

**SOMERS POINT BOARD OF EDUCATION**

NEW YORK AVENUE SCHOOL  
121 W. New York Avenue  
Somers Point, New Jersey 08244  
(609) 927-2053

Jeffrey Miller  
Superintendent of Schools

Suzanne Keller  
Business Administrator  
Board Secretary

March 25, 2013

NJ Department of Education  
Attn: Mr. Anthony Hearn  
Office of Fiscal Accountability & Compliance  
P.O. Box 500  
Trenton, New Jersey 08625

RE: Corrective Action Plan

Dear Mr. Hearn:

Please be advised that at the March 21, 2013 Public Hearing on Budget and Regular Board of Education meeting, the Board of Education met and discussed the *Consolidated Monitoring Report* and the actions that will be taken to satisfy all findings of the report, as outlined in the *Corrective Action Plan* and dated March 21, 2013 attached.

The following is a true excerpt from the Public Hearing on Budget and Regular Meeting of the Somers Point Board of Education, Atlantic County, New Jersey, held on March 21, 2013:

***Corrective Action Plan for Fiscal Accountability and Compliance***

Motion was made by Mr. Costanza, second by Mrs. Broomall that the Somers Point Board of Education approve and submit to the NJDOE the Corrective Action Plan for Accountability and Compliance (Exhibit 11a) for the 2012/13SY. Motion carried on roll call vote with the following members absent: Mr. Becker, Mr. Wagner

Roll Call Vote: AYES: Mr. Hall, Mr. Gray, Mrs. Broomall, Mr. Costanza, Mrs. Hiles, Dr. Carlson, Mr. August.

ABSENT: Mr. Becker, Mr. Wagner

If you have any questions or concerns, please feel free to contact me.

Sincerely,



SUZANNE KELLER, MBA  
School Business Administrator/Board Secretary

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

**SCHOOL DISTRICT NAME:** Somers Point Schools  
**TYPE OF EXAMINATION:** Consolidated Monitoring Report  
**DATE OF BOARD MEETING:** March 21, 2013  
**CONTACT PERSON:** Jennifer Luff  
**TELEPHONE NUMBER:** 609-927-7161 Ext 1256

**COUNTY:** Atlantic

**FAX NUMBER:** 609-927-4704

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 1	The district revised the 2012-2013 grant to fund the three coaches under Title I for 50% of their salary to reflect the time that they are working with Title I students. The other 50% of their salary is locally funded to reflect the time spent working with all staff members.	Budget Revision	J. Luff	1/14/13
Finding 2	The district revised the letter to include the multiple measures used for eligibility, the exit criteria, and the reason for identification. The letter will be submitted to the NJ DOE for approval prior to distribution to parents.	Revised correspondence	J. Luff	5/1/13
Finding 3	The district will revise the parent-compact with input of the parents to include a student role and submit it for NJ DOE review by October 15, 2013.	Revised Parent-Compact	J. Luff	10/15/13
Finding 4	The district revised the 2012-2013 Consolidated Application to include the support staff's salary in the administrative costs not to exceed 5% of the total grant.	Budget Revision	J. Luff	1/14/13

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SCHOOL DISTRICT NAME: Somers Point Schools  
 TYPE OF EXAMINATION: Consolidated Monitoring Report  
 DATE OF BOARD MEETING: March 21, 2013  
 CONTACT PERSON: Jennifer Cruickshank  
 TELEPHONE NUMBER: 609-927-2053 Ext 3207

COUNTY: Atlantic

FAX NUMBER: 609-653-6120

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 5	The district developed an illustrative time and activity report for all fully or partially funded staff from the IDEA 2012-2013 grant to verify assigned activities. The district developed procedures for ensuring the staff and appropriate administrator sign off on the time sheet.	Develop procedure for use of time sheet	J. Cruickshank	3/1/13
Finding 6	The district will review the continuum of placement options with the child study team. The district will assess how programs and schedules can be altered to ensure that programs and services meet the individual needs of students. The district will review the IEPs of students at an annual review meeting conducted during the remainder of the 2012-2013 school year and amend if necessary. These IEPs will be reviewed by the NJDOE monitor during a subsequent up on-site visit.	Review program options, alter schedules, and amend IEPs if necessary	J. Cruickshank	12/20/13
Finding 7	The district child study team will review the requirements of each placement option. The district administrators will evaluate program options, school schedules, and staffing needs to ensure appropriately certified staff are available to facilitate services requiring a special education teacher. The district will conduct a review of the students' IEPs at an annual review meeting conducted during the remainder of the 2012-2013 school year. If a change in placement is required, appropriate procedures will be followed. These IEPs will be reviewed by the NJDOE monitor during a subsequent on-site visit.	Review program requirements, assign appropriately certified staff to provide special education services, and amend IEPs if necessary	J. Cruickshank	12/20/13

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Finding 8	The district will train the child study team and speech-language specialists regarding the required documentation. These required areas will be added to the IEP checklist in use by the district staff. The district will amend the IEPs of students at an annual review meeting conducted during the remainder of the 2012-2013 school year. These IEPs will be reviewed by the NJDOE monitor during a subsequent on-site visit.	Review of required documentation, modify district checklist, and amend IEPs if necessary	J. Cruickshank	6/20/13
Finding 9	The district child study team will review the required documentation to demonstrate the least restrictive environment was considered when a student is removed from the general education more than 20% of the time. The district will identify transition activities to facilitate the return of students in separate placements back to district programs. The district will amend the IEPs of students at an annual review meeting conducted during the remainder of the 2012-2013 school year. These IEPs will be reviewed by the NJDOE monitor during a subsequent on-site visit.	Review of required documentation, modify district checklist, and amend IEPs if necessary	J. Cruickshank	12/20/13
Finding 10	The district will develop a form for the classroom teacher to document the impact statement. This will serve as the necessary evaluation required in addition to the speech and language evaluation. The district will train the speech-language specialists on the new procedure. The district will amend the IEPs of students at an annual review meeting conducted during the remainder of the 2012-2013 school year. These IEPs will be reviewed by the NJDOE monitor during a subsequent on-site visit.	Develop form, train staff, and amend IEPs if necessary	J. Cruickshank	6/20/13

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Finding 11	The district will develop a form for a child study member to utilize that documents his or her attendance at a planning conference for students transitioning from Early Intervention to preschool. The district will train the child study members on the new procedure. A monitor from the NJDOE will conduct a subsequent on-site visit to review evidence of the new procedure.	Develop form and train staff	J. Cruickshank	3/1/13
Finding 12	The district will incorporate appropriate language within the district <i>Standard Operating Procedures and Internal Control Manual</i> for the quarterly review of disbarred contractors, vendors, and professional service providers. Additionally, prior to contracting with a new business the Purchasing Agent and/or designee will verify with the GSA OIG (Office of the Inspector General) website, through a search by state, that the prospective business is not listed on the suspension and debarment list.	Update Standard Operating Procedure Manual and inform of procedures to be maintained	S. Keller	Immediate
Finding 13	The district confirms that a formal board policy and regulation concerning the reimbursement of grant funds has been in place since November 2010. The district will submit a copy of the written policy and regulation entitled "Reimbursement of Federal and Other Grant Expenditures" to the NJDOE for review.	Provide written policy and regulation to the NJDOE as required	S. Keller	Immediate