

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

SCHOOL DISTRICT NAME: Elmwood Park

COUNTY: Bergen

TYPE OF EXAMINATION: Federal Audit

DATE OF BOARD MEETING: August 23, 2016

CONTACT PERSON: Anthony Grieco, Superintendent of Schools

TELEPHONE NUMBER: 201-796-8700 ext. 3979

E-MAIL ADDRESS: agrieco@epps.org

Title I

RECOMMENDATION NUMBER	CORRECTIVE ACTION PLAN	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1	16 th Avenue School was revisited immediately. The entire application was re-submitted (Amendment 2), and approved in EWEG on 7/14/16.	NCLB- FY 2015-2016 Amendment 2	Superintendent Director of Curriculum, Instruction & Evaluation	June 30, 2016


 Chief School Administrator

8/23/16
 Date


 Business Administrator/ Board Secretary

8/23/16
 Date

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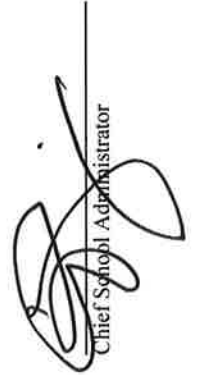
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2	The needs assessment was amended to accurately reflect and align with the needs of the district. The Board approved the Amendment 2 submission on 6/28/16, and it was approved in EWEG on 7/14/16.	Revision- Needs Assessment Review	Superintendent Director of Curriculum, Instruction & Evaluation	June 30, 2016


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3	For the FY-16/17, the Board of Education will review and approve the district's Title I parental involvement policy and will document parent involvement in the development of the policy. The submission of meeting agendas, sign-in sheets, minutes, and a board resolution approving the policy will be submitted to the NJDOE for review.	Title I stakeholders will meet annually to review Title I Parent Involvement policy, and revise if needed.	Superintendent Director of Curriculum, Instruction & Evaluation High School Principal	October 18, 2016


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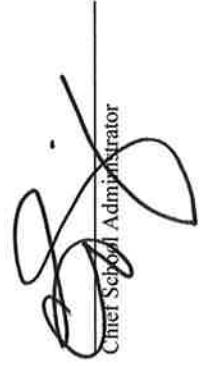
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4	School-Parent compacts will be completed by October 15, 2016, and include parents for the FY 2016-2017 school year process. The district will continue to provide evidence of signed school-parent compacts for all Title I schools.	School-Parent Compacts will be completed by October 15, 2016. Documentation of sign-in sheets, agendas, and minutes will also be maintained.	Superintendent Director of Curriculum, Instruction & Evaluation Middle School Principal	October 15, 2016


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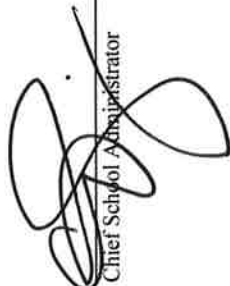
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5	Title I Annual Parent Meeting will be held no later than October 15, 2016.	Title I Annual Parent Meeting Invitation, agenda/minutes, and sign-in sheets will be kept on file.	Superintendent Director of Curriculum, Instruction & Evaluation Middle School Principal	October 15, 2016


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6	The Parents' Right to Know Highly Qualified Teacher (HQT) letter will be sent to parents of the students in Title I schools.	HQT Letter	Superintendent Middle School Principal	September 15, 2016


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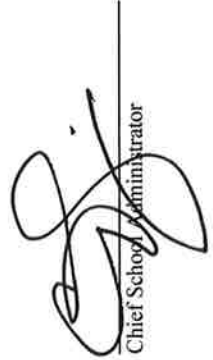
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7	A minimum of four Schoolwide Stakeholder Engagement Committee Meetings will take place, with at least one parent and one community member in attendance.	A minimum of four Schoolwide Stakeholder Engagement Committee Meetings. Sign-in sheets, agenda, and minutes will be kept on file.	Middle School Principal	June 30, 2017


