

**NEW JERSEY DEPARTMENT OF EDUCATION - OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE**

**CORRECTIVE ACTION PLAN**

**School District Name:** Roxbury Public Schools

**County:** Morris

**Date of Board Meeting:** January 14, 2013

**Type of Examination:** Education Jobs Consolidated Monitoring (July 1, 2010 – March 31, 2012)

**Contact Person:** Dr. Patrick Tierney, Superintendent of Schools

**Telephone Number:** (973) 584-6099, extension 5001

<b>Recommendation Number</b>	<b>Corrective Action</b>	<b>Method of Implementation</b>	<b>Individual(s) Responsible</b>	<b>Completion Date of Implementation</b>
Finding 1	Business Administrator will ensure that proper Federal methodologies are reviewed and implemented for jobs created and jobs retained in Roxbury	Asst. Business Administrator to investigate and review report	Business Administrator	July 1, 2012
Findings 2 & 3	Reallocate existing funds to Title 1 funding for 2012  Develop and implement Title 1 summer school Title 1 program	Reallocate existing Funds to Title 1 funding (see attached) Hired a Title 1 On-Site Coordinator  Developed Title 1 summer school program (see attached)  Provided professional development for Title 1 staff  Purchased Title 1 materials for Title 1 programming	Business Administrator  Assistant Superintendent  Principal	May, June, July, and August 2012
Finding 4	Review existing policy 2415.04 – Title I – District-wide Parental Involvement and readopt revised policy in the 2012-2013 school year	Distribute flyer to all of Nixon School Families regarding Nixon School’s status as a Title 1 – Targeted Assistance Program (see attached)  Revise policy 2415.04 – Title I – District-wide Parental Involvement and have Board adoption  Revised Title 1 Parental Involvement policy will be distributed to Title 1 parents / Translate policy into Spanish for families that have a need  Post revised policy on Nixon School’s Title 1 web page	Superintendent  Assistant Superintendent  Principal	Flyer – September 12, 2012  2012-2013 School Year
Finding 5	Conduct annual meeting	Distributed flyer to all of Nixon School Families regarding	Assistant	September 2012

		<p>Nixon School's status as a Title 1 – Targeted Assistance Program, as well as informing them of the annual meeting – September 27, 2012</p> <p>Convened annual meeting to which all parents of participating pupils are informed of their school's participation in Title 1 (see attached)</p> <p>Provide evidence that Title 1 programming was addressed at this annual meeting (see attached agenda, PowerPoint and Principal's outline for presentation)</p>	<p>Superintendent</p> <p>Principal</p>	
Finding 6	<p>Review and ensure that non-public and low income numbers for the non-publics will be included in the 2012-2013 application</p>	<p>Compile list of non-public students who live within the parameters of Nixon School's sending area.</p> <p>Parents of non-public students who have been identified will receive notification.</p> <p>Schedule annual meetings with all non-publics.</p> <p>As part of annual meeting, non-public administrators will be asked to identify students eligible for Title 1 programs.</p>	<p>Business Administrator</p> <p>Assistant Superintendent</p>	<p>August 2013</p>
Finding 7	<p>Revise and distribute a Parents' Right to Know NCLB letter , as well as a HQT letter</p>	<p>Revised Parents' Right to Know and HQT letter and disseminate to Nixon School's Title 1 families (see attached)</p> <p>Letter will be posted on Nixon School's Title 1 web page</p>	<p>Assistant Superintendent</p>	<p>December 2012</p> <p>Subsequent letters – September 2013</p>
Finding 8	<p>Revise notices to include all required components</p> <p>Abide by dates as mandated per IEP timelines</p>	<p>Meet with Child Study Teams &amp; conduct professional development related to requirements</p> <p>Provide documentation of attendees' participation in training</p> <p>Utilize RealTime X-11 letter (see attached)</p> <p>Schedule trainings for Speech-Language Specialists regarding requirements</p>	<p>Director of Special Services</p> <p>Supervisor of Special Services</p>	<p>November - December 2012</p>

Finding 9	Revise parental notifications (i.e. form letter)	Utilize RealTime X-11 letter  Develop IEP cover letter (see attached)	Director of Special Services  Supervisor of Special Services	November - December 2012
Finding 10	Obtain parental consent for initial and re-evaluation assessments	Meet with Child Study Teams and Speech-Language Specialists (Directive: 2 forms of contact need to be documented– phone call & written communication)  Conduct professional development trainings for CST and Speech-Language professionals  Provide documentation of attendees' participation in training	Director of Special Services  Supervisor of Special Services	November – December 2012
Finding 11	Provide parents with copies of evaluation reports at least 10 days prior to determination meeting	Child Study Team members and Speech-Language Specialists will forward evaluation reports in its current completeness to parents citing pending evaluations	Director of Special Services  Supervisor of Special Services	November – December 2012
Finding 12	Provide written notice of graduation	Create graduation notice that is disseminated to parents at Exit Meetings  Explore RealTime for letter template  Conduct professional development trainings for CST and Transition Coordinator  Provide documentation of attendees' participation in training	Director of Special Services  Supervisor of Special Services	Ongoing
Finding 13	Include required participants in all Speech-Language identification meetings	Conduct professional development trainings for Speech-Language professionals  Provide documentation of attendees' participation in training	Director of Special Services  Supervisor of Special Services	Ongoing

