

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

A	B	C	D	E	F	G	H	I	J	K	L	M	N
RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD			METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION	RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD			METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26	<p>IDEA Program Finding 1: The school does not employ child study team members who are employees of a local education agency. Primary child study team services are provided by contracted independent consultants.</p> <p>Citations: N.J.A.C. 6A:14-3.1(b) and 5.1(a)1, 2 and 3.</p>			<p>1.1 The school shall develop board approved job descriptions in accordance with New Jersey Administrative Code for the following positions: learning disability teacher consultant, school psychologist, school social worker, speech-language therapist, and non-supervisory child study team coordinator.</p> <p>1.2 The school shall create employment postings for the following positions: part-time learning disability teacher consultant, part-time school psychologist, part-time school social worker, part-time speech-language therapist, and part-time non-supervisory child study team coordinator.</p> <p>1.3 The school administration shall conduct interviews for the following positions: part-time learning disability teacher consultant, part-time school psychologist, part-time school social worker, part-time speech-language therapist, and part-time non-supervisory child study team coordinator.</p> <p>1.4 The school shall contact Jersey City Public Schools, Hudson County Schools of Technology, Essex County Educational Services Commission, and local charter schools to request information regarding entering into shared services agreements for the following positions: part-time learning disability teacher consultant, part-time school psychologist, part-time school social worker, and part-time speech-language therapist.</p> <p>1.5 - The school will hire the following positions: part-time learning disability consultant, part-time school psychologist, part-time school social worker and part-time speech-language therapist, either directly or through shared service agreements.</p>	<ul style="list-style-type: none"> • Head of School/Principal • Vice Principal/Title I Coordinator • School Business Administrator • Non-supervisory Child Study Team Coordinator 	<p>June 30, 2021 – 1.1, 1.2, 1.3, 1.4, 1.5</p>	<p>IDEA Program Finding 6: The school did not consistently conduct all required sections of the functional assessment as a component of initial evaluations for students referred for speech-language services. Initial evaluation reports did not contain:</p> <ul style="list-style-type: none"> -observations in non-testing setting -parent interview -teacher interview -a review of prior interventions documented by the teacher(s) or others who work with the student, and other informal measures <p>Citations: N.J.A.C.6A:14-3.4(f)(4)-(v); 20 U.S.C. §1414(b)(4) and (5); and 34 CFR §300.306(c)(f)</p>	<p>The school shall ensure all components of the functional assessment are conducted as part of initial evaluations. In order to do so, the school will directly employ a non-supervisory child study team coordinator (part-time) who shall ensure compliance with the requirements to utilize multidisciplinary evaluation (multiple measures) including evidence of interventions provided by the general education teacher, ELL/Bilingual referral/services documentation, audiological assessment documentation, etc. to prevent disproportionate referral for speech-language evaluations for students with no evidence of educational need.</p>	<p>6.1 The school, through the work of the non-supervisory child study team coordinator, shall develop a manual of board approved standard operating procedures that is aligned with New Jersey Administrative Code requirements and best practices for conducting functional assessments as part of all initial evaluations.</p> <p>6.2 The school, through the work of the non-supervisory child study team coordinator, shall maintain a central file that contains a record of all functional assessments conducted as part of all initial evaluations.</p> <p>6.3 The school, under the direction of the non-supervisory child study team coordinator, shall develop an annual training program for child study team members (learning disability teacher consultant, school psychologist, school social worker, and the speech-language therapist) that includes the review of the school's standard operating procedures for conducting functional assessments as part of all initial evaluations.</p> <p>6.4 The school, through the work of the non-supervisory child study team coordinator, shall maintain a central file that contains a record of all corresponding professional development sessions, including session date(s), invitations, agendas, and attendance records.</p>	<ul style="list-style-type: none"> • Head of School/Principal • Vice Principal/Title I Coordinator • School Business Administrator • Non-supervisory Child Study Team Coordinator 	<p>June 30, 2021 – 6.1, 6.2, 6.3 (developed), 6.4 September 15, 2021 – 6.3 (training completed)</p>		

