

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

SCHOOL DISTRICT NAME Middle Township Board of Education

COUNTY Cape May

TYPE OF EXAMINATION: Consolidated Monitoring

DATE OF BOARD MEETING: August 15, 2013

CONTACT PERSON Diane S. Fox, Business Administrator

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<b>Recommendation Number</b>	<b>Corrective Action</b>	<b>Method of Implementation</b>	<b>Individual Responsible for Implementation</b>	<b>Completion Date of Implementation</b>
<b>Title I</b> Finding 1	Notification letters to parents will be modified to include remediation and exit criteria and will be developed to include all schools in the district.	Meeting with principals to distribute newly approved letters	Lyn Langford/Director of Curriculum	September 2013
Finding 2	District will distribute the "opt-out" letter and form to parents of high school students and adult students.	High school guidance will develop letter and distribute.	Lyn Langford/Director of Curriculum and High School Principal	September 2013
Finding 3	District will have all grant related staff maintain proper timesheets to document their activities and time to match their funded percentage.	Distribution of timesheets to funded staff and meeting to explain.	Lyn Langford/Director of Curriculum and School Principals	September 2013
Finding 4	District will review all expenditures in the future to be sure they do not	Review of all expenditures with grant documents at time of approval.	Diane S. Fox/ Business Administrator	August 2013 and ongoing.

	supplant state and local funds. Expenditures for 12-13 have been reclassified as directed.			
Finding 5	District will maintain a comprehensive equipment inventory of items purchased with Title 1 or IDEA funds	Equipment control sheet and labels on all equipment purchased.	Diane S. Fox/ Business Administrator and Lyn Langford/Director of Curriculum	August 2013 and ongoing
<b>IDEA Special Education</b> Finding 6	Meeting to discuss internal communication between special education office and business office to ensure appropriate accounting procedures.	Meeting Agenda	Dr. David Salvo/Assistant Superintendent and Diane S. Fox/ Business Administrator	August 2013
Finding 7	Meeting of CST members and support staff to review required notices to parents regarding identification, reevaluation, eligibility and IEP meetings.	Meeting agenda from May 2013 which included visit from DOE Special Education monitor to answer questions regarding monitoring findings.  Follow-up meeting in September 2013 to discuss parental notices  Follow-up DOE Special Education visit to review proper procedures have been implemented.	Dr. David Salvo/ Assistant Superintendent	September 2013
Finding 8 and Finding 9	Meeting of CST members and support staff to review required parental notices given within 15 calendar	Meeting agenda from May 2013 which included visit from DOE Special Education monitor to	Dr. David Salvo/ Assistant Superintendent	September 2013

	<p>days of the reevaluation planning meeting for students eligible for speech-language services. CST will also review procedures for written consent from parents to conduct reevaluation assessments for students eligible for speech-language services.</p>	<p>answer questions regarding monitoring findings.</p> <p>Follow-up meeting in September 2013 to discuss parental notices of reevaluation planning and parental consent procedures for students eligible for speech-language services.</p> <p>Follow-up DOE Special Education visit to review proper procedures have been implemented.</p>		
Finding 10	<p>Meeting of CST and support staff to discuss procedures/timelines for providing copies of evaluation reports not less than 10 days prior to the determination of eligibility.</p>	<p>Meeting agenda from May 2013 which included visit from DOE Special Education monitor to answer questions regarding monitoring findings.</p> <p>Follow-up meeting in September 2013 to discuss timelines for providing parents with evaluation reports.</p>	Dr. David Salvo/ Assistant Superintendent	September 2013
Finding 11	<p>Meeting of CST and support staff to review required considerations and statements in each IEP for students eligible for special education, related services and speech-</p>	<p>Follow-up DOE Special Education visit to review proper procedures have been implemented.</p> <p>Meeting agenda from May 2013 which included visit</p>	Dr. David Salvo	September 2013

	language services.	<p>from DOE Special Education monitor to answer questions regarding monitoring findings.</p> <p>Follow-up meeting in September 2013 to review required IEP consideration/statement components.</p>		
Finding 12	<p>Meeting of CST and support staff to review documentation needed in IEP's to indicate students removed from general education setting for more than 20% of school day. More specifically, the CST will discuss educational considerations for removing a student from the general setting.</p>	<p>Meeting agenda from May 2013 which included visit from DOE Special Education monitor to answer questions regarding monitoring findings.</p> <p>Follow-up meeting in September 2013 to review required IEP statements needed to document those students removed from the general setting for more than 20% of the school day.</p>	Dr. David Salvo	September 2013
Finding 13	<p>Meeting of CST, support staff and appropriate district personnel to review specific I&amp;RS documentation needed prior to referring to CST for evaluation.</p>	<p>Follow-up DOE Special Education visit to review proper procedures have been implemented.</p> <p>Meeting agenda from May 2013 which included visit from DOE Special Education monitor to</p>	Dr. David Salvo	September 2013