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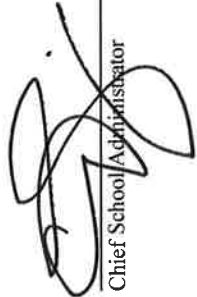
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8	The district will reach out to non-public schools, for the FY2016-17, within the required radius. The district will submit to the NJDOE.	Documentation sent out to non-public schools within a 25-mile radius. If any students are identified as eligible, the district will consult to develop a service delivery plan.	Superintendent Director of Special Services	June 30, 2016


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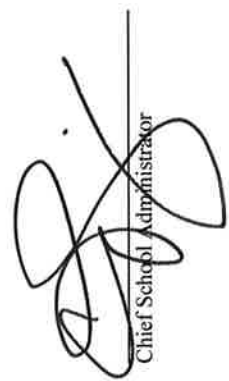
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9	The district has reversed the Title I portion of the costs for the salaries and benefits indicated.	Journal entries are available for review.	Superintendent Director of Curriculum, Instruction & Evaluation Business Administrator/ Board Secretary	June 30, 2016


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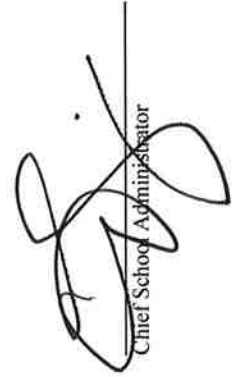
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10	The FY 2015/2016 Amendment 2 was approved on 7/14/16, in EWEG. Epson Projectors were placed under Instructional Equipment (400-731).	NCLB- FY 2015-2016 Amendment 2	Superintendent Director of Curriculum, Instruction & Evaluation	June 30, 2016


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11	The district has met with its RAC representative to accurately complete the SIP, for 2016-2017.	SIP- NJDOE Homeroom ESEA Title I Application is completely aligned with the SIP for 16-17.	Superintendent Director of Curriculum, Instruction & Evaluation Middle School Principal	July 8, 2016


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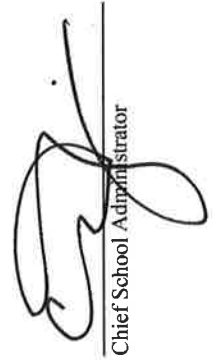
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12	The FY 2015/2016 Amendment 2 was approved on 7/14/16, in EWEG. The local amount budgeted was included in the amended application.	NCLB- FY 2015-2016 Amendment 2	Superintendent Director of Curriculum, Instruction & Evaluation	June 30, 2016


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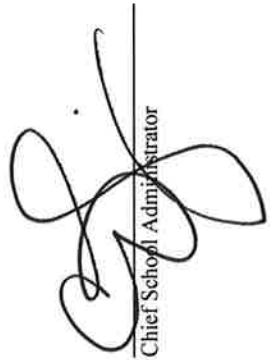
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Title II

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13	The district will distribute the parents' Right to Know letter no later than October 15 th .	Letter will be sent by 10/15/16 for 16/17. Letter will be placed on website.	Superintendent Middle School Principal	October 15, 2016


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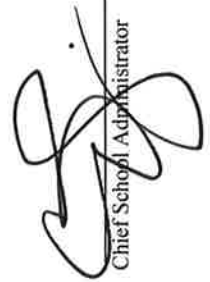
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Title III

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14	Meet with the English Language Learner teachers to discuss and establish new letters to be provided to the parents via mail, and submit the letter to the NJDOE for review. The district will ensure that the notification outlines all parent notification requirements.	Revise letter Send letter The district will provide outreach activities to parents to involve them in their children's educational experience (documentation will be made available).	Director of Special Services/Superintendent	September 30, 2016


