

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

NAME OF SCHOOL: VILLAGE CHARTER SCHOOL

COUNTY: MERCER

TYPE OF EXAMINATION : EDUCATION JOBS CONSOLIDATED MONITORING

DATE OF BOARD MEETING: AUGUST 23, 2012

CONTACT PERSON: LEIGH BYRON

TELEPHONE NUMBER: 609-695-0110

FAX NUMBER 609-695-1880

RECOMMENDATION FINDING #1 – *Citation ESEA 1114(2): Identification of Students Not Required*

CORRECTIVE ACTION APPROVED BY THE BOARD: The Village Charter School will immediately discard any reference to Title I eligibility criteria and will not use the Title I eligibility criteria to identify children to participate in the program.

METHOD OF IMPLEMENTATION: The school will not use the Title I eligibility criteria to identify children in a schoolwide program.

PERSON RESPONSIBLE FOR IMPLEMENTATION: Title I Coordinator – Head of School

COMPLETION DATE OF IMPLEMENTATION: August 15, 2012 and on-going

RECOMMENDATION NUMBER: *Findings 2 Citation N.J.A.C 6A:14-2.3(k)3,5; 20 U.S.C. 1414(b)(1); and 34 CFR 300.304(a)*

CORRECTIVE ACTION APPROVED BY THE BOARD: To utilize the state approved speech IEP format

METHOD OF IMPLEMENTATION: The school will ensure that parents of students eligible for speech language services are provided notice of meetings which contains all required components early enough to ensure that the parent has an opportunity to attend. The school will conduct training for the speech language specialist regarding the procedures for implementing the requirements in the citation listed above.

PERSON RESPONSIBLE FOR IMPLEMENTATION: principal, social worker

COMPLETION DATE OF IMPLEMENTATION: Oct 2012

RECOMMENDATION NUMBER: Finding 3 Citation 20 U.S.C. 1414(b)(1)(c)(4)(A); 34 CFR 300.304(a)(4) and 34 CFR 300.305(a) and N.J.A.C. 6A:14-2.3(f) and 2.3 (g) 1-7.

CORRECTIVE ACTION APPROVED BY THE BOARD: To utilize the state approved speech IEP format and to monitor all meetings to insure appropriate notification time.

METHOD OF IMPLEMENTATION: The school will ensure that parents are provided written notice of meetings that contains all required components within 15 calendar days of the meeting. The school will provide training for speech-language specialist regarding the procedures for implementing the requirements in the citation listed above.

PERSON RESPONSIBLE FOR IMPLEMENTATION: principal, social worker

COMPLETION DATE OF IMPLEMENTATION: Oct 2012

RECOMMENDATION NUMBER: Findings 4 Citation N.J.A.C. 6A:14-2.3(a); 20 U.S.C. 1414(a)(1)(D); and 34 CFR 300.300(a).

CORRECTIVE ACTION APPROVED BY THE BOARD: Social worker oversees and maintains speech files.

METHOD OF IMPLEMENTATION: The school will ensure that informed consent to conduct initial evaluations and implement the initial IEP is obtained and maintained in student files. The school will maintain documentation attempts to obtain written parental consent when the parent does not attend the initial evaluation planning or initial IEP meeting. The school will provide training for speech-language specialist regarding the procedures for implementing the requirements in the citation listed above.

PERSON RESPONSIBLE FOR IMPLEMENTATION: social worker

COMPLETION DATE OF IMPLEMENTATION: Oct 2012

RECOMMENDATION NUMBER: Finding 5 Citation N.J.A.C. 6A:14-3.6(c); 20 U.S.C. 1414(b)(4); and 34 CFR 300.306(a).

CORRECTIVE ACTION APPROVED BY THE BOARD: Social worker and principal will ensure all reports are given to parents 10 days prior to the determination of eligibility for speech services.

METHOD OF IMPLEMENTATION: The school will ensure the provision of copies of evaluation reports to parents no less than 10 days prior to the determination of eligibility for speech language services.