		<p>answer questions regarding monitoring findings.</p> <p>Distribute new I&amp;RS documentation forms to be used immediately.</p> <p>Follow-up meeting in September 2013 to review I&amp;RS procedures for documentation/referral process.</p> <p>Follow-up DOE Special Education visit to review proper procedures have been implemented.</p>		
Finding 14	<p>Meeting of CST, support staff and nurses to review procedures/timelines for conducting vision/hearing screenings and health questionnaire of students referred to CST</p>	<p>Meeting agenda from May 2013 which included visit from DOE Special Education monitor to answer questions regarding monitoring findings.</p> <p>Follow-up meeting in September to discuss timelines for health screenings for those students referred to CST.</p> <p>Follow-up DOE Special Education visit to review proper procedures have been implemented.</p>	Dr. David Salvo	September 2013

Finding 15	Meeting of CST and support staff to review procedures for multidisciplinary initial evaluations for students referred for speech-language services.	<p>Meeting agenda from May 2013 which included visit from DOE Special Education monitor to answer questions regarding monitoring findings. Distribute new educational impact statement from classroom teacher.</p> <p>Follow-up meeting in September 2013 to discuss documentation needed from classroom teacher.</p> <p>Follow-up DOE Special Education visit to review proper procedures have been implemented.</p>	Dr. David Salvo	September 2013
Finding 16	Meeting of CST and support staff to review the functional assessment procedures are conducted as part of the initial evaluation process.	<p>Meeting agenda from May 2013 which included visit from DOE Special Education monitor to answer questions regarding monitoring findings</p> <p>Follow-up meeting in September 2013 to discuss documentation /procedures needed for functional assessments.</p> <p>Follow-up DOE Special Education visit to review proper procedures have</p>	Dr. David Salvo	September 2013

		been implemented.		
Finding 17	Meeting of CST and support staff to review procedures for determining eligibility within 3 years of the previous eligibility date.	Meeting agenda from May 2013 which included visit from DOE Special Education monitor to answer questions regarding monitoring findings  Follow-up meeting in September 2013 to discuss procedures for determining eligibility within 3 years of previous eligibility date.  Follow-up DOE Special Education visit to review proper procedures have been implemented.	Dr. David Salvo	September 2013
<b><u>Carl D. Perkins</u></b> Finding 18	District will offer a coherent sequence of courses in Woodworking and Family & Consumer Science. As CTE programs come up for renewal, they will be dropped from the course sequencing	Course Roster selections	High School Principal and Guidance Counselors	September 2013 and 2014
Finding 19	All CTE programs that the district will offer will be reapproved as they expire	Monitor deadlines	High School Principal and Perkins Coordinator	September 2013
Finding 20	Advisory boards will be established for all CTE programs going forward.	Invitations and appointments to the advisory boards.	Perkins Coordinator	September 2013
Finding 21	District will maintain a	Equipment control sheet	Diane S. Fox/ Business	August 2013 and ongoing

	comprehensive equipment inventory of items purchased with Perkins Funds	and labels on all equipment purchased.	Administrator and Perkins Coordinator	
Finding 22	District has located the SmartBoard purchased with Perkins money and has been placed in a CTE classroom	Proper monitoring of equipment purchased	Perkins Coordinator	August 2013
Finding 23	Official chapters of FCCLA and Skills USA will be established in the high school	Application to various organizations for membership	Perkins Coordinator	August 2013
Finding 24	Approved items will be ordered in a timely manner for proper student use.	Purchase orders will be processed for items when the grant is approved.	Perkins Coordinator	September 2013
<b>Administrative</b> Finding 25	Policy for prevention of use of disbarred vendors will be referenced in the purchasing manual and standard operating procedure manual.	References to the existing policy 6311 will be placed in the proper manuals.	Diane S. Fox/ Business Administrator	August 2013
Finding 26	Policy for reimbursement from the EWEG system will be referenced in the standard operating procedure manual.	References to the existing policy 6112 will be placed in the proper manuals.	Diane S. Fox/ Business Administrator	August 2013
Finding 27	District will follow established District Policy 6350-Competitive Contracting.	Major expenditures will be reviewed for use of competitive contracting as necessary	Diane S. Fox/ Business Administrator	August 2013 and ongoing.

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Chief School Administrator

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Date

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Board Secretary/Business Administrator

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Date