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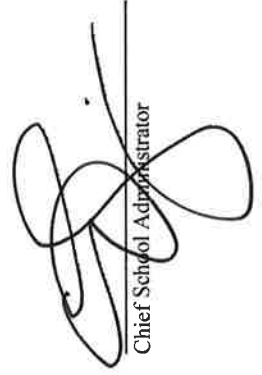
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15	<p>A member of the NJDOE was brought in to train the Child Study Team (including Speech personnel) to review files, timelines, procedures and policies.</p> <p>The district will provide written notice to parents, as well as students of age.</p> <p>The district child study team and special services department will collaborate and update the special services manual that will further establish policies and procedures. It will be open to review by the NJDOE monitor during its on-site visit.</p>	<p>Professional Development/ Training (including agenda)</p> <p>Written notice on file, from 10/16 through 1/17</p> <p>Special Services Manual</p>	<p>Director of Special Services/Superintendent</p>	<p>March 7, 2016 & March 9, 2016</p> <p>October 1, 2016</p> <p>June 30, 2017</p>


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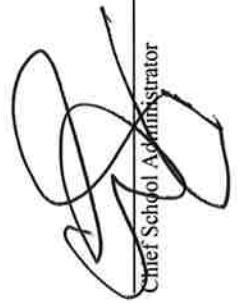
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16	A member of the NJDOE was brought in to train the Child Study Team (including Speech personnel) to review files, timelines, procedures and policies. All required participants will be in attendance at meetings.	Professional Development/ Training (including agenda) Documentation of meeting participants on file, from 10/16 through 1/17	Director of Special Services/Superintendent	April 25, 2016 October 1, 2016


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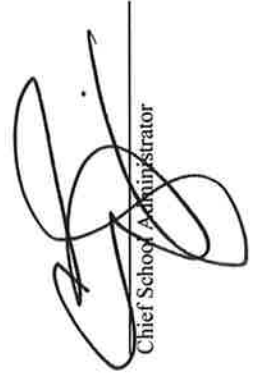
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17	A member of the NJDOE was brought in to train the Child Study Team (including Speech personnel) to review files, timelines, procedures and policies. The district will conduct meetings within 20 days of receipt of written request for evaluation.	Professional Development/ Training (including agenda) Documentation of Meetings on file, from 10/16 through 1/17	Director of Special Services/Superintendent	March 7, 2016 & March 9, 2016 October 1, 2016


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18	<p>A member of the NJDOE was brought in to train the pertinent Elementary Child Study team regarding the Early Intervention timelines.</p> <p>Child Study Team members will be present at the Early Intervention planning conference.</p> <p>The district has utilized a letter that will be sent to each parent upon notification of release from Early Intervention. This letter is to provide requirements and request of enrollment in the district. All pertinent documents will be available for the NJDOE monitor during its on-site visit.</p>	<p>Professional Development/ Training (including agenda)</p> <p>Documentation of CST participation at planning conferences for students transitioning from Early Intervention to Preschool, from 10/16 through 1/17</p>	Director of Special Services/Superintendent	<p>March 7, 2016</p> <p>October 1, 2016</p>


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19	A member of the NJDOE was brought in to train the Child Study Team (including Speech personnel) to review files, timelines, procedures and policies. The district will ensure that all components of the functional assessment are conducted as part of the initial evaluations.	Professional Development/ Training (including agenda) Documentation of Initial Evaluation reports, from 10/16 through 1/17	Director of Special Services/Superintendent	March 7, 2016 & March 9, 2016 October 1, 2016


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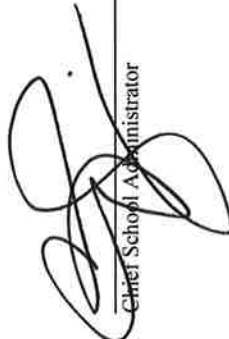
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20	<p>A member of the NJDOE was brought in to train the Child Study Team (including Speech personnel) to review files, timelines, procedures and policies.</p> <p>A minimum of two child study team members will administer assessments for students referred for special education and related services to ensure a multidisciplinary evaluation is conducted.</p>	<p>Professional Development/ Training (including agenda)</p> <p>Documentation of Initial Evaluation reports, from 10/16 through 1/17</p>	<p>Director of Special Services/Superintendent</p>	<p>March 7, 2016 & March 9, 2016</p> <p>October 1, 2016</p>


