent 6) Parent-Title I teacher ISIP conferences	Notification of meeting to parents via flyers, website, and bulletin/marquee.	NCLB Coordinator	Ongoing from September 2014 - June 2015
#2	The district reversed the Title I cost for the stipends and benefits of teachers.	Redistribution of checks to the correct accounts (Local funds)	Business Administrator	May 2014
#3	The district board approved the list of Title I teachers allocating the percentages to each individually. Timesheets were submitted to the NJDOE in May 2014. List of Title I teachers for 2014-15 and timesheets submitted to NJDOE	Amended the 2014 NCLB Application to reflect accurate allocations of the grant. Information submitted via email and hardcopy Sent to NJDOE via attachment to Corrective	Business Administrator NCLB Coordinator	May 2014 September 2014







	Action Plan		
#4	Title I Participation Letter revised to reflect entrance criteria for Title I services	Revised letter sent to the parents of students identified for Title I services	NCLB Coordinator September 2014
# 5	Information meeting scheduled for parents of students identified for Title I services .	Notification of meeting to parents via flyers, website, and bulletin/marquee. Copies of flyer/letter, agenda and sign-in sheet sent to NJDOE.	NCLB Coordinator October 16, 2014
# 6	Parent Involvement Policy annual review meeting scheduled.	Notification of Parent Involvement Policy annual review meeting sent to parents of students identified as eligible for Title I services via flyers, website, and bulletin/marquee. Copies of flyer/letter, agenda and sign-in sheet sent to NJDOE.	NCLB Coordinator October 2, 2014
# 7	Parent meeting to review the School-Parent compact scheduled.	Notifications of School-Parent Compact review meeting sent to parents of students identified as eligible for Title I services via flyers, district call system, website, and bulletin/marquee. Copies of flyer/letter, agenda and sign-in sheet sent to NJDOE.	NCLB Coordinator September 16, 2014
# 8	Website updated with revised Title I documents.	Parent Involvement Policy and School-Parent compact review/revised.	Superintendent NCLB September 2014

			Board approval of reviewed documents , then uploaded to district website. http://prospectparknj.com/index.php/resources/parent-resources/	Coordinator Technology Coordinator	
# 9	Determine the amount of students in local area attending Non-Public Schools		Send evidence of contact to non-public schools within 25 mile radius, copies of notification letter, agenda, sign in sheet from Non-Public schools Title I funds eligibility meeting, and refusal of funds documentation to NJDOE.	NCLB Coordinator	July 2014
#10	The district reversed these charges and charged the local/state funds in May 2014		Redistributed the charges to Fund 10	Business Administrator	May 2014
#11	The district reversed these charges and charged the local fund in May 2014		Redistributed the charges and amended 2014 NCLB application.	Business Administrator	May 2014
#12	Supplemental Education Services contract must include a per pupil rate.		Contract with SES provider will include a per-pupil rate. Copy of signed and approved contract will be forwarded to NJDOE upon the start of SES program.	Business Administrator NCLB Coordinator	November 2014
#13	The tracking mechanism will be updated. Attendance records will verify that SES eligible students are receiving services so that service provider (PCESC) can bill district per pupil on a monthly basis.		SES contract will reflect the service provider billing on a monthly basis. SES coordinators hired by the service providers submit a copy of the daily attendance of the students attending the	Business Administrator NCLB Coordinator	September 2014