		Utilize meeting attendance sign in sheets	Speech-Language Specialists	
Finding 14	Ensure that Speech-Language professionals are incorporating PLAAFPs in IEPs	<p>Conduct professional development trainings for Speech-Language professionals</p> <p>Provide documentation of attendees' participation in training</p>	<p>Director of Special Services</p> <p>Supervisor of Special Services</p> <p>Speech-Language Specialists</p>	Ongoing
Finding 15	Develop individualized statements of rationale for Child Study Team rejection of aides and services that were requested by parents, such will be included in related reports (i.e. observation and evaluation reports)	<p>Conduct professional development trainings for CST and Speech-Language professionals</p> <p>Provide documentation of attendees' participation in training</p> <p>Child Study Team members will provide explanation of why supplementary aides and services were rejected in their IEP Rationale.</p>	<p>Director of Special Services</p> <p>Supervisor of Special Services</p> <p>Speech-Language Specialists</p>	Ongoing
Finding 16	Revise I&RS protocol and documentation	<p>Convene meetings with Assistant Superintendent and elementary administrators to review I&amp;RS Protocols and the corresponding data collection tool and evidence collection (see sign in sheets)</p> <p>Provide elementary staff with revised documentation</p> <p>Convened meetings with Assistant Superintendent and middle/high school administrators to review I&amp;RS Protocols.</p>	<p>Assistant Superintendent</p> <p>Principals</p>	August 2012 – ongoing
Finding 17	Ensure identification meetings are conducted within 20 calendar days	<p>Conduct professional development trainings for CST and Speech-Language professionals</p> <p>Provide documentation of attendees' participation in training</p>	<p>Director of Special Services</p> <p>Supervisor of Special Services</p>	Ongoing

			Speech-Language Specialists	
Finding 18	Include vision and hearing screenings/ medical/health summaries as a required item on the I&RS Committee checklist for CST consideration for evaluation	Review and possibly revise the I&RS Committee checklist for CST consideration for evaluation	Assistant Superintendent  Elementary Principals	December 2012 – ongoing
Finding 19	Ensure that functional assessments are conducted as part of the initial evaluations process	Conduct professional development trainings for CST and Speech-Language professionals, as well as Principals or Principal Designee, as I&RS documentation can assist in this capacity  Provide documentation of attendees’ participation in training	Director of Special Services  Supervisor of Special Services  Speech-Language Specialists	Ongoing
Finding 20	Conduct reevaluations within three years of the previous classification date for students currently eligible for Special Education services	Conduct professional development trainings for CST and Speech-Language professionals  Provide documentation of attendees’ participation in training	Director of Special Services  Supervisor of Special Services  Speech-Language Specialists	Ongoing
Finding 21	Update Policy 2622 – Pupil Assessment	Review and update Policy 2622 - Pupil Assessment (revised November 19, 2012)	Superintendent	November 2012 – January 2013
Finding 22	Issue purchase orders prior to goods being purchased or services being rendered	Address concern via Administrative Cabinet meeting  Develop and distribute memo identifying instances that need to be corrected  Redistribute Purchasing Manual and couple with training for appropriate individuals	Business Administrator	September 2012 – ongoing
Finding 23	Appoint Title 1 and Title II staff through Board resolutions	Appointments for Title 1 Summer School took place through Board resolution on the following dates:	Human Resources Director	May – June 2012

		<p>May 21, 2012 – Title 1 Coordinator and Coordinator Substitute (see attached)</p> <p>June 25, 2012 – Teachers, Assistants, Substitutes, Nurse and Food Service Worker (see attached)</p> <p>Appoint Title 1 Instructional Paraprofessional through Board resolution on September 11, 2012</p>	<p>Principal</p> <p>Title 1 Coordinator</p>	
Finding 24	Ensure that all standards in relation to fiscal management will be observed and the uniform chart of accounts will be followed	When Business and Administrator and Asst. Business Administrator approve POs through Systems 3000, they will ensure that all standards in relation to fiscal management will be observed and the uniform chart of accounts will be followed	<p>Business Administrator</p> <p>Assistant Business</p>	Ongoing
Finding 25	Ensure that all persons appointed to an account charged to a federal grant will be checked for accuracy in Systems 3000 and all systems	Throughout budget process, monthly financials, Board appointments and preparation of first payroll of the year, Business Administrator and Assistant Business Administrator will Ensure that all persons appointed to an account charged to a federal grant will be checked for accuracy in Systems 3000 and all systems	<p>Business Administrator</p> <p>Assistant Business</p>	Ongoing