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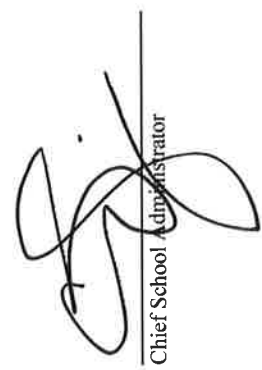
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21	A member of the NJDOE was brought in to train the Child Study Team (including Speech personnel) to review files, timelines, procedures and policies. IEPs will be revised by holding annual review meetings to address areas on non-compliance. Moving forward, each IEP will contain required considerations and statements.	Professional Development/ Training (including agenda) Revised IEPs, as well as sample IEPs, from 10/16 through 1/17	Director of Special Services/Superintendent	April 25, 2016 October 1, 2016


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22		<p>A member of the NJDOE was brought in to train the Child Study Team (including Speech personnel) to review files, timelines, procedures and policies.</p> <p>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 a transition to adult life will be discussed.</p> <p>Morris Union Jointure Commission was hired by the district to perform transitional services for students.</p>	<p>Professional Development/ Training (including agenda)</p> <p>Copies of invitations to IEP Meetings for students ages 14 and above, from 10/16 through 1/17</p> <p>Outside Vendor/Professional Development</p>	<p>Director of Special Services/Superintendent</p>	<p>April 2016</p> <p>October 1, 2016</p> <p>Ongoing</p>


 Chief School Administrator

8/23/16
 Date


 Business Administrator/ Board Secretary

8/23/16
 Date

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

SCHOOL DISTRICT NAME: Elmwood Park

COUNTY: Bergen

TYPE OF EXAMINATION: Federal Audit

DATE OF BOARD MEETING: August 23, 2016

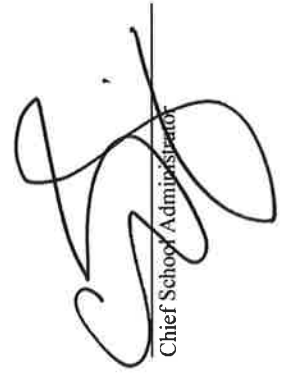
CONTACT PERSON: Anthony Grieco, Superintendent of Schools

TELEPHONE NUMBER: 201-796-8700 ext. 3979

E-MAIL ADDRESS: agrieco@epps.org

IDEA

RECOMMENDATION NUMBER	CORRECTIVE ACTION PLAN	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
23	A member of the NJDOE was brought in to train the Child Study Team (including Speech personnel) to review files, timelines, procedures and policies. Beginning at age 14, all transition requirements will be conducted. The high school team members began working more closely with BCTHS; MUJC to prepare for transition programs.	Professional Development/ Training (including agenda) Review of IEPs revised and random samples of IEPs developed, from 10/16 through 1/17 Outside Vendor/Professional Development	Director of Special Services/Superintendent	April 2016/Ongoing October 1, 2016 Ongoing


Chief School Administrator

8/23/16
Date


Business Administrator/ Board Secretary

8/23/16
Date

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

SCHOOL DISTRICT NAME: Elmwood Park

COUNTY: Bergen

TYPE OF EXAMINATION: Federal Audit

DATE OF BOARD MEETING: August 23, 2016

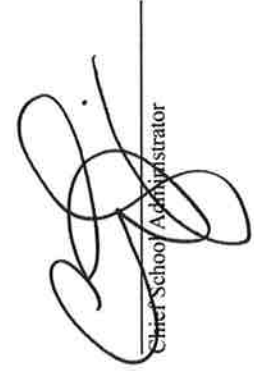
CONTACT PERSON: Anthony Grieco, Superintendent of Schools

