

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

SCHOOL DISTRICT NAME West Orange Public Schools COUNTY Essex

TYPE OF EXAMINATION: Consolidated Monitoring Report – October 2014

DATE OF BOARD MEETING: November 10, 2014

CONTACT PERSON Jeff Rutzky, Superintendent

TELEPHONE NUMBER 973-669-5400 X20510 FAX NUMBER 973-669-1432

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Title I - #1 The district conducted Adult Literacy classes to teach parents/guardians to read, write, and communicate as Title I parental involvement activities. The district failed to directly link these classes with an identified need that would result in increased student academic achievement.	• Submit a copy of 2014-15 Title I Parent Involvement activities to NJDOE for review.	• Parents of students receiving Title I services will be targeted as receiving those services outlined in the Parent Involvement Summary.	NCLB Project Director Title I Teachers Title I Parent Coordinator	September 2014-June 2015
	• Submit a copy of the proposal for "Academic Literacy Learning for Second Language Parents" to replace The Adult Literacy Class as a component of the Parent Involvement Activities.	• Parents of second language Title I students will be notified by mail of available services. Sessions will be provided by certified teachers on a weekly basis. Submit documents to NJ DOE.	NCLB Project Director World Language Teacher Building Principals	December 2014-June 2015 (weekly)
	• The district will reverse Title I costs for the Adult Literacy Class and allocate local funds. • The district's FY 2013-14 Final Expenditure Report will reflect the reversal.	• Reallocation of Funds as shown in Budget Detail Reports Upon consultation with Marty Egan (NCLB-EWEG), the Final Reports have been approved and are not able to be amended to reflect the reversal at this time.	Business Administrator Marty Egan – NCLB-EWEG Program Administrator	November 2014 November 2014

Title I - #2 The district's Title I parental notification letters did not explicitly and consistently state the multiple, educationally related, objective entrance and exit criteria used for Title I student identification, and include an option for parents to opt-out of the program. This information is necessary for parents/guardians of Title I students to understand the reason their child was selected to participate in the Title I Program, and what is needed for the child to exit the program.	- Revise the district's Title I parent notification letter to include multiple, educationally related objective entrance and exit criteria used for student identification. The letter will also include an option for parents to opt-out of the program. - Submit a copy of the 2014-15 Title I participation letter to the NJDOE for review.	- Mail letters to parents of students eligible for Title I services. - Submit documents to NJ DOE.	NCLB Project Director Title I Teachers NCLB Project Director	October 2014 November 2014
Title I - #3 The district did not provide evidence that the multiple, educationally related, objective criteria were consistently applied to determine which students in the district were eligible to receive Title I services. The monitors were unable to verify if the district is actually serving its lowest performing students and that all students receiving services actually met the eligibility criteria.	- Create a Student Intervention Portfolio as a tracking mechanism for Title I student identification. - Submit the Student Intervention Portfolio inclusive of Assessment Data Form and Assessment of Student Needs to NJDOE for review.	- Staff trainings and meetings - Submit documents to NJ DOE.	NCLB Project Director I & RS Committees Title I Teachers NCLB Project Director	September 2014-June 2015 November 2014
Title I - #4 The district did not have a parental involvement program that reflected the requirements of the Title I legislation. The FY 2013-14 district parental involvement policy did not include all Title I	- Update the district Title I Parental Involvement Policy that includes all legislative requirements. - Board will adopt the school-level Parental Involvement Policies. - Submit a copy of the FY 2014-15 district Parental	- Update district policy. - Board approval - Update school-level policies. - Current board approval - Submit document to NJ DOE.	Superintendent Director of Technology Superintendent Director of Technology Director of Technology	December 2014 December 2014 December 2014

legislative requirements and was not annually reviewed and board adopted. Additionally, the district did not provide evidence that the school-level parental involvement policies were board adopted.	Involvement Policy for NJDOE review.			
Title I - #5 The district's web page contained Title I information, such as the parental involvement policy, that was outdated.	- Update website to include current Parental Involvement Policy to meet the ESEA broader dissemination requirement. - Forward link to NJDOE for review.	- Update district's NCLB link. - Submit link information to NJ DOE.	Web Master Director of Technology NCLB Project Director	December 2014 December 2014
Title I - #6 The district's use of Title I to fund registration and travel expenses for the NCLB Project Director and two individuals from its business office, the Business Administrator and the Assistant to the Business Administrator, to attend the National Title I Conference in San Diego, California did not meet the necessary and reasonable standard for the use of Title I Funds.	- The district will allocate local funds for the cost of registration and travel expenses for the Assistant to the BA, attendance at the National Title I Conference. - Evidence of journal entry to reverse the expenditures will be provided for NJDOE review. - The district's FY 2013-14 Final Expenditure Report will reflect the reversal.	- Reallocation of Funds as shown in the Budget Detail Report - Journal entry – Budget Report - Upon consultation with Marty Egan (NCLB-EWEG), the Final Reports have been approved and are not able to be amended to reflect the reversal.	Business Administrator Business Administrator Marty Egan – NCLB-EWEG Program Administrator	November 2014 November 2014 November 2014