PERSON RESPONSIBLE FOR IMPLEMENTATION: principal, social worker

COMPLETION DATE OF IMPLEMENTATION: Oct 2012

RECOMMENDATION NUMBER: Finding 6 Citation N.J.A.C. 6A:14-2.5(b)6; 3.4(g) AND 3.6(c).

CORRECTIVE ACTION APPROVED BY THE BOARD: Social worker and principal will ensure that all identification meetings are within 20 calendar days of receipt of the written request for evaluations and Ms. Twisdale will ensure that all required participants are in attendance.

METHOD OF IMPLEMENTATION: The will school ensure that identification meetings are conducted within 20 calendar days of receipt of a written request for evaluation and that the required participants are in attendance. The school will provide training for speech-language specialist regarding the procedures for implementing the requirements in the citation listed above.

PERSON RESPONSIBLE FOR IMPLEMENTATION: principal, social worker

COMPLETION DATE OF IMPLEMENTATION: Oct 2012

RECOMMEDATION NUMBER: *Finding 7 Citation N.J.A.C. 6A:14-2.5(b)6, 3.4(f)4(i-vi) AND 3.6(b); 20 U.S.C. 1414(b)(4) and (5); and 34 CFR 300.306(c)(i).*

CORRECTIVE ACTION APPROVED BY THE BOARD: Village Charter will utilize speech services referral forms in order to gain useful information for speech evaluations. Social worker will ensure that all components of the functional assessment are conducted as part of the initial evaluation process.

METHOD OF IMPLEMENTATION: The school will ensure that a multidisciplinary evaluation is conducted for students referred for speech language services by obtaining a statement from the general education teacher that details the educational impact of the speech problem on the student's progress in general education. The school will ensure that all components of the functional assessment are conducted as part of the initial evaluations process for students referred for speech language services. The school will also conduct training for the speech language specialist regarding the above citation.

PERSON RESPONSIBLE FOR IMPLEMENTATION: principal, social worker

COMPLETION DATE OF IMPLEMENTATION: Oct 2012

RECOMMEDATION NUMBER: Finding 8 *Citation N.J.A.C. 6A:14-2.3(k) 1 (i-vii); 20 U.S.C 1414(d)(1)(B); and 34 CFR 300.321 (a)*

CORRECTIVE ACTION APPROVED BY THE BOARD: Social worker oversees all eligibility and IEP meetings to ensure all required participants are in attendance. Social worker will also maintain speech service records.

METHOD OF IMPLEMENTATION: The school will ensure that eligibility and IEP meetings are conducted with required participants and that documentation of attendance or attempts to obtain parental participation when the parent does not attend the meeting are maintained in students records. The school will also conduct training for the speech language specialist regarding the above citation.

PERSON RESPONSIBLE FOR IMPLEMENTATION: principal, social worker

COMPLETION DATE OF IMPLENTATION: Oct 2012

Finding 9 - *Citation: OMB Circular A-87, Attachment B, Section 8(h)*

CORRECTIVE ACTION APPROVED BY THE BOARD: Village Charter School will ensure that all time sheets submitted by staff funded by IDEA will include the time and activity including percentages of time they spent during the day serving IDEA students.

METHOD OF IMPLEMENTATION: The Principal's Office will ensure that all staff funded with IDEA grant will submit a completed time sheet on a monthly basis. The completed time sheets will be reviewed in the business office to ensure that they are completed accurately. Completed timesheets will be filed in the business office. As part of the required action, the school will submit a list of FY2012 IDEA funded staff, salaries and percentages and time sheets to date to the NJDOE for review.

PERSON RESPONSIBLE FOR IMPLEMENTATION: School Secretary and School Business Administrator

COMPLETION DATE: August 15, 2012 and on-going

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CHIEF SCHOOL ADMINISTRATOR	DATE	BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR	DATE