TELEPHONE NUMBER: 201-796-8700 ext. 3979

E-MAIL ADDRESS: agrieco@epps.org

IDEA

RECOMMENDATION NUMBER	CORRECTIVE ACTION PLAN	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
24	<p>A member of the NJDOE was brought in to train the Child Study Team (including Speech personnel) to review files, timelines, procedures and policies.</p> <p>The team was broken into 2 groups (one for the elementary and one for the Middle/High School).</p> <p>The district will ensure that reevaluations are conducted within required timelines with required participants in attendance.</p>	<p>Professional Development/ Training (including agenda)</p> <p>Documentation of eligibility meetings held as part of the reevaluation process.</p>	<p>Director of Special Services/Superintendent</p>	<p>March 9, 2016</p> <p>October 1, 2016</p>


 Chief School Administrator

8/23/16
 Date


 Business Administrator/ Board Secretary

8/23/16
 Date

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

SCHOOL DISTRICT NAME: Elmwood Park

COUNTY: Bergen

TYPE OF EXAMINATION: Federal Audit

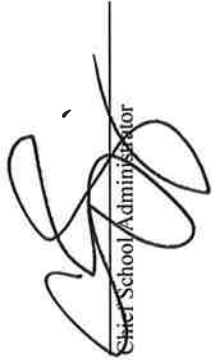
DATE OF BOARD MEETING: August 23, 2016

CONTACT PERSON: Anthony Grieco, Superintendent of Schools

TELEPHONE NUMBER: 201-796-8700 ext. 3979

E-MAIL ADDRESS: agrieco@epps.org

IDEA RECOMMENDATION NUMBER	CORRECTIVE ACTION PLAN	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
25	<p>A member of the NJDOE was brought in to train the Child Study Team (including Speech personnel) to review files, timelines, procedures and policies.</p> <p>The district will ensure that a summary of academic achievement and functional performance is provided to parents or adult students prior to graduating or exiting.</p> <p>Bergen County Special Services provided a training session with pertinent teaching staff on the creation of pertinent Goals and Objectives.</p>	<p>Professional Development/ Training (including agenda)</p> <p>Summary of academic achievement and functional performance provided to students graduating or exiting at the conclusion of the school year.</p> <p>Outside Vendor/Professional Development</p>	<p>Director of Special Services/Superintendent</p>	<p>May 24, 2016</p> <p>October 1, 2016</p> <p>June 20 and 21, 2016</p>


 Chief School Administrator

8/23/16
 Date


 Business Administrator/ Board Secretary

8/23/16
 Date

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

SCHOOL DISTRICT NAME: Elmwood Park

COUNTY: Bergen

TYPE OF EXAMINATION: Federal Audit

DATE OF BOARD MEETING: August 23, 2016

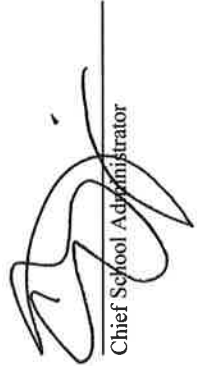
CONTACT PERSON: Anthony Grieco, Superintendent of Schools

TELEPHONE NUMBER: 201-796-8700 ext. 3979

E-MAIL ADDRESS: agrico@epps.org

Administrative

RECOMMENDATION NUMBER	CORRECTIVE ACTION PLAN	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
26	The district will ensure that expenditures are charged to the appropriate general ledger account in accordance with the Uniform Minimum Chart of Accounts.	NCLB- FY 2015-2016 Amendment 2 Journal entries reversing expenditures are available for review.	Business Administrator/Board Secretary & Superintendent	June 30, 2016


 Chief School Administrator

8/23/16
 Date


 Business Administrator/ Board Secretary

8/23/16
 Date