

New Jersey Department of Education  
Office of Fiscal Accountability and Compliance  
Corrective Action Plan

Name of School District: Orange Board Of Education

County: Essex

Type of Examination: Office of Fiscal Accountability and Compliance:

Date of Board Meeting: September 10, 2019

Contact Person: Dr. Gerald Fitzhugh, II

Telephone Number: 973-677-4040

Recommendation Number	Corrective Action Required By The Board	Method Of Implementation	Person Responsible For Implementation	Completion Date Of Implementation
<p><b>1. <u>Finding:</u></b> The district did not have an updated district-level Parent and Family Engagement Policy in compliance with ESSA, developed jointly with, agree on with, and distributed to parents and family members of participating children.</p> <p>Title I</p>	<p>The district shall develop jointly with, agree on with, and distribute to parents and family members of participating children a written district-level parent and family engagement policy. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand.</p> <p>The district must provide evidence of an updated, board approved, district-level Parent and Family Engagement Policy for review to NJDOE, along with evidence of parent input in the development of the policy, and availability of policy in</p>	<p>1. Schedule a meeting with parent representatives and key district employees to complete the Title I District Parental Involvement Plan. Complete the policy, utilizing the policy provided on the NJDOE, Title I website.</p> <p>2. Send the completed policy to the OBE translators for translation into Spanish and Haitian Creole.</p> <p>3. Introduce the completed policy to the OBE Curriculum Committee for approval.</p> <p>4. Write the OBE Resolution for approval of the policy and place it on the OBE meeting agenda for approval.</p> <p>5. Provide evidence of the parent meeting (sign in</p>	<p>1. Dr. T. Russo</p> <p>2. Dr. T. Russo Mrs. V. Paiz Mr. S. Antoine</p> <p>3. Dr. T. Russo</p> <p>4. Dr. T. Russo Mr. I. Tom-George</p> <p>5. Dr. T. Russo</p>	<p>1. September 13, 2019</p> <p>2. September 20, 2019</p> <p>3. September 24, 2019</p> <p>4. September 25, 2019</p> <p>5. October 8, 2019</p>

	in the development of the policy, and availability of the policy in an understandable and uniform format in a language parents can understand.	steven.hoffmann@doe.nj.gov 6 Publish the school policies on the corresponding school websites.	6. School Technology Coordinators	6. October 9, 2019
<p><b>3. Finding:</b> The district did not consistently provide parents of students referred and/or eligible for special education and related services and students referred and /or eligible for speech-language services, notice of meeting for identification, annual review, reevaluation planning, and eligibility meetings.</p> <p>IDEA</p>	The IEP team must consider the general education class first when considering programs that will remove students from the general education for more than 20 percent of the school day.	<p>1. Review IEPs weekly</p> <p>2. Review notices for parental meetings in Easy IEP</p> <p>3. Provide training for Child Study Team members and Speech-Language Specialist regarding all state compliances</p>	<p>1. Mrs. S. Harper Dr. J. McClouden Mrs. A. Mateen</p> <p>2. Mrs. S. Harper Dr. J. McClouden Mrs. A. Mateen</p> <p>3. Mrs. S. Harper Dr. J. McCouden Mrs. A. Mateen OBE SE Attorney</p>	<p>1. August 2019- June 2020</p> <p>2. August 2019- June 2020</p> <p>3. September 4, 2019</p>
<p><b>4. Finding:</b> The district did not consistently document in the IEPs of students removed from the general education setting for more than 20 percent of the school day, including students placed in separate settings, consideration of placement in the least restrictive environment (LRE). Specifically, IEPs did not consistently include:</p> <p>IDEA</p> <ul style="list-style-type: none"> <li>the supplementary aids and services considered and an explanation of why the supplementary aids and services were rejected;</li> <li>the potentially beneficial or harmful effects which a placement in general education may</li> </ul>	<p>-The IEP team must develop activities to transition students to a less restrictive environment and document activities in each IEP.</p> <p>- The IEP team must develop activities to transition students to a less restrictive environment and</p>	<p>1. Provide training for Child Study Team members regarding the documentation of IEPs for students who are removed from the general education setting for more than 20 percent of the school day to ensure compliance under the N.J.A.C. 6A:14-4.2 (a) 4 and 8 (ii)</p> <p>2. Develop activities to transition students to a less restrictive environment and</p>	<p>1. OBE SE Attorney</p> <p>2. Mrs. S. Harper Dr. J. McCouden Mrs. A. Mateen</p>	<p>1. September 5, 2019</p> <p>2. October 2019</p>

<p><b>7. Finding:</b> The board minutes contained some but not all of the required information such as funding source, account number, position, annual/funded salary and percentage charged for federally funded positions. Also, the board minutes contained-for stipend compensation- some but not all of the required information such as account number, position, hourly rate, number of hours and not to exceed amount.</p> <p>Administrative</p>	<p>The district should update its internal controls to ensure that the board minutes contain the required information.</p>	<p>1. Human Resources will add the source, account number, position, annual/funded salary and percentage charged for federally funded positions to the board minutes for each employee paid wholly or in part by ESSA funds. 2. The Personnel Agenda for stipends will add the number of hours to the template, which already includes the account number, position, hourly rate, and not to exceed amount.</p>	<p>Mrs. Jones Dismuke HR Staff</p> <p>Mrs. Jones Dismuke HR Staff</p>	<p>June 9, 2020</p> <p>September 2019</p>
<p><b>8. Finding:</b> The district is charging expenditures for several grants to the incorrect program codes in the general ledger. Title II is being charged to program code 264; a code between 270 and 279 should be used for Title II. Title IV is being charged to program code 233; a code between 280 and 289 should be used for Title IV. The Carl D. Perkins grant is being charged to program code 348; a code between 361 and 399 should be used for the Carl D. Perkins grant.</p> <p>Administrative</p>	<p>The district must establish accounts using appropriate program codes in the general ledger.</p>	<p>The district will henceforth charge expenditures to the following program codes:</p> <ul style="list-style-type: none"> <li>• Title II: 270and 279</li> <li>• Title IV: 280 and 289</li> <li>• Carl D. Perkins: 361-399</li> </ul>	<p>Assistant Business Administrator</p> <p>School Business Administrator</p>	<p>September 2019</p>

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date