

NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL COMPLIANCE & ACCOUNTABILITY
CORRECTION ACTION PLAN

County: Middlesex

NAME OF SCHOOL DISTRICT: SOUTH BRUNSWICK SCHOOL DISTRICT
TYPE OF EXAMINATION: EDUCATION JOBS CONSOLIDATED MONITORING REPORT
DATE OF BOARD MEETING: DECEMBER 3, 2012
CONTACT PERSON: ANTHONY TONZINI, SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY
TELEPHONE NUMBER: 732-297-7800
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Recommendation Number	Corrective Action	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
Ed Jobs				
1	The district, on a monthly basis, will ensure that the Cash Management Report and district records match.	The Cash Management Report and district records will be analyzed to ensure agreement monthly.	Accountant and/or Business Administrator	September 2012
2	Quarterly 1512 and Cash Management Reports will be printed and retained for audit purposes.	Copies of submitted 1512 and Cash Management Reports will be retained for audit purposes.	Accountant and/or Business Administrator	September 2012
Title I				
3	District will track Title I school level allocations as reflected in the NCLB application for Title I funds.	District will maintain a detailed internal tracking system by school level allocation for the expenditure of Title I funds. Periodic reviews will be conducted.	Director of Assessment/Grant Bookkeeper	December 2012
4	District will track its restricted reserves to ensure and verify spending of restricted amounts.	District will maintain an internal tracking mechanism to detail the expenditure of restricted reserves.	Director of Assessment/Grant Bookkeeper	December 2012
5	District will reverse the charges of any Title I funds that supplanted local expenditures.	District will provide a list of the charges that were reversed.	Business Administrator	August 2012
6	District will expand its current equipment inventory system.	The inventory will now include grant funded source and specific locations.	Director of Assessment, Director of Technology, Asst. Superintendent	December 2012

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7	District will verify time and activity of staff charged to Title I grant and no longer accept electronic signatures.	Documents will include timesheets, schedules and rosters with actual signatures and percentages for Title I funding indicated.	Director of Assessment	December 2012
8	District will revise its parent notification letters to include more specificity regarding entrance/exit criteria.	District will follow the Edison model and will submit the letter to the NJDOE for review.	Director of Assessment	November 2012
9	District will annually review the Parent Involvement Policy and will ensure that the date in EWEG matches the date of the actual distribution of policy	District will clarify how the policy is annually reviewed along with how it will be distributed to parents in conjunction with the NCLB application, and will continue to post the policy on the district website.	Director of Assessment	November 2012
10	The District will ensure that parents of Title I students receive invitation to the annual Title I parent meeting.	The annual Title I workshop will be expanded to include the annual parent meeting. Evidence of such meetings will be provided to the DOE.	Director of Assessment	January 2013
11	District will develop a revised Parent Compact.	The compact will be home-school designed and will be sent home to only Title I families.	Director of Assessment	December 2012
Title II				
12	District will reverse the charges of any Title IIA funds that were used instructionally in addition to professional development.	District will provide a list of the charges that were reversed.	Business Administrator, Assistant Superintendent	August 2012

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Title III				
13	District will revise its parent notification letter to outline specific requirements for Title III.	District will use the DOE's guidance to ensure all elements are included in parent notification and will submit revision to the DOE for review.	Assistant Superintendent, Supervisor of ELL	October 2012
Carl D. Perkins				
14	District will provide the WIB a copy of the FY 2013 Perkins grant application for review and comment.	2013 Perkins grant application was provided to the WIB for review and comment.	Program Director	November 2012
15	Beginning in 2013 school year, the district must develop a mechanism to ensure services are only delivered to students enrolled in the CTE programs and that any participation by non-CTE students is incidental.	Only those students enrolled in the CTE programs are receiving academic support services via Perkins funding. A list of all students is being archived from each tutoring session.	Program Director	October 2012
16	All CTE programs must be, at a minimum, a sequence of three courses and the district's five-year plan must be amended to reflect the current program offerings and appropriate three course sequence.	All programs will be a minimum sequence of three courses and the five-year plan and course selection book are being amended to reflect the appropriate three course sequence.	Program Director	November 2012
IDEA (Special Education)				
17	District CST and Speech Language Specialists will consistently provide meeting notices to all required meetings, inform parents of participants of the meeting and inform intended purposes of the meeting.	CST and SLS training to reinforce protocols and procedures, revise meeting notice, monitor implementation and use the DOE provided checklist.	Director of Student Services	December 2012