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CORRECTIVE ACTION PLAN**

SCHOOL DISTRICT NAME West Orange COUNTY Essex

TYPE OF EXAMINATION: Consolidated Monitoring

DATE OF BOARD MEETING: _____

CONTACT PERSON Mr. Jeff Rutzky

TELEPHONE NUMBER (973)669-5400 x20510 FAX NUMBER (973)669-1432

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 7: In the 2013-2014 grant years, the district did not consistently enter into contracts with independent consultants and agencies that provide services directly to students. In addition, when contracts are developed they do not contain a not to exceed amount.	The district will enter into a contract with all agencies or consultants where services are being provided to students. Contracts will include a per-service or hourly rate and a not to exceed amount, and will be approved by board resolution.	New Contracts Generated Agenda Items Composed with NOT TO EXCEED amounts. See attached.	John Calavano, Business Administrator Constance Salimbeno, Director of Special Services	Immediate & Ongoing

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<u>Finding 8:</u> The district did not consistently provide parents of students referred and/or eligible for special education and related services and students referred and/or eligible for speech-language services notice of a meeting for identification, eligibility, reevaluation planning and IEP team meetings.	The district will provide parents notice of a meeting in writing early enough to ensure they have an opportunity to attend. In order to demonstrate correction of noncompliance, the district will conduct training for child study team members and speech-language specialists and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above.	Compliance Training for Child Study Team & Related Service Providers (see attached Agenda & Attendance Sheets) Weekly random monitoring by Department Administration Initial Eligibility Checklist developed (see attached) Committee developed to review forms	Constance Salimbeno, Director of Special Services Kristin Gogerty, Supervisor of Special Education, PreK-Grade 8 Dawn Ribeiro, Supervisor of Special Education, Grades 9-12	Compliance Training Completed: 10/27/14 – Speech Language Therapists; 10/31/14 – Child Study Team & Related Service Provider Meeting Ongoing Reinforcement at Monthly CST & Related Service Provider Meetings Ongoing Department Oversight Forms Committee Meeting 11/17/14

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Finding 9: The district did not consistently conduct identification meetings with 20 calendar days of receipt of a written request for special education and related services and/or speech-language services to determine if an evaluation was warranted.	The district will ensure identification meetings are conducted within 20 calendar days of receipt of a written request for evaluation. In order to demonstrate correction on noncompliance, the district will conduct training for child study team members and speech-language specialists and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above.	Procedures Disseminated to Building Principals for Referral Process for Speech Language Initial Referrals (see attached email) Compliance Training for Child Study Team & Related Service Providers (see attached Agenda & Attendance Sheet) Ongoing reinforcement at Monthly Child Study Team meetings Weekly spot checks by Department Administration	Constance Salimbeno, Director of Special Services Kristin Gogerty, Supervisor of Special Education, PreK-Grade 8 Dawn Ribeiro, Supervisor of Special Education, Grades 9-12	Email to Principals & Assistant Principals – 11/10/14 Compliance Training Completed: 10/27/14 – Speech Language Therapists; 10/31/14 – Child Study Team & Related Service Provider Meeting Ongoing Reinforcement at Monthly CST & Related Service Provider Meetings Ongoing Department Oversight Monthly Review of Building Based Referrals

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RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
<u>Finding 10:</u> The district did not consistently conduct multidisciplinary initial evaluations for students referred for speech-language services by obtaining an educational impact statement from the classroom teacher.	The district must ensure a multidisciplinary evaluation is conducted for students referred for speech-language services by obtaining a written statement from the general education teacher that details the educational impact of the speech problem on the student's progress in general education. In order to demonstrate correction of noncompliance, the district must conduct training for speech-language specialists and develop an oversight mechanism to ensure	Compliance Training for Speech Language Therapists (see attached Agenda & Attendance Sheet) Templates created for Teacher Report, Speech Language Assessment Report and Speech Pre-Referral to address specified areas (see attached)	Constance Salimbeno, Director of Special Services Kristin Gogerty, Supervisor of Special Education, PreK-Grade 8 Dawn Ribeiro, Supervisor of Special Education, Grades 9-12	Compliance Training Completed: 10/27/14 – Speech Language Therapists Ongoing meetings of the speech language therapists & the Director of Special Services to monitor evaluations and referrals Speech Language Evaluation template in use by district therapists Referral Form disseminated to building administration to share with faculty

