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

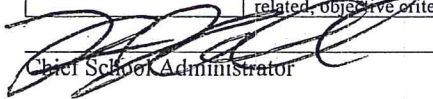
NAME OF SCHOOL DISTRICT Netcong COUNTY: Morris

TYPE OF EXAMINATION: Consolidating Monitoring
Office of Fiscal Accountability and Compliance (OFAC)
Report of Examination (Date) 12/18 & 12/19/14 OFAC Case # CM-040-13

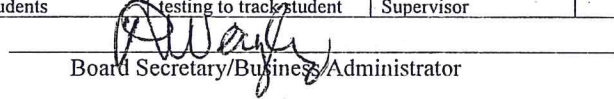
DATE OF BOARD MEETING: 6/17/14

PROVIDER CONTACT INFORMATION: CONTACT Kevin Carroll
ADDRESS 26 College Road Netcong NJ 07857
TELEPHONE 973-347-0020 X211 FAX 973-347-3676

FINDING/ RECOMMENDATION NUMBER	FINDING	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1	The district did not have supporting documents to verify the activity of Title I paid teachers as required by federal law. Citation: OMB Circular A-87, Attachment B, Section 8(h)	District will verify time and activity of staff charged to grant	NJDOE template used for documentation	CSA BA District Secretary Title I Teachers	August 2014
2	Title I participation letter informing the Title I parents of the Title I program did not clearly state the multiple measures, including both entrance and exit criteria. Citation: ESEA §1115 & ESEA §1118(c)	District must have multiple measures and clearly defined exit criteria	District will use NJASK, end of year assessments, and ALEKS assessments	CSA Elementary Supervisor Title I Teachers	August 2014
3	The district did not provide evidence that educationally related, objective criteria were	District must have tracking mechanism for Title I students	District will use ELA and Math benchmark testing to track student	CSA Elementary Supervisor	August 2014


Fiscal Specialist

6/26/14
Date


Provider

6/28/14
Date

Fiscal Specialist

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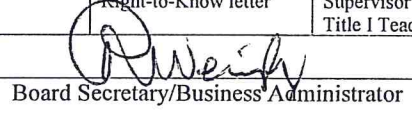
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	consistently applied to determine which students in the district were eligible to receive Title I services and serving its lowest performing students and all students receiving services met eligibility criteria. Citation: ESEA §1115		progress	Title I Teachers	
4	Did not have parental involvement program that reflects the requirements of the Title I legislation and regulations. District's parental involvement policy was not reviewed. There should be an annual review for this. Citation: ESEA §1118(a)(2)	District must have parental involvement policy	Board will approve parent involvement policy annually	CSA BA BOE	July 2014
5	Did not have a parental involvement program that reflects the requirements of the Title I legislation and regulations. No evidence of the school-parent compact and that it was developed in conjunction with Title I parents. Citation: ESEA §1118	District must include associated stakeholder groups in formation of school-parent compact	District will provide evidence of parent participation	CSA Elementary Supervisor Title I Teachers	August 2014
6	FY 13-14, did not provide evidence on convening an annual Title I parent meeting. Citation: ESEA §1118(c)(1)	District must convene annual Title I meeting	District will provide evidence of annual Title I meeting	CSA Elementary Supervisor Title I Teachers	August 2014
7	Did not provide evidence that the FY 13-14 Parents' Right-to-Know Highly Qualified Teacher letter was sent to	District must send Parents' Right-to-Know letter	District will provide evidence of Parents' Right-to-Know letter	CSA Elementary Supervisor Title I Teachers	August 2014


