

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

SCHOOL DISTRICT NAME SOUTH PLAINFIELD COUNTY MIDDLESEX

TYPE OF EXAMINATION: AARA & NCLB

DATE OF BOARD MEETING: July 13, 2011

CONTACT PERSON DR. FRANK COCCHIOLA, Interim Asst. Superintendent of Schools

TELEPHONE NUMBER 908-754-4620 EXT. 292 FAX NUMBER 908-822-2848

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding #1 – Consult with nonpublic schools outside the district (Title I)	Establish policies and procedures to ensure the consultation process with nonpublic schools that enroll district students who reside within the district’s boundaries as per Title I, Part A. Submit procedures to the NJDOE for review.	Procedures developed in the Asst. Superintendent’s office, including contact with nonpublic schools out of the district by mail, and with those in the district by personal meeting.	Asst. Superintendent of Schools.	June 30, 2011
Finding #2 – Grant School parent (SINI) notification letters must contain title I legislative requirements.	Include: a. Comparison of schools to others in district and state. b. District’s and state’s actions to address the problems. c. Parent’s actions to address the problems.	Revise SINI letter to meet legislative requirements. Distribute to parents with a copy to the NJDOE.	Leo Whalen, Principal, Grant School	June 30, 2011

Chief School Administrator

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Board Secretary/Business Administrator

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Finding #3 – Supplemental Ed Services (SES) letter to parents did not include a comprehensive list of providers who serve the nearby area, as well as those who offer Web-based services.	Revise SES letter to parents.	Revised letter to include a list of state approved providers in the geographical area, as well as online providers. A copy will be submitted to the NJDOE for review.	Leo Whalen, Grant School Principal.	June 30, 2011
Finding #4 – Activities were inappropriately charged to Title I, part A.	Reverse the \$325 inappropriate expenditure to local funds.	Make the proper budget transfers for the reversal of accounts for these activities. Submit verification to the NJDOE.	School Business Administrator.	June 30, 2011
Finding #5 - EWEG IDEA-ARRA application did not report all summer activities in the plan narrative.	Amend the IDEA-ARRA application and revise the narrative to reflect identified expenditures.	Revise application to include preschool planned expenditures and nonpublic services and providers and submit to NJDOE.	Laurie Hall, Supervisor of Special Services	June 30, 2011

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Finding #6 - All staff training for Being a Writer was inappropriately charged to IDEA-ARRA	The charge for the Regular Education staff will be reversed to local funds, leaving only the Special Education costs charged to the grant	Make the proper budget transfers for the reversal of accounts for these activities. Submit verification to the NJDOE.	School Business Administrator	June 30, 2011
Finding #7 – Naglieri was inappropriately listed in the project description for IDEA-ARRA but expenditures were appropriately charged to local funds.	Amend the IDEA-ARRA application and revise the narrative to remove the Naglieri.	Revise application to reflect the removal of this plan in the narrative and submit to NJDOE.	Laurie Hall, Supervisor of Special Services	June 30, 2011

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<p>Finding #8 - Nonpublic service providers were recorded in the IDEA-ARRA grant under "Consultants Professional and Technical."</p>	<p>Amend the IDEA-ARRA application and report nonpublic service providers in the correct line of "Agreements with approved contract providers"</p>	<p>Revise application to reflect this adjustment and submit to NJDOE.</p>	<p>Laurie Hall, Supervisor and Special Services</p>	<p>June 30, 2011</p>
<p>Finding #9 – IDEA Basic and ARRA-IDEA Basic nonpublic students and services did not match the service plans and identify separate funding sources for IDEA and ARRA-IDEA nonpublic proportionate share</p>	<p>Establish policies and procedures with Middlesex Regional Educational Services Commission to ensure accurate identification and reporting of nonpublic students that reflect the funding source of service within the Individual Service Plans to the district.</p>	<p>MRESC will use Tienet as a web-based database and the district will have direct access to student data and plans to ensure accurate reporting and documentation for nonpublic students</p>	<p>Laurie Hall, Supervisor of Special Services</p>	<p>June 30, 2011</p>
<p>Finding #10 – The district did not consistently obtain affirmation of consultation for nonpublic services for IDEA-Basic and ARRA-IDEA Basic funds.</p>	<p>Establish policies and procedures to ensure the consultation process with nonpublic schools located in South Plainfield that serve students with special needs</p>	<p>Procedures developed in collaboration with Supervisor of Special Services and MRESC Director, including contact with nonpublic schools out of the district by mail, and with those in the district by personal meeting</p>	<p>Laurie Hall, Supervisor of Special Services</p>	<p>June 30, 2011</p>

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Finding #11 – Provide more comprehensive documentation of Child Find activities	Place advertisements in the local newspaper a minimum of twice per year as well as have local businesses that post the Child Find Flyers	Maintain copies of invoices for advertisements in the paper and have local businesses sign for receipt of Child Find flyers and agreement to post.	Laurie Hall, Supervisor of Special Services	June 30, 2011
Finding #12 – Provide documentation of how funds were expended for the New Life Christian School. (Title II, Part D)	Amend the original application if the school was not served during the 2010-11 school year.	Prepare an amendment for the allocated funds (\$126).	Dr. Frank Cocchiola, Interim Assistant Superintendent of Schools.	June 30, 2011
Finding #13 – Provide documentation to support the coordination of funded programs with other federal, state and local programs. (Title IV)	An attempt will be made to verify the procedures in place to contact partner agencies and organizations, memorialize meetings, etc. Nothing can be done moving forward since Title IV will not be funded next year.	Record search by the Interim Assistant Superintendent of Schools.	Dr. Frank Cocchiola, Interim Assistant Superintendent of Schools	June 30, 2011

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Finding #14 – Provide documentation of parent consultation and input. (Title IV)	An attempt will be made to verify parent input. Nothing can be done moving forward since Title IV will not be funded next year.	Record search by the Interim Assistant Superintendent of Schools.	Dr. Frank Cocchiola, Interim Assistant Superintendent of Schools.	June 30, 2011
Finding #15 – Provide documentation to verify implementation of programs evaluation to assess effectiveness. (Title IV)	The programs funded through Title IV funds for the 2009-10 school year will be reviewed for effectiveness.	Review Title IV funded programs with appropriate district personnel.	Dr. Frank Cocchiola, Interim Assistant Superintendent of Schools	June 30, 2011
Finding #16 – Expenditures for software were inappropriately charged to ARRA-IDEA Basic Funds	Reverse the \$10,026.25 inappropriate expenditure to local funds.	Make the proper budget transfers for the reversal of accounts for these activities. Submit verification to the NJDOE.	School Business Administrator	June 30, 2011

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<p>Finding #17 – Expenditures for two 54 passenger buses were inappropriately charged to ARRA-IDEA Basic Funds as opposed to the two 25 passenger buses that should have been charged to ARRA-IDEA basic and were charged to a General Fund</p>	<p>Reimburse ARRA-IDEA basic Fund the difference of \$59,591.</p>	<p>Make the proper budget transfers for the reversal of accounts for these activities. Submit verification to the NJDOE.</p>	<p>School Business Administrator</p>	<p>June 30, 2011</p>

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