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<tr>
<td>Finding 1</td>
<td>Title I participation letter revised to include multiple measures used to identify students for eligibility and define exit criteria for the Title I program.</td>
<td>Title I Participation letter with revised criteria</td>
<td>Assistant Principal / Title I Supervisor</td>
<td>9/19/2013</td>
</tr>
<tr>
<td>Finding 2</td>
<td>Charges for renting office space and food for PTSO meetings were reclassified to local funds from Title I</td>
<td>Journal Entry</td>
<td>Business Administrator</td>
<td>6/30/2013</td>
</tr>
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NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
CORRECTIVE ACTION PLAN

SCHOOL DISTRICT NAME: Passaic County Technical Institute  
COUNTY: Passaic

TYPE OF EXAMINATION: CONSOLIDATED MONITORING REPORT AUGUST 2013

DATE OF BOARD MEETING: November 1, 2013

CONTACT PERSON: John Maiello

TELEPHONE NUMBER: 973-389-4209  
FAX NUMBER: 973-790-6018

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<td>Finding 3</td>
<td>Title I Parental Involvement Policy #2415.04 was readopted at the reorganization meeting Nov. 1, 2012 and posted on our website Sept. 20, 2013. No anticipated changes and will be readopted at the reorganization meeting on Nov. 1, 2013</td>
<td>Readopted at reorganization meeting 11/1/2012</td>
<td>Assistant Principal / Supervisor Title I</td>
<td>9/20/2013</td>
</tr>
<tr>
<td>Finding 4</td>
<td>District parent webpage updated to reflect required notifications for the 2013-2014 school year</td>
<td>School website updated: <a href="http://www.ptc.tec.nj.us/parents/NCLB/HQT">www.ptc.tec.nj.us/parents/NCLB/HQT</a> letter</td>
<td>Assistant Principal / Supervisor Title I</td>
<td>8/22/2013</td>
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Chief School Administrator  
11/1/13  
Date

Board Secretary/Business Administrator  
11/1/13  
Date
NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
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<td>Finding 5</td>
<td>IDEA 12/13 grant amended and expenditures reclassified to correct function.</td>
<td>Journal Entry-Grant amendment</td>
<td>Business Administrator</td>
<td>6/30/2013</td>
</tr>
<tr>
<td>Finding 6</td>
<td>IDEA 12/13 grant amended and expenditures reclassified to correct function</td>
<td>Journal Entry-Grant amendment</td>
<td>Business Administrator</td>
<td>6/30/2013</td>
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Chief School Administrator: 11/1/13  
Board Secretary/Business Administrator: 11/1/13
NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
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<td>Finding 7</td>
<td>Provide training to case managers and CST dept. clerical staff on the requirement to include “N.J.A.C.6A-Due Process” documents as part of the identification meeting written notices</td>
<td>Training will be provided during the regularly scheduled CST dept. mtg.</td>
<td>Director of Special Education</td>
<td>6/11/2013</td>
</tr>
<tr>
<td></td>
<td>Revise P.C.T.I. Assessment Plan document to include “N.J.A.C.6A-Due Process” as part of the parental signature page</td>
<td>The document will be revised immediately following the regularly scheduled CST dept. mtg.</td>
<td>Director of Special Education, CST dept. clerical staff</td>
<td>6/11/2013</td>
</tr>
</tbody>
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Chief School Administrator:  
Date: 11/1/13

Board-Secretary/Business Administrator:  
Date: 11/1/13
**NEW JERSEY DEPARTMENT OF EDUCATION**  
**OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE**  
**CORRECTIVE ACTION PLAN**

**SCHOOL DISTRICT NAME:** Passaic County Technical Institute  
**COUNTY:** Passaic

**TYPE OF EXAMINATION:** CONSOLIDATED MONITORING REPORT AUGUST 2013

**DATE OF BOARD MEETING:** November 1, 2013

**CONTACT PERSON:** John Maiello

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<tr>
<td>Finding 3</td>
<td>Provide training to case managers and on the requirement to provide copies of evaluation reports not less than 10 days prior to the determination of eligibility</td>
<td>Training will be provided during the regularly scheduled CST dept. mtg.</td>
<td>Director of Special Education</td>
<td>9/24/2013</td>
</tr>
<tr>
<td></td>
<td>Implement the following oversight mechanism: After every eligibility meeting the case manager will submit to the Director of Special Education a copy of the new IEP and a copy of the dated cover letter(s) that was sent with the report(s) to the parents</td>
<td>The Director of Special Education will review each IEP and cover letter(s) to verify &amp; ensure compliance with dates has been met</td>
<td>Director of Special Education</td>
<td>9/24/2013 (and retroactive to any eligibility meetings held between September 5 – September 25, 2013)</td>
</tr>
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**Chief School Administrator:**  
**Date:** 11/1/13