	compliance with the requirements in the citation listed above. A monitor from the NJDOE will conduct an on-site visit to interview staff, review initial evaluation reports for students referred for speech-language services between January 2015 and March 201, and to review the oversight procedures.			
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RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
<u>Finding 11:</u> The district did not consistently conduct all required sections of the functional assessment as a component of initial evaluations for students referred for special education and related services and for students referred for speech-language services. Initial evaluation reports did not contain a review of prior interventions documented by the teacher(s) or others who work with the student.	The district will ensure all components of the functional assessment are conducted as part of all initial evaluations. In order to demonstrate correction of noncompliance, the district will conduct training for child study team members and speech-language specialists and develop an oversight mechanism to ensure compliance with the requirements in the citations listed above.	Compliance Training for Child Study Team & Related Service Providers (see attached Agendas & Attendance Sheets) Ongoing reinforcement at Monthly Child Study Team meetings Weekly spot checks by Department Administration Modification of Educational Evaluation Template & Speech Language Evaluation Template to include a section titled REVIEW OF PRIOR INTERVENTIONS	Constance Salimbene, Director of Special Services Kristin Gogerty, Supervisor of Special Education, PreK-Grade 8 Dawn Ribeiro, Supervisor of Special Education, Grades 9-12	Compliance Training Completed: 10/27/14 – Speech Language Therapists; 11/11/14 – Child Study Team & Related Service Provider Meeting Ongoing Reinforcement at Monthly CST & Related Service Provider Meetings Ongoing Department Oversight

(see attached evaluation
templates)

Templates created for
Teacher Report, Speech
Language Assessment
Report and Speech Pre-
Referral to address
specified areas (see
attached)

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<u>Finding 12:</u> The district did not consistently provide to students beginning at age 14, written invitations to meetings where post-school transition was being discussed.	The district will ensure that each student with an IEP, age 14 or above, is provided with a written invitation to any IEP meeting where transition to adult life will be discussed. In order to demonstrate correction of noncompliance, the district will conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above.	Compliance Training for Child Study Team & Related Service Providers (see attached Agenda & Attendance Sheet) Ongoing reinforcement at Monthly Child Study Team meetings Weekly spot checks by Department Administration IEP Checklist to be submitted with each IEP (see attached checklists) New forms added to document library for written invitations to	Constance Salimbene, Director of Special Services Kristin Gogerty, Supervisor of Special Education, PreK-Grade 8 Dawn Ribeiro, Supervisor of Special Education, Grades 9-12	Compliance Training Completed: 11/11/14 – Child Study Team & Related Service Provider Meeting Ongoing Reinforcement at Monthly CST & Related Service Provider Meetings Ongoing Department Oversight

		students at age 14 and above, and age 16 and above (see attached forms)		

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RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
<u>Finding 13:</u> The district did not consistently document all required considerations and statements in the IEPs of students eligible for speech-language services.	The district will ensure each IEP contains the required considerations and statements. In order to demonstrate correction of noncompliance, the district will conduct training for speech-language specialists and develop an oversight mechanism to ensure compliance with the requirements in the citations listed above. To demonstrate that the district has corrected the individual instances of noncompliance, the district must conduct annual review meetings and revise IEPs for specific students who IEPs were	Compliance Training for Speech Language Therapists (see attached Agenda & Attendance Sheet) Agreement to use the NJDOE Speech IEP (see attached IEP) Meetings to be held at minimum 4 times a year with Speech Language Therapists & the Director of Special Services to review concerns specific to their discipline area. ESLS IEPs to be included in the random monitoring by Department Administration.	Constance Salimbeno, Director of Special Services Kristin Gogerty, Supervisor of Special Education, PreK-Grade 8 Dawn Ribeiro, Supervisor of Special Education, Grades 9-12	Compliance Training Completed: 10/27/14 – Speech Language Therapists Ongoing meetings of the speech language therapists & the Director of Special Services to monitor evaluations, referrals & IEPs Speech Language IEP template in use by district therapists Ongoing monitoring

	identified as noncompliant.	Speech IEP Checklist (see attached)		
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RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 14: The district did not consistently convene meetings with required participants for students referred and/or eligible for special education and for related services and for students referred and/or eligible for speech-language services.	The district will ensure all meetings are conducted with required participants. Documentation of participation will be maintained in students' records. In order to demonstrate correction of noncompliance, the district will conduct training for child study team members and speech-language specialists and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above.	Compliance Training for Child Study Team & Related Service Providers (see attached Agenda & Attendance Sheet) Ongoing reinforcement at Monthly Child Study Team meetings Weekly spot checks by Department Administration	Constance Salimbeno, Director of Special Services Kristin Gogerty, Supervisor of Special Education, PreK-Grade 8 Dawn Ribeiro, Supervisor of Special Education, Grades 9-12	Compliance Training Completed: 10/27/14 – Speech Language Therapists; 10/31/14 – Child Study Team & Related Service Provider Meeting Ongoing Reinforcement at Monthly CST & Related Service Provider Meetings Ongoing Department Oversight