Chief School Administrator

0/20/14
Date


Board Secretary/Business Administrator

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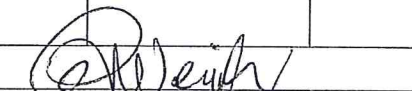
	parents. Citation: ESEA §1111(h)(6)				
8	"NCLB Parent Info" web page contained Title I information such as the parent involvement policy, school-parent compact and Parents' Right-To-Know HQT letter that were outdated. Citation: ESEA §1111(h)(2)(E)	District must update Title I information on website	District will provide evidence of updated website	CSA Elementary Supervisor Technology Coordinator	July 2014
9	On NCLB application in EWEG, the district incorrectly reported total enrollment at selected nonpublic schools, rather than the enrollment of resident students attending those nonpublic schools. Citation: ESEA §1120	District must contact nonpublic schools within 50 mile radius for consultation	District will provide evidence of nonpublic consultation	CSA Elementary Supervisor District Secretary	July 2014
10	Did not provide documentation including, but not limited to, affirmation of consultation and refusal forms to verify that its consultation with nonpublic school officials was timely, ongoing and meaningful. Citation: ESEA §1120 and §9501 and §200.63 of the Title I regulations.	District must enhance record keeping of nonpublic communication	District will use NJDOE Nonpublic School Documentation forms	CSA Elementary Supervisor District Secretary	July 2014
11	In 12-13 & 13-14 grant years, the contracts the district is entering into with agencies, other school districts, educational service commissions, or independent consultants that provide	District must enter into a contract with all providers	Business Office will reissue contracts with providers with detailed information	BA Assistant BA Business Office Secretary	July 2014



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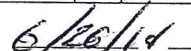
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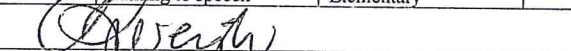
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	services directly to students did not include all required components; contracts did not contain a per-service or hourly rate and a not to exceed amount. Contracts were not approved by board resolution. Citation: EDGAR, Part 80				
12	In the 13-14 grant year, the district misclassified expenditures for professional development activities in their accounting classification as Instructional Supplies (100-600) when these expenditures should have been listed as Non-Instructional Purchased Professional Services (200-320). Citation: EDGAR, PART 80, Section 20	District must update its applications and corresponding accounting	District will properly classify items purchased according to the correct function	BA Assistant BA Business Office Secretary	July 2014
13	In the 2012-2013 school year, the district contracted with Educational Services Commission of Morris County (ESCMC) for supplies to students with disabilities in nonpublic settings. ESCMC billed the district for Smartboards and the district did not require a vendor invoice. Citation: EDGAR, Part 80 Section 20	District must require detailed vendor invoices	District will review all reimbursements for ESCMC supplies for proper vendor information	BA Assistant BA Business Office Secretary	July 2014
14	Did not consistently provide notice of a meeting for	District must provide adequate notice to	District will provide training to speech-	CSA Elementary	August 2014


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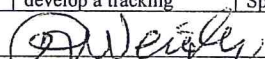
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	identification, eligibility, reevaluation planning and IEP team meetings to parents of students referred and/or eligible for speech-language services. Citation: N.J.A.C. 6A:14-2.3(k)1-5; 20 U.S.C. §1414(b)(1); and 34 CFR §300.304(a)	parents of IEP meetings in writing	language specialist and develop a tracking system	Supervisor CST Coordinator Speech-Language Specialist	
15	Did not conduct meetings within 20 calendar days of receipt of a written request for evaluation for students referred for speech-language services. Citation: N.J.A.C. 6A:14-3.3(e)	District must ensure a meeting is conducted within 20 calendar days	District will provide training to speech-language specialist and develop a tracking system	CSA Elementary Supervisor CST Coordinator Speech-Language Specialist	August 2014
16	The district did not consistently convene identification meetings with required participants for students referred for special education and related services and for students referred for speech-language services for a general education teacher and a social worker were not in attendance. Citation: N.J.A.C. 6A:14-3.3(e); 20 U.S.C. §1414(d)(1)(B) and 34 CFR §300.321(a)	District must ensure identification meetings are conducted with required participants and meeting is properly documented	District will provide training to CST Members and speech-language specialist and develop a tracking system	CSA Elementary Supervisor CST Coordinator Speech-Language Specialist	August 2014
17	Did not consistently conduct all required sections of the functional assessment as a component of initial evaluations for students	District must ensure all components of functional assessment are conducted	District will provide training to CST Members and speech-language specialist and develop a tracking	CSA Elementary Supervisor CST Coordinator Speech-Language	August 2014


