

CORRECTIVE ACTION PLAN

SCHOOL DISTRICT NAME: Newark Public Schools
 TYPE OF EXAMINATION: ARRA Monitoring Report
 DATE OF ADVISORY BOARD MEETING: March 22, 2011
 CONTACT PERSON: Ms. Valerie Wilson
 TELEPHONE NUMBER:

COUNTY: Essex

Recommendation Number	Recommendation	Method of Implementation	Individual Responsible For Implementation	Completion Date
Title - 1				
Title I - #1	The District must provide evidence that a Parent meeting has been held and parent involvement and parent compacts have been developed in collaboration with parents of participating students. In the future this meeting should be conducted in September.	In December 2010, the Barringer High School Parent Compact was reviewed and revised as per parent input and feedback. Supporting documentation such as meeting announcements, and sign in sheets are available for review.	Director of Title I/ Federal Programs (Janet Chavis) Parent Coordinators Office of Communications	December 2010
Title I - #2	The District must confirm that all teachers are highly qualified. The district may use the High Objective Uniform State Evaluation standard as another alternative to ensure that teachers are highly qualified. HOUSE expired in '07 (and in '10 for SPED).	NCLB allows subs and uncertified teachers to temporarily teach as long as the parent/guardian is notified if the assignment exceeds 20 days. In such cases, the Principal is must make efforts to ensure a Highly Qualified Teacher (HQT) will be assigned. HRS makes certain that all contracted teachers are HQT when they are hired. HRS also provides the school and teacher with an HQT Evidence File noting the assignment and teaching	Executive Director of HRS (Dr. Anne Miller)	July 2011

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Cont. Title I - #2		certificate. The Evidence Files is also housed at Central Office. Principals do occasionally move teachers. To assure compliance with state and federal mandates, HRS is developing a process to link data systems to be able to monitor teacher placement. This real time monitoring system will permit HRS to see unapproved movement and take corrective action.		
Title I - #3	The District must provide evidence that parental involvement required reserves were distributed at the school level.	Parent involvement reserves have been reallocated and are currently housed in school accounts. In addition, each school is charged with convening a committee to determine the most effective use of funds to support parental involvement at each local school site.	Director of Title I/ Federal Programs (Janet Chavis)	September 2010
Title I - #4	The District must ensure that equitable services are provided to eligible Title I students attending	The District will no longer wait for actual dollar amounts from the NCLB application, and will estimate the	Director of Title I/ Federal Programs (Janet Chavis)	September 2010

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Cont. Title I - #4	nonpublic schools from the beginning of the school year and how it will advance levels of participation in the consultation process.	dollar amounts to be awarded based on enrollment formulas and prorating where necessary. Hence, the terminology used on our fiscal documents is worded as "Not to exceed". This allows us to move our documents through the process and make adjustments once services begin in September if necessary.		
ARRA-IDEA				
ARRA-IDEA #1	The District must have a plan for the evaluation of each activity specified in the ARRA plan.	Outcome measures were established for all ARRA-funded projects. The programs will be evaluated using the measures outlined. Evaluation of programs that are already concluded will begin Jan 2011 and programs that are ongoing will have a mid program assessment.	Executive Director, OSE (Dr. Don Marinaro)	Plan for evaluation in place for all programs – April 2011 Completed program evaluations begun by June 2011 Timeline for evaluation of

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Cont. ARRA-IDEA #1				programs that end in August established by June 2011.
ARRA-IDEA #2	The district should review the ARRA-IDEA plan recorded in EWEG and amend the application if necessary to assure agreement.	On April 16 th when the final application was submitted via EWEG, the budget and EWEG matched. At the time of the audit, the application was still open for editing. However, to address this concern, regular meetings have been scheduled between OSE and Grants Office to ensure that EWEG matches the current budget. Bi-monthly meetings and updates to EWEG will be made quarterly.	Executive Director, OSE (Dr. Don Marinaro)	Immediate
ARRA-IDEA #3	The District must submit a copy of the fully executed contract with the nonpublic provider, develop procedures to capture consultations	Copies of fully-executed contracts with non public services providers will be shared. The invoicing procedures have been changed with the vendors	Executive Director, OSE (Dr. Don Marinaro)	Immediate

