

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

SCHOOL DISTRICT NAME: Sussex County Technical School

COUNTY: Sussex

TYPE OF EXAMINATION: Consolidated Monitoring Report

DATE OF BOARD MEETING: August 29, 2014

CONTACT PERSON: Mr. Gus Modla, Superintendent

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Title I CAP

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding #1	<ol style="list-style-type: none"> 1. Verify the time and activity of staff charged to the grant and amend the grant to reflect the actual time allotted to Title I activities. 2. Submit a list of FY 2013-2014 Title I funded staff, salaries, funding percentages and time sheets for review. 		<ol style="list-style-type: none"> 1. Robert Clark, Business Administrator 2. Steve Masotti, Title I coordinator 	<ol style="list-style-type: none"> 1. Completed 4/10/14 2. September 26, 2014
Finding #2	Revise FY Title I participation letter to include both the multiple measures including both entrance and exit criteria used to identify the students and explain that		Steve Masotti, Title I coordinator	September 30, 2014

	parents may opt for their child to not participate in the program. Provide copy to NJDOE for review.			
Finding #3	Establish a tracking mechanism for proper Title I student identification that is aligned to multiple educationally, objective criteria.		Steve Masotti, Title I coordinator	September 30, 2014
Finding #4	District parent involvement policy evaluated annually with current board adoption. Annual review to be documented with meeting agenda, sign in sheets and minutes. Forward documentation of review process and board adoption to NJDOE.		Steve Masotti, Title I coordinator	September 23, 2014 meeting September 30, 2014 submission to NJDOE
Finding #5	Develop a school-parent compact for FY 2014-2015 with involvement of stakeholder groups. Provide copy of compact to NJDOE.		Steve Masotti, Title I coordinator	July 24, 2014, preliminary board approval. September 23, 2014 stakeholder meeting. Final approval if necessary on November 3, 2014
Finding #6	Convene Title I parent meeting.	Invitations, publication of meeting in local newspaper, school messenger.	Steve Masotti, Title I coordinator	September 23, 2014 June 4, 2015 for evaluation purposes
Finding #7	Generate and distribute Parents' Right-to-Know HQT letter.	Letters distributed to all students on first day of school.	Steve Masotti, Title I coordinator	September 4, 2014

		Letter sent to parents of students identified as Title I students		September 16, 2014 and ongoing
Finding #8	Update website to reflect current versions of parent involvement policy, school-parent compact, and Right-to-Know HQT letter		Charles Culver, District Technology Director Steve Masotti, Title I coordinator	September 30, 2014
Finding #9	Update applications and corresponding accounting records to classify items purchased according to their correct function.	Updated accounting records	Robert Clark, Business Administrator	Completed April 25, 2014
		IDEA Special Education		
Finding 10	The district did not provide notice of eligibility for IEP meetings for students eligible for special education and related services.	-Conduct training through a meeting for child study team members. -Monitoring from NJDOE will be conducted between November 2014-February 2015	Kathleen Finley, Supervisor of Special Education	September 24, 2014 November 2014-Feb. 2015
Finding 11	The district did not consistently provide to students at age 14, written invitations to meetings where post-school transition was being discussed.	-Conduct training through a meeting for child study team members and CST secretary. -Monitoring from NJDOE will be conducted between November 2014-February 2015	Kathleen Finley, Supervisor of Special Education	September 24, 2014 November 2014-Feb. 2015
Finding 12	The district did not consistently include required considerations and statements in each IEP.	-Conduct training through a meeting for child study team members and CST secretary.	Kathleen Finley, Supervisor of Special Education	September 24, 2014 July 23, 2014

		<p>-District has remove IEP Planner previously purchased and moved to the NJ state model.</p> <p>-Monitoring from NJDOE will be conducted between November 2014-February 2015</p>		November 2014-Feb. 2015
Finding 13	The district did not consistently provide parents written notice that contains a required components within 15 calendar days following meetings.	<p>-Conduct training through a meeting for child study team members and CST secretary.</p> <p>-District has remove IEP Planner previously purchased and moved to the NJ state model.</p> <p>-Monitoring from NJDOE will be conducted between November 2014-February 2015</p>	Kathleen Finley, Supervisor of Special Education	<p>September 24, 2014</p> <p>July 23, 2014</p> <p>November 2014-Feb. 2015</p>
Finding 14	The district did not provide notice of graduation or a summary of academic achievement and functional performance to all student.s	<p>-Conduct training through a meeting for child study team members and CST secretary.</p> <p>-District has remove IEP Planner previously purchased and moved to the NJ state model.</p> <p>-Monitoring from NJDOE will be conducted between November 2014-February 2015</p>	Kathleen Finley, Supervisor of Special Education	<p>September 24, 2014</p> <p>July 23, 2014</p> <p>November 2014-Feb. 2015</p>
Finding 15	The district did not include required transition components in IEPs of	<p>-Conduct training through a meeting for child study team members and CST secretary.</p>	Kathleen Finley, Supervisor of Special Education	<p>September 24, 2014</p> <p>July 23, 2014</p>

	students turning 14 and 16 consistently.	-District has remove IEP Planner previously purchased and moved to the NJ state model. -Monitoring from NJDOE will be conducted between November 2014-February 2015		November 2014-Feb. 2015
		ADMINISTRATIVE		
Finding #16	All staff charged to federal grants should be reappointed annually by board resolution	Staff members whose salaries are charged to federal grants will be named at board meetings as necessary.	Robert Clark, Business Administrator	September 24, 2014 and ongoing as necessary