

Acceptance of Consolidated Monitoring 2018-2019 Audit/Corrective Action Plan

BE IT

RESOLVED:

that upon the recommendation of the Acting Superintendent of Schools, the Edison Board of Education approves the Consolidated Monitoring July 1, 2018 - April 30, 2019 Audit Corrective Action Plan as listed below:

TITLE I

1) Recommendation

The district must establish entrance and exit criteria and a tracking mechanism for proper Title I student identification. This mechanism must include documentation of the use of multiple, educationally related objective criteria to identify students for eligibility to receive Title I services.

Corrective Action

The district will develop Title I entrance and exit criteria to include multiple objective criteria.

2) Recommendation

The district must use state and/or local funds, rather than federal funds, to provide this program for all students. The district must update its Title I program to reflect the operation of a Title I Targeted Assistance Program in accordance with the required eight components of a targeted assistance program. The district must submit a detailed description of its updated Title I program with emphasis on providing supplemental services to identified participating students. The program description must include the multiple measures used to identify participating Title I students, how students will be assessed, and the frequency of these assessments.

Corrective Action

The district will collaborate with Title I Stakeholder Committees to plan for expansion of current Title I programs and/or development of new Title I programs to replace the AVID program.

3) Recommendation

Each school's parent notification letters must include clearly defined entrance and exit criteria. The school must provide a copy of its revised parent notification letter for FY 2019-2020 to the NJDOE for review.

Corrective Action

The district will modify the parent notification letter to incorporate newly developed entrance and exit criteria (see recommendation #1).

4) Recommendation

The district must have both a written district parent and family engagement policy and school-level parent and family engagement policy developed with parental input. Both policies must be evaluated annually. The district should provide technical assistance to its schools in the development of school-level parent and family engagement policies and ensure that its schools work with their stakeholder groups to develop the policies and review it annually. The district must submit copies of a recent board approved district parent and family engagement policy and school-level policies to the NJDOE for review. The district must also submit evidence of engaging parents in the development and review of the policies (meeting agendas, sign-in sheets, minutes), and evidence of the board's adoption of the district level policy (board meeting minutes).

Corrective Action

On an annual basis, the district will work with each Title I school and each Title I school's Title I Stakeholder Committee to evaluate and update the district-level and school-level Parent and Family Engagement policies.

5) Recommendation

The school must have all required documents translated into a language that is understandable to the parents of the student served. The documents that must be in multiple languages are the District/School Parent and Family Engagement Policy, Parent-School Compact, Title I Parent Notification Letter, and the Parents' Right to Know Letter, at a minimum.

Corrective Action

Each Title I school will translate all informational documents including, but not limited to, the District/School Parent and Family Engagement Policy, Parent-School Compact, Title I Parent Notification Letter and the Parents' Right to Know Letter into a language that is understandable to the parents of Title I students.

6) Recommendation

The school must convene and/or consult with its stakeholder committee for input and peer review before changes are made to the Annual School Plan. These meetings and consultations must be documented with an agenda, sign in sheets and minutes, and uploaded as part of the Annual School Plan.

Corrective Action

The Lindeneau Elementary School Annual School Plan will be developed in collaboration with the Title I Stakeholder committee. Meetings where the Annual School Plan is developed will be documented with agendas, sign-in sheets and minutes.

7) Recommendation

The district must ensure that its Title I schools convene and have an annual Title I meeting, at the beginning of the school year, to inform all parents of the legislative requirements, and the school's Title I program.

Corrective Action

Each Title I school will convene an annual Title I meeting at the beginning of the school year to inform all parents of the legislative requirements and the school's Title I program.

8) Recommendation

The district must ensure that each Title I school has a school-parent compact that is developed with the input of parents and distributed directly to parents of students participating in the Title I program. The district must submit copies of the school-parent compact and evidence of the involvement of parents and families, of Title I students, in its development to the NJDOE for review.

Corrective Action

Each Title I school will collaborate with the Title I Stakeholder Committee to develop a school-parent compact. Once developed, the compact will be distributed directly to parents of Title I students.

9) Recommendation

Beginning with the FY 2019-2020 ESEA project period, the district must update the Parents Right to Know Letter, as well as all other ESEA correspondence to include references to ESEA rather than NCLB.

Corrective Action

The district will update all Title I related documents including the Parents Right to Know Letter to include references to *ESEA* rather than *NCLB*.

10) Recommendation

The district must reverse the Title I costs for the tickets purchased for the Jets AVID Day, and allocate state/local funds for these costs. The district must provide evidence of the adjusting entry to the NJDOE for review. The schools' 2018-2019 Title I final expenditure report must also reflect this reversal.

Corrective Action

The district will make an adjusting entry to transfer the expenditure in the amount of \$1,250.00 for tickets purchased for the Jets AVID Day to a state or local budget line.

TITLE II-A

11) Recommendation

Contact the STEM Academy for Kids and follow procedures to consult and provide services.

Corrective Action

As per Constance Webster, NJDOE Ombudsman, STEM Academy for Young Kids is not eligible for Title II-A funding because the school is for-profit.

12) Recommendation

Provide research/evidence for the needs that have been identified. Stakeholders should note relevant evidence-based activities, when evidence is available, that will have the likelihood of working in the local context. When strong evidence or moderate evidence is not available promising evidence may suggest that an intervention should demonstrate a rationale for how they will achieve their intended goals and be examined to understand how they are working.