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18	District CST and Speech Language Specialists will consistently provide copies of evaluation report(s) to parents at least 10 days prior to eligibility meetings (initial and reevaluation)	CST training and secretaries to establish new protocols and procedures to mail and file, revise meeting notice to note that a report is attached, create a form letter to accompany the mailing of the report when not sent together with meeting notice, monitor implementation and use the DOE provided checklist.	Director of Student Services	December 2012
19	District CST's will consistently conduct annual IEP team meetings.	CST training to establish new protocols and procedures transitioning to spring annual reviews where all IEP's will be due by June 30. August 30 for ESY students. Monitor implementation.	Director of Student Services, Special Education Supervisors and Secretaries	December 2012
20	District CST's will consistently document in the IEP consideration of placement in the least restrictive environment and create IEP's that include supplementary aids and services considered; and for those students placed in separate settings, activities to transition the student to a less restrictive environment.	Training of CST to establish new protocols and procedures. Revision of the IEP template to require case managers to write within these sections of the IEP as opposed to pre selected language and generic statements. Also, an addition to the IEP template for students placed in separate settings will require the IEP team to identify activities to transition the student to a less restrictive environment.	Director of Student Services and NJDOE Monitor	Ongoing


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21	District CST's will consistently document in the IEP the relevant factors considered determining whether a student requires an extended school year program (ESY) with a description of the program when ESY will be provided.	Training of CST to establish new protocols and procedures to revised the IEP template to require case managers to enter a description of the program.	Director of Student Services and NJDOE Monitor	Ongoing
22	District CST's will consistently provide to students beginning at age 14, written invitations to meetings where post-school transition was being discussed.	CST training, secretaries, will create a Student Invitation to IEP meeting notice and monitor implementation.	Director of Student Services, Special Education Supervisors and Secretaries	December 2012
23	District CST's will consistently conduct identification meetings within 20 calendar days of a receipt of a written request for a child study evaluation to determine if an evaluation was warranted.	CST training to implement use of the CST Audit tool to review compliance with required timelines, use the DOE provided checklist and monitor implementation.	Director of Student Services, Special Education Supervisors	December 2012
24	Speech Language Specialists will consistently conduct multidisciplinary initial evaluations for students referred for speech-language services by obtaining an educational impact statement from the classroom teacher.	SLS training; revise template for speech evaluation report to include a section labeled: Educational Impact Statement. Monitor implementation.	Director of Student Services, Special Education Supervisors	December 2012
25	CST and Speech Language Specialists will consistently ensure that the required participants were in attendance at the following meetings.	Training with CST and related service providers; revise request for excusal form IEP meeting notice. Monitor implementation.	Director of Student Services, Special Education Supervisors	December 2012

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26	District CST's and Speech Language Specialists will consistently ensure a member of the child study team participated at the planning conference of students transitioning from an early intervention program to preschool.	CST training; establish new protocols and procedures for expectation to attend meetings, complete written notice after attending the meeting as proof of attendance at the transition planning meeting.	Director of Student Services, Special Education Supervisors	December 2012
Administrative				
1	The district will update its internal control policies to prevent contracting with disbarred vendors.	Standard Operating Procedures Manual has been updated to include proper vendor approvals.	Assistant Business Administrator	September 2012
2	The district will adopt a formal board policy concerning the reimbursement of grant funds.	Board will adopt recommended policy prepared by the policy consultant Strauss Esmay.	School Business Administrator	December 2012
3	The district shall use competitive procedures for the procurement of goods and services where possible and keep documentation on file.	The assistant business administrator will make sure all purchasing procedures are followed in accordance with statute.	Assistant Business Administrator	September 2012





 Board Secretary/School Business Administrator

 Date 12/4/12

 Date 12-4-12

Chief School Administrator

Date