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RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
<u>Finding 15:</u> The district did not consistently document in the IEPs of students removed from the general education setting for more than 20 percent of the school day, including students placed in separate settings, consideration of placement in the least restrictive environment. Specifically, IEPs did not consistently include: - The supplementary aids and services considered; - The potentially beneficial or harmful effects which placement in general	When determining the educational placement of a child with a disability, the district will ensure the IEP team considers the general education class first and all required decisions regarding the placement are documented in the IEP for each student removed from general education for more than 20 percent of the school day. The district will also ensure that for students placed in separate settings, the IEP team identifies activities to transition the student to a less restrictive environment and	Compliance Training for Child Study Team & Related Service Providers (see attached Agendas & Attendance Sheet) Weekly random monitoring by Department Administration Specific IEPs to be amended	Constance Salimbene, Director of Special Services Kristin Gogerty, Supervisor of Special Education, PreK-Grade 8 Dawn Ribeiro, Supervisor of Special Education, Grades 9-12	Compliance Training Completed: 11/11/14 – Child Study Team & Related Service Provider Meeting Ongoing Reinforcement at Monthly CST & Related Service Provider Meetings Ongoing Department Oversight IEPs to be amended no later than December 15, 2014

education may have on the students with disabilities or other students in the class; and - For students in separate settings, activities to move the student to a less restrictive setting.	document them in each IEP. In order to demonstrate correction of noncompliance, the district will conduct training for child study team members regarding the district's procedures and develop an oversight mechanism to ensure compliance with the requirements in the citations listed above. To demonstrate that the district has corrected the individual instances of noncompliance, the district will conduct annual review meetings and revise the IEPs for specific students with IEPs that were identified as noncompliant.			
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TELEPHONE NUMBER (973)669-5400 x20510 FAX NUMBER (973)669-1432

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
<u>Finding 16:</u> The district did not consistently provide to students eligible for special education and related services a summary of academic achievement and functional performance, containing all required components, prior to graduating and/or exiting.	The district will ensure students are provided with a summary of academic achievement and functional performance prior to graduation that addresses all required components. In order to demonstrate correction of noncompliance, the district will conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above.	Compliance Training for Child Study Team (see attached Agenda & Attendance Sheet) Weekly random monitoring by Department Administration Additional Form added to District Forms – Summary of Performance (see attached) Checklist Developed for West Orange High School & Out of District Child Study Team personnel to ensure all materials included for graduating	Constance Salimbene, Director of Special Services Dawn Ribeiro, Supervisor of Special Education, Grades 9-12	Compliance Training Completed: 11/11/14 – Child Study Team & Related Service Provider Meeting Ongoing Reinforcement at Monthly CST & Related Service Provider Meetings Ongoing Department Oversight

students (see attached)

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SCHOOL DISTRICT NAME West Orange Board of Education COUNTY Essex

TYPE OF EXAMINATION: Consolidated Monitoring Report

DATE OF BOARD MEETING: November 24, 2014

CONTACT PERSON John Calavano

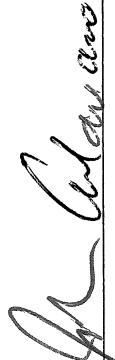
TELEPHONE NUMBER 973-669-5400 FAX NUMBER 973-669-8019

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Administrative Finding 17: On several occasions, the District failed to issue a purchase order prior to goods being purchased or services being rendered (confirming order). District policy and State regulations require that a properly executed purchase order be issued prior to the purchase of goods or the rendering of services.	Purchase Orders should be issued to all vendors prior to goods or services being provided.	A districtwide email instructing all staff to issue purchase orders prior to goods or services being provided will be sent from the Business Office. A copy of the District's Purchasing Manual will also be included in the email.	John Calavano	December 2014

Administrative Finding 18: The Board Minutes contained - for fully and partially funded employees - some but not all the required information such as account number, position, annual/funded salary and percentage charged. Also, the Board Minutes contained - for stipend compensation - some but not all of the required information such as account number, position, hourly rate, number of hours, and not to exceed amount.	The district should update its internal controls to ensure that the board minutes contain the required information.	Program Directors were verbally informed to provide the Personnel Department all employees who are fully, partially funded and stipend positions from any grant annually. Position, annual/funded salary, percentage charged, hourly rate, number of hours and not-to-exceed amount will reflect on the agenda and in the minutes. As a written reminder, an email will be sent to all Program Directors.	Mark Kenney John Calavano	June 2014 December 2014
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 Chief School Administrator

12/2/14
 Date


 Board Secretary/Business Administrator

12/2/14
 Date