Corrective Action

The district will provide Title I Stakeholder Committees with evidence-based research to support strategies selected to address identified needs.

TITLE III AND TITLE III IMMIGRANT

13) Recommendation

The district must reverse the expenditure of Title III funds for teacher salaries and submit documentation of the adjusting entry to the NJDOE for review or submit evidence of ESL certification for each of the staff who did not meet the certification requirement in the summer ESL literacy program.

Corrective Action

The district will make an adjusting entry to transfer expenditures totaling \$12,478.50 for salaries for teachers who lack the certification required by ESEA Title III to a state or local budget line.

14) Recommendation

The district must reverse the expenditure of Title III funds for teacher salaries and submit documentation of the adjusting entry to the NJDOE for review.

Corrective Action

The district will make an adjusting entry to transfer expenditures totaling \$15,912.50 for salaries for teachers who administered state-required screening assessments to a state or local budget line.

15) Recommendation

The district must reverse the expenditure of Title III Immigrant funds for supplies and submit documentation of the adjusting entry to the NJDOE for review.

Corrective Action

The district will make an adjusting entry to transfer expenditures totaling \$2,471.52 for unallowable supplies to a state or local budget line.

16) Recommendation

The district must reverse the expenditure of Title III Immigrant funds for supplies and submit documentation of the adjusting entry to the NJDOE for review.

Corrective Action

The district will make an adjusting entry to transfer expenditures totaling \$9,300.00 for unallowable supplies to a state or local budget line.

17) Recommendation

The district must retain staff certification records of all employees.

Corrective Action

The district will make an adjusting entry to transfer expenditures totaling \$4,800 for salaries for Adult ESL class teachers who lack the certification required by ESEA Title III to a state or local budget line.

18) Recommendation

The district's Title III parent notification letter needs to fully describe all ELL program types and indicate the students' expected rate of transition into a mainstream classroom in a format understandable to the parent. The district must retain a copy for each notification letter. In addition, the district must implement outreach activities to parents to help them participate in their children's education.

Corrective Action

The district will revise the Title III parent notification letter to fully describe all ELL program types and indicate the students' expected rate of transition into a mainstream classroom in a format understandable to the parent and will retain a copy for each notification letter. The district will also implement outreach activities to parents to help them participate in their children's education.

19) Recommendation

In addition to consultation with non-public schools, the district must maintain documentation of services and monitor how ELLs are progressing (e.g. track assessment data).

Corrective Action

In addition to consultation with non-public schools, the district will maintain documentation of services and monitor how ELLs are progressing (e.g. track assessment data).

TITLE IV-A

20) Recommendation

The district must conduct a comprehensive needs assessment of the local educational agency or agencies proposed to be served under this subpart in order to examine needs for improvement of: (A) access to, and opportunities for, a well-rounded education for all students; (B) school conditions for student learning in order to create a healthy and safe school environment; and (C) access to personalized learning experiences supported by technology and professional development for the effective use of data and technology.

Corrective Action

The district will conduct a comprehensive needs assessment of the local educational agency or agencies proposed to be served under this subpart in order to examine needs for improvement of: (A) access to, and opportunities for, a well-rounded education for all students; (B) school conditions for student learning in order to create a healthy and safe school environment; and (C) access to personalized learning experiences supported by technology and professional development for the effective use of data and technology.

21) Recommendation

Provide research/evidence for the needs that have been identified. Stakeholders should note relevant evidence-based activities, when evidence is available, that will have the likelihood of working in the local context. When strong evidence or moderate evidence is not available promising evidence may suggest that an intervention should demonstrate a rationale for how they will achieve their intended goals and be examined to understand how they are working.

Corrective Action

The district will provide Title IV stakeholders with evidence-based research to support strategies selected to address identified needs.

IDEA (SPECIAL EDUCATION)

No Findings

ADMINISTRATIVE

22) Recommendation

Purchase orders should be issued to all vendors prior to goods or services being provided.

Corrective Action

The district will hire a Purchasing Agent who will be responsible for reviewing all purchase requisitions and training employees on the purchasing process to ensure compliance with district policy and state purchasing regulations.

23) Recommendation

The district should update its internal controls to ensure that the board minutes contain the required information.

Corrective Action

The district Purchasing Agent will review and update the district Operating Procedures to include required information including the account number to be charged, hourly rates where applicable, and not to exceed amounts on all board action items involving federally funded salaries.

24) **Recommendation**

The district must ensure that employees submit personal activity reports that have been verified by supervisors, as required.

Corrective Action

All federally funded staff members will be required to complete semi-annual (100% funded) or monthly (partially funded) time and activity certifications.

25) **Recommendation**

The district must establish accounts using appropriate program codes in the general ledger.

Corrective Action

The district chart of accounts will be revised to assign program code 280 to all Title IV budget accounts.

26) **Recommendation**

The district must comply with current federal and state procurement regulations.

Corrective Action

The district will use an allowable competitive process such as bidding for professional development expenditures that exceed the district bid threshold.

27) **Recommendation**

The district should prepare and adopt a detailed purchasing manual to ensure compliance with current state and federal procurement regulations.

Corrective Action

The district Purchasing Agent will review and update the district Purchasing Manual to ensure compliance with current state and federal procurement regulations.