		program to the director of PCEC (service provider). the district BA and the NCLB coordinator monthly.		
#14	The district reversed these charges and charged the local funds.	Amended NCLB 2014 application redistributed the charges.	Business Administrator	May 2014
#15	The district reversed these charges and charged the local funds.	Redistributed the charges and amended NCLB 2014 application.	Business Administrator	May 2014
#16	The district will provide professional development activities and opportunities for Title I teachers that will have a lasting impact on their classroom.	Prof. Dev. provided for Title I teachers in district and offsite, and Prof. Dev. requested by Title I teachers offsite, will be aligned with the authorized activities submitted on EWEG. Approved requests for PD, contracts for presenters, PD flyers and all related documentation verifying topics, will be provided to NJDOE.	Building Principal, NCLB Coordinator Superintendent Business Administrator	September 2014- June 2015 Ongoing throughout SY 2014-15
#17	The district retro-actively board approved the teachers and the amount charged to the IDEA Fund	Approved resolution at the June 2014 board meeting.	Business Administrator	June 2014
#18	The district will enter into contracts with all agencies or independent consultants that provide services directly to students.	Contracts will include a per-service or hourly rate and a not to exceed amount. All contracts will receive board approval.	Business Administrator Director of Special Education	September 2014- June 2012
#19 A	Web Professional Development on IEP process and procedures for Speech-Language teachers and CST staff.	Direct Step web courses provided through 2 sessions, 4 hours each.	Director of Special Education	September 2014
#19 B	Administrative review of IEP files to verify	Meeting with staff to review files.	Director of	Starting

	correspondence with parents and documented communication regarding meetings.		Special Education	September 2014 and continuing throughout SY 2014-15
#20 A	Web Professional Development on IEP process and procedures for teachers and CST staff.	Direct Step web courses provided through 2 sessions, 4 hours each. Meeting with staff to review files.	Director of Special Education	September 2014
#20 B	Administrative review of IEP files to verify that required participants are in attendance at meetings and documented appropriately in student records.		Director of Special Education	Starting September 2014 and continuing throughout SY 2014-15
#21 A	Web Professional Development on IEP process and procedures for LAL teachers and CST staff.	Direct Step web courses provided through 2 sessions, 4 hours each.	Director of Special Education	September 2014
# 21 B	Administrative review of IEP files to review correspondence with parents and documented communication regarding meetings.	Meeting with staff to review files.	Director of Special Education	Starting September 2014 and continuing throughout SY 2014-15
#22	Web Professional Development on Starting with goals and objectives.	Direct Step 3 hour web course.	Director of Special Education	September 2014
#23 A	Web Professional Development on LRE for CST staff.	Direct Step 3 hour web course.	Director of Special Education	September 2014
#23 B	Administrative review of IEP files to verify that appropriate considerations and corresponding notations are documented in IEPs.	Meeting with staff to review files.	Director of Special Education	Starting September 2014 and continuing throughout SY 2014-15
#24 A	Web Professional Development on IEP process and meetings for CST staff.	Direct Step web courses provided through 2 sessions, 4 hrs each.	Director of Special Education	September, 2014

#24 B	Administrative review of IEP files to review that correspondence for meetings includes written invitations to meetings	Meeting with staff to review files.	Director of Special Education	Starting September 2014 and continuing throughout SY 2014-15
#25 A	Web Professional Development on eligibility and documentation for CST Staff and Speech-Language teachers.	Direct Step 4 hour web course.	Director of Special Education	September 2014
#25 B	Administrative review of IEP files to review criteria used for eligibility and documentation of eligibility are appropriate.	Meeting with staff to review files.	Director of Special Education	Starting September 2014 and continuing throughout SY 2014-15
#26 A	Web Professional Development on documentation of ESY in IEPs for CST staff.	Direct Step 4 hour web course.	Director of Special Education	September 15, 2014
#26 B	Administrative review of IEP files to verify that ESY is warranted and described appropriately in student files.	Meeting with staff to review files.	Director of Special Education	Starting September 2014 and continuing throughout SY 2014-15
#27	The District Policy will be reviewed to ensure students with disabilities participate in district wide assessments as required by NJDOE.	The district will review and revise policy to ensure the terminology outlined in the required action of finding 27 is included.	Superintendent Director of Special Education	November 2014
#28	Purchase orders are issued to vendors prior to goods or services being provided.	Approved Purchase order prior to service or goods provided.	Business Administrator	May 2014
#29	The district reversed the charges to the correct account numbers.	Charged the expenditures to the correct expenditure account numbers per the chart of accounts.	Business Administrator	May 2014

#30	The district will charge the federal grants directly to the appropriate general ledger accounts throughout the fiscal year 2014-2015.	Charge the federal funds to the appropriate General Ledger accounts in FY 2014-15	Business Administrator	July 2014
 Chief School Administrator		 Board Secretary/Business Administrator		 Date
 Date		 Date		 Date