

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

SCHOOL DISTRICT NAME: Passaic County Technical Institute COUNTY: Passaic

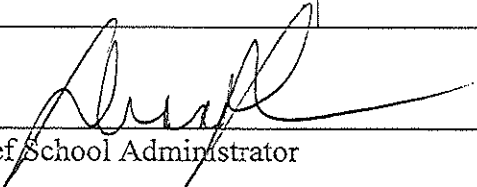
TYPE OF EXAMINATION: CONSOLIDATED MONITORING REPORT AUGUST 2013

DATE OF BOARD MEETING: November 1, 2013

CONTACT PERSON: John Maiello

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

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 1	Title I participation letter revised to include multiple measures used to identify students for eligibility and define exit criteria for the Title I program.	Title I Participation letter with revised criteria	Assistant Principal / Title I Supervisor	9/19/2013
Finding 2	Charges for renting office space and food for PTSO meetings were reclassified to local funds from Title I	Journal Entry	Business Administrator	6/30/2013

  
\_\_\_\_\_  
Chief School Administrator

11/1/13  
Date

  
\_\_\_\_\_  
Board Secretary/Business Administrator

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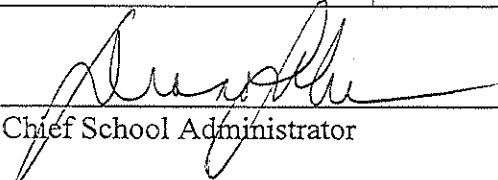
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Finding 3	Title I Parental Involvement Policy #2415.04 was readopted at the reorganization meeting Nov. 1, 2012 and posted on our website Sept. 20, 2013. No anticipated changes and will be readopted at the reorganization meeting on Nov. 1, 2013	Readopted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

  
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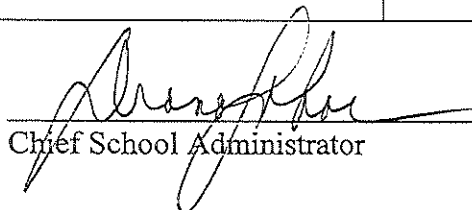
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Finding 5	IDEA 12/13 grant amended and expenditures reclassified to correct function.	Journal Entry-Grant amendment	Business Administrator	6/30/2013
Finding 6	IDEA 12/13 grant amended and expenditures reclassified to correct function	Journal Entry- Grant amendment	Business Administrator	6/30/2013

  
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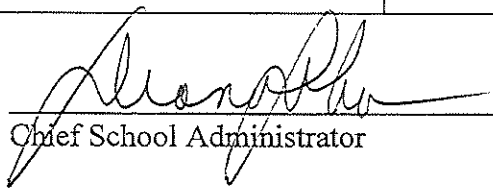
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RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 7	Provide training to case managers and CST dept. clerical staff on the requirement to include "N.J.A.C.6A-Due Process" documents as part of the identification meeting written notices	Training will be provided during the regularly scheduled CST dept. mtg.	Director of Special Education	6/11/2013
	Revise P.C.T.I. Assessment Plan document to include "N.J.A.C.6A-Due Process" as part of the parental signature page	The document will be revised immediately following the regularly scheduled CST dept. mtg.	Director of Special Education, CST dept. clerical staff	6/11/2013

  
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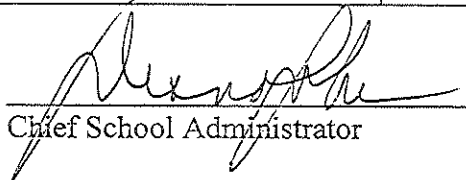
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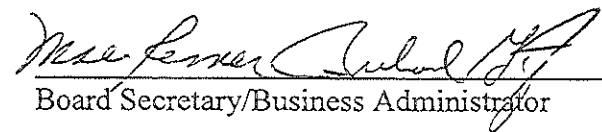
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Finding 8	Provide training to case managers and on the requirement to provide copies of evaluation reports not less than 10 days prior to the determination of eligibility	Training will be provided during the regularly scheduled CST dept. mtg.	Director of Special Education	9/24/2013
	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	The Director of Special Education will review each IEP and cover letter(s) to verify & ensure compliance with dates has been met	Director of Special Education	9/24/2013 (and retroactive to any eligibility meetings held between September 5 – September 25, 2013)

  
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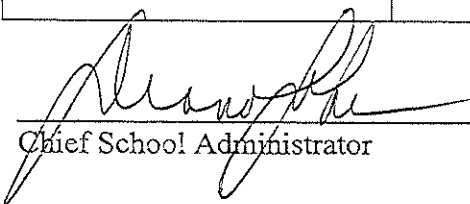
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Finding 9	Provide training to case managers and speech therapists on the requirement to conduct functional assessment as part of all initial evaluations as well as on the components of a functional assessment	Training will be provided during the regularly CST dept. mtg.	Director of Special Education	9/24/2013
	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	Director of Special Education	September 25, 2013 (and retroactive to any initial eligibility meetings held between September 5-September 25, 2013)

  
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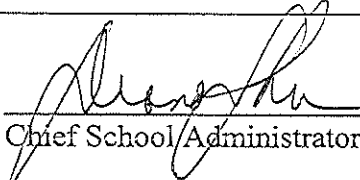
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Finding 10	Provide training for administrators and I&RS staff regarding the procedures for implementing the requirements in the citation	Training will be provided during a mutual scheduled time period	Director of Pupil Personnel Services	10/01/2013
	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	The Director of Pupil Personnel Services will be provided evidence from each I&RS grade level group leader to verify and ensure compliance is met	Director of Pupil Personnel Services	10/01/2013

  
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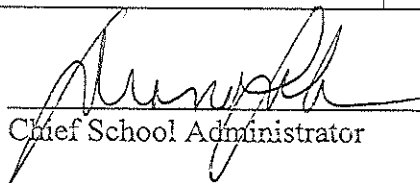
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Finding 11	The district will identify and develop appropriate alternate assessments for any district wide assessment and make those available to students with IEPs as determined appropriate by the IEP team	The district will form a committee consisting 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	Principal, Director of Special Education and the appropriate Assistant Principals and/or Supervisors of the targeted content areas	3/04/2014
	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

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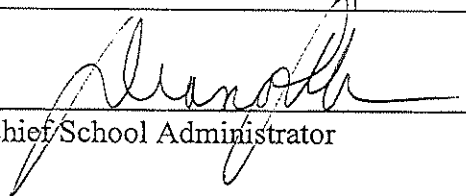
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Finding 12	Race To The Top expenditures recorded in proper program code in District general ledger	Proper Accounts set up in general ledger	Business Administrator	6/30/2013
Finding 13	Purchase orders issued to vendors prior to goods or services being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

  
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