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27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58	<p>The school shall provide parents with written notification, in layman's terms, in their native language and within a reasonable amount of time, for all child study team and related service meetings. In order to do so, the board shall annually approve the services of contracted service providers to provide foreign language interpretation services (written and spoken), and an ASL interpretation service as per ADA requirements.</p>			<p>2.1 The school, through the work of the non-supervisory child study team coordinator, shall develop and utilize a comprehensive manual of board approved standard operating procedures that is aligned with New Jersey Administrative Code requirements and best practices for providing parents with written notice to attend child study team and related service meetings.</p> <p>2.2 The school, through the work of the non-supervisory child study team coordinator, shall develop and utilize board approved written notification templates that are written in layman's terms and translated to all required native languages as needed.</p> <p>2.3 The school shall utilize the services of a board approved certified foreign language interpreter to ensure that all written notifications are correct and to provide foreign language interpretation services during meeting as needed in accordance with FERPA requirements.</p> <p>2.4 The school shall utilize the services of a board approved American Sign Language Interpretation service to accommodate the needs of parents or meeting participants who require ASL.</p> <p>2.5 The school, through the work of the non-supervisory child study team coordinator, shall maintain a central file that contains a record of all child study team meeting schedules (date, time, location, meeting type, participants invited), copies of written notifications sent to all participants, and copies of all meeting attendance sheets.</p> <p>2.6 The school, through the work of the non-supervisory child study team coordinator, shall develop and implement an annual training program for child study team members that includes the review of the school's standard operating procedures, board policy, N.J.A.C. and IDEA requirements for providing parents with written notice to attend child study team meetings.</p> <p>2.7 The school, through the work of the non-supervisory child study team coordinator, shall maintain a central file that contains a record of all corresponding professional development sessions, including session date(s), invitations, agendas, and attendance records.</p>	<ul style="list-style-type: none"> • Head of School/Principal • Vice Principal/Title I Coordinator • School Business Administrator • Non-supervisory Child Study Team Coordinator 	<p>June 30, 2021 – 2.1, 2.2, 2.4, 2.4, 2.5, 2.6 (developed), 2.7</p> <p>September 15, 2021 – 2.6 (training completed)</p>	<p>IDEA Program Finding 7: The school did not consistently document all required considerations and statements in the Individualized Education Programs (IEPs) of students eligible for speech-language services.</p> <p>IEPs developed did not consistently include:</p> <ul style="list-style-type: none"> -participation in school wide assessments -approved accommodations and modification on school wide assessments -student's status in speech-language performance, including how the student's disability affects involvement and progress in general education -other academic and functional needs that result from the student's disability <p>Citations: N.J.A.C. 6A:14-3.7(e) 1-17, and (f); 20 U.S.C. §1414(d)(3)(A)(B); and 34 CFR §300.324(a)(1)(2)</p>	<p>The school shall ensure each IEP contains the required considerations and statements. In order to do so, the school shall directly employ a non-supervisory child study team coordinator (part-time) who will ensure that all IEPs contain the required considerations and statements. To demonstrate that the school has corrected the individual instances of noncompliance, the school, through the work of the non-supervisory child study team coordinator shall conduct annual review meetings and revise IEPs for specific students for whom their IEPs were identified as noncompliant.</p>			<p>7.1 The school, through the work of the non-supervisory child study team coordinator, shall develop a manual of board approved standard operating procedures that is aligned with New Jersey Administrative Code requirements and best practices for consistently documenting all required considerations and statements in the Individualized Education Programs (IEPs) of students eligible for speech-language services.</p> <p>7.2 The school, through the work of the non-supervisory child study team coordinator, shall maintain a central file that contains a record of all functional assessments conducted as part of all required considerations and statements in the Individualized Education Programs (IEPs) of students eligible for speech-language services.</p> <p>7.3 The school, under the direction of the non-supervisory child study team coordinator, shall develop an annual training program for child study team members (learning disability teacher consultant, school psychologist, school social worker, and the speech-language therapist) that includes the review of the school's standard operating procedures for consistently documenting all required considerations and statements in the Individualized Education Programs (IEPs) of students eligible for speech-language services.</p> <p>7.4 The school, through the work of the non-supervisory child study team coordinator, shall maintain a central file that contains a record of all corresponding professional development sessions, including session date(s), invitations, agendas, and attendance records.</p>	<ul style="list-style-type: none"> • Head of School/Principal • Vice Principal/Title I Coordinator • School Business Administrator • Non-supervisory Child Study Team Coordinator 	<p>June 30, 2021 – 7.1, 7.2, 7.3 (developed), 7.4</p> <p>September 15, 2021 – 7.3 (training completed)</p>