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Cont. ARRA-IDEA #3	services, and obtain confirmation. The district must submit its updated contract(s) and control procedures to NJDOE for review.	to require that they report the names of students serviced. District will submit its updated contracts and control procedures to NJDOE. District met with non public schools to determine student needs and selected vendors.		
ARRA-IDEA #4	The District must conduct consultation activities with the nonpublic schools and develop procedures to participate in a collaborative decision making process. The District must clarify how services will be delivered and the process for new requests, which should come through the District. The District must generate a list of students receiving services and revise student service plans to match.	The district does not agree with the finding and provided the state with a list of students who receive services. District staff also visited non publics to verify that the needs are accurately reflected in the ISP.	Executive Director, OSE (Dr. Don Marinaro)	N/A

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ARRA-IDEA #5	The consolidated grant must be revised to include the nonpublic preschools verification of affirmation of consultation services and the decision making rationale pertaining to why parentally placed preschool students are not receiving services.	<p>The district has developed a list of students who receive services.</p> <p>District staff will visit non public pre-schools to verify that the needs of students are accurately reflected in the ISP.</p> <p>District staff will work with vendors to ensure that services are provided to the pre-school students who attend non-public schools.</p>	Executive Director, OSE (Dr. Don Marinaro)	The application will be revised in March 2011, and will contain the required elements.
ARRA-IDEA #6	The District must have formal tracking of equipment purchased with federal grants. All inventoried items should include tag number, cost, location, purchase date, and item description.	<p>The district maintains a fixed asset listing, tagging items purchased and uses the state's threshold of \$2,000.</p> <p>The Grants Office reports fixed assets when completing final reports. The final report will contain a listing of equipment inventory, including tag number, cost, location, purchase date, and item description.</p>	<p>Executive Director, OSE (Dr. Don Marinaro)</p> <p>Director of Fixed Assets (Wilfred Young)</p> <p>Director of Grants Development (Fran Atchison)</p>	August 31, 2011

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ARRA-IDEA #7	The district must remove ineligible costs associated with instructional software that is being used across general education programs and is not solely for the benefit of students with disabilities. A detail listing of all adjusted costs must be submitted to the NJDOE for review.	Based on the monitoring recommendations, the district has eliminated the identified projects. The district will amend the spending plan in order to reallocate funds to serve students with disabilities.	Executive Director, OSE (Dr. Don Marinaro) Director of Grants Development (Fran Atchison)	March 2011
ARRA-IDEA #8	The district must remove ineligible costs associated with electronic hardware to support the instructional software that is being used across general education programs and is not solely for the benefit of students with disabilities. A detail listing of all adjusted costs must be submitted to the NJDOE for review.	The district does not agree with the finding as the district disclosed the new Student Information System project was to be split funded between ARRA Title I and ARRA IDEA in the State approved application. This was necessary in order to interface the special education data into the new student database. After numerous discussions with the state, the district has decided to eliminate the project using ARRA-IDEA funds. The district will amend the spending plan in order to reallocate funds to	Executive Director, OSE (Dr. Don Marinaro) Director of Grants Development (Fran Atchison)	March 2011

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Cont. ARRA-IDEA #8		serve students with disabilities.		
ARRA-IDEA #9	The district is using an unrecognized job title of "Crisis Teacher" and must use recognized titles only or receive State approval.	The district will begin the process of acquiring County approval for use of an unrecognized title.	Executive Director of HRS (Dr. Anne Miller)	February 2011
SFSF FUNDS				
SFSF #1	Two employees were incorrectly charged to GSF in the Sept 30, 2009 quarterly 1512 report. Only eligible expenditures should be charged against SFSF funds.	This was identified by the district and corrected on 10-15-09.	Executive Controller (Pablo Canela)	October 15, 2009
SFSF #2	The 1-Q cash management report prepared by the district did not include salary compensation for vacation, personal and sick days.	A corrected report was run by the district and incorporated into and submitted with the district's second quarter cash management report.	Executive Controller (Pablo Canela)	October 15, 2009