**Board Secretary/Business Administrator:**  
**Date:** 11/1/13
### Corrective Action Plan

**School District Name:** Passaic County Technical Institute  
**County:** Passaic

**Type of Examination:** CONSOLIDATED MONITORING REPORT AUGUST 2013

**Date of Board Meeting:** November 1, 2013

**Contact Person:** John Maiello

**Telephone Number:** 973-389-4209  
**Fax Number:** 973-790-6018

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<th>Individual Responsible for Implementation</th>
<th>Completion Date of Implementation</th>
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<tr>
<td>Finding 9</td>
<td>Provide training to case managers and speech therapists on the requirement to conduct functional assessment as part of all initial evaluations as well as on the components of a functional assessment</td>
<td>Training will be provided during the regularly CST dept. mtg.</td>
<td>Director of Special Education</td>
<td>9/24/2013</td>
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Implement the following oversight mechanism: Prior to every initial eligibility meeting the case manager/speech therapist will meet with the Director of Special Education and submit a copy of the evaluations for her review.

The Director of Special Education will review each IEP and cover letter(s) to verify and ensure compliance with dates has been met.

**Date:** 11/1/13  
**Chief School Administrator:**

**Board Secretary/Business Administrator:**  
**Date:** 11/1/13
## NEW JERSEY DEPARTMENT OF EDUCATION
### OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
#### CORRECTIVE ACTION PLAN

**SCHOOL DISTRICT NAME:** Passaic County Technical Institute  
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**DATE OF BOARD MEETING:** November 1, 2013

**CONTACT PERSON:** John Maiello

**TELEPHONE NUMBER:** 973-389-4209  
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<tr>
<td>Finding 10</td>
<td>Provide training for administrators and I&amp;R S staff regarding the procedures for implementing the requirements in the citation</td>
<td>Training will be provided during a mutual scheduled time period</td>
<td>Director of Pupil Personnel Services</td>
<td>10/01/2013</td>
</tr>
<tr>
<td></td>
<td>The district will implement the following oversight mechanism: include a checklist for each student which documents frequency, duration and effectiveness of interventions provided in the general education setting</td>
<td>The Director of Pupil Personnel Services will be provided evidence from each I&amp;R S grade level group leader to verify and ensure compliance is met</td>
<td>Director of Pupil Personnel Services</td>
<td>10/01/2013</td>
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**Chief School Administrator**  
**Date:** 11/1/13

**Board Secretary/Business Administrator**  
**Date:** 11/1/13
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SCHOOL DISTRICT NAME: Passaic County Technical Institute
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<td>Finding 11</td>
<td>The district will identify and develop appropriate alternate assessments for any district wide assessment and make those available to students with IEPs as determined appropriate by the IEP team.</td>
<td>The district will form a committee consisting of the Principal, Director of Special Education and a sample of administrators and case managers to discuss current and future district wide assessment and select and/or develop alternative assessments.</td>
<td>Principal, Director of Special Education and the appropriate Assistant Principals and/or Supervisors of the targeted content areas</td>
<td>3/04/2014</td>
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Implement the following oversight mechanism: The Director of Special Education will, as part of her review of every IEP, verify that decisions regarding assessment are documented in IEPs.

The Director of Special Education will initial the District and Assessment page of the IEP that adequately documents the decision regarding participation in testing or supply revisions to the case managers.

Director of Special Education

9/25/2013

Chief School Administrator 11/1/13

Board Secretary/Business Administrator 11/1/13
NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
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SCHOOL DISTRICT NAME:  Passaic County Technical Institute   COUNTY:  Passaic

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<tr>
<td>Finding 12</td>
<td>Race To The Top expenditures recorded in proper program code in District general ledger</td>
<td>Proper Accounts set up in general ledger</td>
<td>Business Administrator</td>
<td>6/30/2013</td>
</tr>
<tr>
<td>Finding 13</td>
<td>Purchase orders issued to vendors prior to goods or services being provided</td>
<td>Greater care to be exercised to insure purchase orders are issued prior to goods and services being provided</td>
<td>Business Administrator</td>
<td>6/30/2013</td>
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Chief School Administrator  11/1/13

Board Secretary/Business Administrator  11/1/13