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60	IDEA Program Finding 3:			<p>3.1 The school, through the work of the non-supervisory child study team coordinator, shall develop a manual of board approved standard operating procedures that is aligned with New Jersey Administrative Code requirements and best practices for scheduling, inviting and documenting the attendance of all required participants for child study team meetings.</p> <p>3.2 The school, through the work of the non-supervisory child study team coordinator, shall maintain a central file that contains all child study team meeting schedules, invitations, and attendance sheets.</p> <p>3.3 The school, through the work of the non-supervisory child study team coordinator, shall develop an annual training program for child study team members that includes the review of the school's standard operating procedures for scheduling, inviting and documenting the participation of all required participants for child study team meetings.</p> <p>3.4 The school, through the work of the non-supervisory child study team coordinator, shall maintain a central file that contains a record of all corresponding professional development sessions, including session date(s), invitations, agendas, and attendance records.</p>	<ul style="list-style-type: none"> • Head of School/Principal • Vice Principal/Title I Coordinator • School Business Administrator • Non-supervisory Child Study Team Coordinator 	<p>June 30, 2021 – 3.1, 3.2, 3.3(developed), 3.4</p> <p>September 15, 2021 – 3.3 (training completed)</p>	<p>IDEA Program Finding 8:</p> <p>The school did not consistently provide written notice of identification and reevaluation meetings to parents of students referred and/or eligible for special education and related services and students referred and/or eligible for speech-language services.</p> <p>Citation: N.J.A.C. 6A:14-2.3(a-i)</p>	<p>The school shall ensure that parents are provided written notice of a meeting that contains all required components within 15 calendar days of the meeting.</p> <p>In order to do so, the school will directly employ a non-supervisory child study team coordinator (part-time) who will ensure that parents of students referred and/or eligible for special education and related services and students referred and/or eligible for speech-language services receive written notification of identification and reevaluation meetings as per N.J.A.C. requirements.</p>			<p>8.1 The school, through the work of the non-supervisory child study team coordinator, shall develop a manual of board approved standard operating procedures that is aligned with New Jersey Administrative Code requirements and best practices for providing written notice of identification and reevaluation meetings to parents of students referred and/or eligible for special education and related services and students referred and/or eligible for speech-language services.</p> <p>8.2 The school, through the work of the non-supervisory child study team coordinator, shall maintain a central file that contains a record of all functional assessments conducted as part of all written notices for identification and reevaluation meetings to parents of students referred and/or eligible for special education and related services and students referred and/or eligible for speech-language services.</p> <p>8.3 The school, under the direction of the non-supervisory child study team coordinator, shall develop an annual training program for child study team members (learning disability teacher consultant, school psychologist, school social worker, and the speech-language therapist) that includes the review of the school's standard operating procedures for providing written notice of identification and reevaluation meetings to parents of students referred and/or eligible for special education and related services and students referred and/or eligible for speech-language services.</p> <p>8.4 The school, through the work of the non-supervisory child study team coordinator, shall maintain a central file that contains a record of all corresponding professional development sessions, including session date(s), invitations, agendas, and attendance records.</p>	<ul style="list-style-type: none"> • Head of School/Principal • Vice Principal/Title I Coordinator • School Business Administrator • Non-supervisory Child Study Team Coordinator 	<p>June 30, 2021 – 8.1, 8.2, 8.3 (developed), 8.4</p> <p>September 15, 2021 – 8.3 (training completed)</p>
61	The school did not consistently convene meetings with required participants and that documentation of participation is maintained in students' records.												
62	In order to do so, the board shall employ a non-supervisory child study team coordinator (may be part-time) who will ensure that all child study team and related service meetings are conducted as per N.J.A.C., IDEA, ADA, and local board policy requirements. The non-supervisory child study team coordinator will develop, coordinate, and conduct annual trainings for child study team members and related service providers accordingly.												