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Financial Management and Reporting (FMR)				
FMR #1	Jobs created and jobs retained reporting on the quarterly 1512 report should be calculated based on actual hours worked. The district calculated hours based on pay/rate rather than using actual hours. The district must submit updated information based on actual hours worked.	Rate of pay for each employee will be checked. Work papers used to generate 1512 quarterly reports will reflect correct hourly rates for employees.	Executive Controller (Pablo Canela) Director of Grants Development (Fran Atchison)	Immediate
FMR #2	The district was not properly tagging equipment purchased with federal funds with labels stating "purchased with federal funds".	The District will re-tag everything with "F" (Federal) tags.	Director of Fixed Assets (Wilfred Young)	April 2011
FMR #3	Some instructional employees were incorrectly charged to non-instructional accounts and some non-instructional employees were incorrectly charged to instructional	Incorrect charges were moved to the appropriate accounts on March 4, 2010.	Executive Controller (Pablo Canela) Director of Grants Development (Fran	March 2010

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Cont. FMR #3	accounts. Employee salaries charged to incorrect accounts should be reclassified.		Atchison)	
FMR #4	The district failed to formally appoint by board resolution six individuals charged to ARRA-Title I. All staff charged against grants should be reappointed annually by board resolution.	District employees charged to grants will be reported annually. Grants will provide listing of employees charged to grants to HRS for submission on the Personnel Agenda.	Director of Grants Development (Fran Atchison) Executive Director of HRS (Dr. Anne Miller)	Immediate
FMR #5	All purchase orders should be issued to all vendors prior to goods or services being provided.	The District has a process in place for processing confirming order. Purchasing will issue a confirming order request form to be completed by department head in violation. The process has escalating levels of actions: First Offense <ul style="list-style-type: none"> • Attend a Purchasing Workshop Second Offense <ul style="list-style-type: none"> • Letter In Personnel File Potential Liability 	Director of Support Services (Stacey Robinson)	Immediate

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Cont. FMR #5		Third Offense <ul style="list-style-type: none"> • Potential Disciplinary Action Potential Liability 		
FMR #6	ARRA-IDEA Preschool account was over budget as a result of an employee being incorrectly charged to ARRA. Employees must be charged to the appropriate general ledger account.	The erroneous posting was corrected by journal entry on March 9, 2010.	Executive Controller (Pablo Canela) Director of Grants Development (Fran Atchison)	March 2010
FMR #7	The district was inconsistent in their calculation of jobs created and retained for the fourth quarter. SFSF was calculated based on estimated salaries, whereas ARRA Title I and ARRA-IDEA were based on wages paid to date with no estimate made through the end of the reporting period. Salaries should be estimated through the end of the reporting period.	ARRA Title I and ARRA IDEA wages will be estimated in the last month of the quarterly 1512 reporting. Although there is no federal requirement to base salaries on estimates, actual as well as estimated salaries will be documented in the work papers.	Executive Controller (Pablo Canela)	Immediate

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FMR #8	The salaries charged to Title I SIA should be reclassified to the appropriate account.	The erroneous posting was corrected by journal entry on. 2/28/10	Executive Controller (Pablo Canela) Director of Grants Development (Fran Atchison)	February 2010
FMR #9	Purchases should be bid in accordance with the PSCL whenever any specific item, class of item, and/or serviced of a similar nature exceed the bid threshold in aggregate, unless a specific PSCL exception to bidding applies.	The District experienced an extraordinary demand for printed material above and beyond prior year's usage. In the future we will annually secure printing contract in anticipation for near years demands.	Director of Support Services (Stacey Robinson)	Immediate
FMR #10	Tuition reimbursement should be provided in accordance with district policy for tuition expenses using local funds which the district is contractually obligated to use.	The district will review contractual obligation prior to expending federal funds for tuition reimbursement.	Director of Staff Development (Matthew Brewster)	July 2011

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FMR #11	Several ARRA-Title I and ARRA-IDEA accounts were over expended as of 12/31/09. Accounts should not be expended beyond the available budgeted balance.	ARRA Title I and ARRA IDEA funds were <u>each</u> allocated to more than 25 projects. The original budgets were best estimates of project costs, but instances of under estimation of costs occurred. Fund transfers were made between projects that needed more funding, and projects whose implementation required less funding than originally budgeted. Transfer of funds between projects will occur after monthly reviews of expenditures.	Director of Grants Development (Fran Atchison) Executive Controller (Pablo Canela)	Immediate
FMR #12	Not all summer employees were paid at the correct rate and/or coded to the proper job code. The district must ensure that employees are paid at the appropriate rate.	The district corrected the errors, paying back wages on January 8, 2010. Payroll reports will be reviewed monthly.	Executive Director of HRS (Dr. Anne Miller)	January 2010