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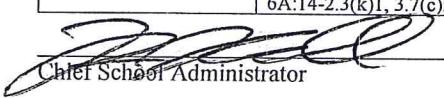
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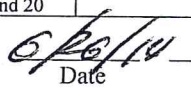
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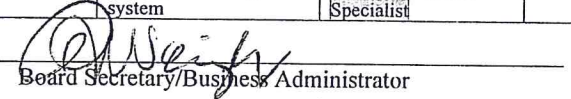
	referred for special education and related services and for students referred for speech-language services. Citation: N.J.A.C. 6A:14-3.4(f)4(i-vi); 20 U.S.C. §1414(b)(4) and (5); and 34 CFR §300.306(c)(i)		system	Specialist	
18	The district did not consistently conduct multidisciplinary initial evaluations for students referred for speech-language services by obtaining an educational impact statement from the classroom teacher. Citation: N.J.A.C. 6A:14-2.5(b) 6 and 3.6(b)	District must ensure multidisciplinary evaluation is conducted for students referred for speech-language services	District will provide training to CST Members, general education teachers, and speech-language specialist and develop a tracking system	CSA Elementary Supervisor CST Coordinator Speech-Language Specialist General Education Teachers	August 2014
19	The district did not consistently provide copies of evaluation reports to parents at least 10 days prior to the determination of the initial eligibility or continued eligibility for students referred and/or eligible for special education, speech-language and related services. Citation: N.J.A.C. 6A:14-3.5(a); 20 U.S.C. §1414(b)(4); and 34 CFR §300.306(a)	District must provide parents copies of evaluation reports to parents within 10 days	District will provide training to CST Members and speech-language specialist and develop a tracking system	CSA Elementary Supervisor CST Coordinator Speech-Language Specialist	August 2014
20	Did not consistently ensure students were found eligible for speech-language services at a properly configured eligibility meeting. Citation: N.J.A.C. 6A:14-2.3(k)1, 3.7(c); and 20	District must ensure required participants at eligibility meetings	District will provide training to CST Members and speech-language specialist and develop a tracking system	CSA Elementary Supervisor CST Coordinator Speech-Language Specialist	August 2014

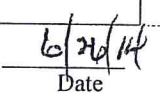
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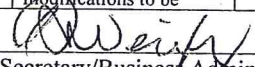
	U.S.C. §1414(d)(1)(B); and 34 CFR §300.321(a)				
21	The district did not consistently ensure that students were found eligible for special education and related services in accordance with the criteria set forth for each disability category found in N.J.A.C. 6A:14. Citation: N.J.A.C. 6A:14-3.5(a-c)	District must ensure students are found eligible for special education and related services	District will provide training to CST Members and develop a tracking system	CSA Elementary Supervisor CST Coordinator	August 2014
22	The district did not consistently include required considerations and statements in each IEP for students eligible for speech-language services. Citation: N.J.A.C. 6A:14-3.7(e) 1&7, and (f); and 20 U.S.C. §1414(d)(3)(A)(B); and 34 CFR §300.324(a)(1)(2)	District must ensure each IEP contains required considerations and statements	District will provide training to CST Members and develop a tracking system	CSA Elementary Supervisor CST Coordinator	August 2014
23	The district child study team does not include a school social worker, either independently or through another local education agency or through jointure commissions, county special services school districts, or educational services commissions. Citation: N.J.A.C. 6A:14-3.1(b) and 5.1(a)1, 2 and 3.	District must employ a full child study team	District will provide school social worker for child study team	CSA BA CST Coordinator	July 2014
24	The district does not have a policy for the provision of accommodations and	District must ensure students with disabilities participate in district	Each IEP will contain a statement of individual modifications to be	CST Coordinator	July 2014

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 6/26/14
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	modifications or, when appropriate, an alternate assessments for students with disabilities participating in district wide assessments. Citation: 34 CFR §300.160.	wide assessments	provided for district wide assessments		
25	Failed to formally appoint all individuals charged to the federal programs by board resolution. Citation: EDGAR, PART 80, Section 20	District must document staff charged to federal grants	BOE will annually approve appointments	CSA BA BOE	July 2014
26	Failed to issue a purchase order prior to goods being purchased or services rendered. Citation: EDGAR, PART 80, Section 20 N.J.S.A. 18A:18A(2)(v)	District must ensure purchase orders are issued prior to payment	Business Office will issue purchase orders to all vendors for goods or services provided	BA Assistant BA Business Office Secretary	July 2014

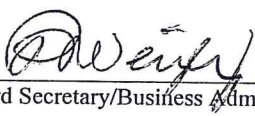
SUPPORTING DOCUMENTATION MUST BE SUBMITTED ALONG WITH THE CORRECTIVE ACTION PLAN



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