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92	IDEA Program Finding 4:			<p>4.1 The school, through the work of the non-supervisory child study team coordinator, shall develop a manual of board approved standard operating procedures that is aligned with New Jersey Administrative Code requirements and best practices for receiving, reviewing, responding to, scheduling, and conducting identification meetings within 20 calendar days of receipt of a written request for an evaluation.</p> <p>4.2 The school, through the work of the non-supervisory child study team coordinator, shall maintain a central file that contains all written requests for an evaluation and all corresponding records including a copy of the written request for referral with the date received, date reviewed, date and mode of responding to, date of meeting, and total days from receipt of written request for evaluation to the date of the meeting.</p> <p>4.3 The school, through the work of the non-supervisory child study team coordinator, shall develop an annual training program for child study team members (learning disability teacher consultant, school psychologist, school social worker, and the speech-language therapist) that includes the review of the school's standard operating procedures for receiving, reviewing, responding to, scheduling, and conducting identification meetings within 20 calendar days of receipt of a written request for an evaluation.</p> <p>4.4 The school, through the work of the non-supervisory child study team coordinator, shall maintain a central file that contains a record of all corresponding professional development sessions, including session date(s), invitations, agendas, and attendance records.</p>	<ul style="list-style-type: none"> • Head of School/Principal • Vice Principal/Title I Coordinator • School Business Administrator • Non-supervisory Child Study Team Coordinator 	<p>June 30, 2021 – 4.1, 4.2, 4.3 (developed) 4.4 September 15, 2021 – 4.3 (training completed)</p>	93	The charter school did not consistently conduct			<p>IDEA Program Finding 9:</p> <p>The school did not consistently obtain written parental consent prior to conducting assessments as part of the initial evaluation for students referred for speech-language services.</p> <p>Citation: N.J.A.C. 6A:14-3.4 (a)3(b)</p>	<p>The school shall ensure that informed parental consent is obtained and maintained in student files prior to conducting assessments as part of the initial evaluation.</p> <p>In order to demonstrate correction of noncompliance the school shall employ a non-supervisory child study team coordinator (may be part-time) who will conduct training for child study team members and speech-language specialists and develop an oversight mechanism to ensure compliance.</p>	<p>9.1 The school, through the work of the non-supervisory child study team coordinator, shall develop a manual of board approved standard operating procedures that is aligned with New Jersey Administrative Code requirements and best practices for consistently obtaining written parental consent prior to conducting assessments as part of the initial evaluation for students referred for speech-language services.</p> <p>9.2 The school, through the work of the non-supervisory child study team coordinator, shall maintain a central file that contains a record of all written parental consents obtained prior to conducting assessments as part of the initial evaluation for students referred for speech-language services.</p> <p>9.3 The school, under the direction of the non-supervisory child study team coordinator, shall develop an annual training program for child study team members (learning disability teacher consultant, school psychologist, school social worker, and the speech-language therapist) that includes the review of the school's standard operating procedures for consistently obtaining written parental consent prior to conducting assessments as part of the initial evaluation for students referred for speech-language services.</p> <p>9.4 The school, through the work of the non-supervisory child study team coordinator, shall maintain a central file that contains a record of all corresponding professional development sessions, including session date(s), invitations, agendas, and attendance records.</p>	<ul style="list-style-type: none"> • Head of School/Principal • Vice Principal/Title I Coordinator • School Business Administrator • Non-supervisory Child Study Team Coordinator 	<p>June 30, 2021 – 9.1, 9.2, 9.3 (developed), 9.4 September 15, 2021 – 9.3 (training completed)</p>
94	The charter school did not consistently conduct														
95	Identification meetings within 20 calendar days of receipt of														
96	a written request for evaluation														
97	for special education and														
98	related services or speech-														
99	language services to														
100	determine if an evaluation was														
101	warranted.														
102	Citations:														
103	N.J.A.C. 6A:14-2.5(b); 3.3(e)														
104	and 3.6(b)														
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124	IDEA Program Finding 5:												
125	The school shall ensure a multidisciplinary evaluation is conducted for students referred for speech-language services by obtaining a written statement from the general education teacher that details the educational impact of the speech problem on the student's progress in general education.			5.1 The school, through the work of the non-supervisory child study team coordinator, shall develop a manual of board approved standard operating procedures that is aligned with New Jersey Administrative Code requirements and best practices for conducting multidisciplinary initial evaluations for students referred for speech-language services that includes a written statement from the general education teacher that details the educational impact of the speech problem on the student's progress in general education.	• Head of School/Principal • Vice Principal/Title I Coordinator • School Business Administrator • Non-supervisory Child Study Team Coordinator	June 30, 2021 – 5.1, 5.2, 5.3 (developed), 5.4 September 15, 2021 – 5.3 (training completed)							
126	The school did not consistently conduct multidisciplinary initial evaluations for students referred for speech-language services by obtaining an educational impact statement from the classroom teacher.			In order to do so, the board shall employ a non-supervisory child study team coordinator (may be part-time) who shall ensure that all students referred for speech-language services undergo a multidisciplinary evaluation that includes a written statement that details the educational impact of the student's speech difficulty as per N.J.A.C. IDEA, ADA, and local board policy requirements. The non-supervisory child study team coordinator will also develop, coordinate, and conduct an annual training for speech-language therapist(s) and general education teachers in support of this requirement.									
127	Citations: N.J.A.C. 6A:14-2.5(b)6 and 3.6(b)												
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