

37. Approve the following resolution:

WHEREAS, on or about August 16, 2016, the Board of Education of the Linden Public Schools (the "Board") received the Office of Fiscal Accountability and Compliance ("OFAC") final report of review of funds received and disbursed from federal and related programs by the Linden Public Schools. As a part of that report there are twenty-seven (27) findings and recommendations; and

WHEREAS, pursuant to N.J.A.C. 6A:23A-5.6(a), the Board is required to discuss the findings at a public meeting of the Board no later than thirty (30) days after receipt of the findings; and

WHEREAS, pursuant to N.J.A.C. 6A:23A-5.6(b), the Board is required to adopt a resolution certifying that the findings were discussed in a public board meeting, and approve a corrective action plan to address the issues raised in the findings;

NOW THEREFORE BE IT RESOLVED, that the findings of the OFAC review of funds received and disbursed from federal and related programs by the Linden Public Schools were discussed at the Board's Public Meeting on August 24, 2016.

BE IT FURTHER RESOLVED, the Board accepts the findings of the OFAC review of funds received and disbursed from federal and related programs by the Linden Public Schools and directs the Superintendent of Schools to complete the corrective actions set forth in the attached Corrective Action Plan.

BE IT FURTHER RESOLVED, that this Resolution be submitted to OFAC within ten (10) days, and that the Corrective Action Plan be posted on the District's website.

I CERTIFY THE FOREGOING TO BE A TRUE COPY OF THE RESOLUTION ADOPTED BY THE BOARD OF EDUCATION OF LINDEN IN THE COUNTY OF UNION, NEW JERSEY, AT A MEETING HELD ON SEPTEMBER 27, 2016.



Kathleen A. Gaylord
Business Administrator/Board Secretary

9/30/16

Date

38. Proclaim October, as required by the Anti-Bullying Bill of Rights Act (P.L.2010,c.122), to be designated as *National Bullying Prevention Month* in the Linden Public School District, to recognize the importance of character education by providing age-appropriate instruction focusing on preventing harassment, intimidation, or bullying.
39. Proclaim October 3-7, 2016, as required by the Anti-Bullying Bill of Rights Act (P.L.2010, c.122), to be designated as the Week of Respect.

**NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
EARLY CHILDHOOD PRESCHOOL EDUCATION FISCAL REVIEW RESPONSE
CORRECTIVE ACTION PLAN**

CAP# _____

NAME OF SCHOOL DISTRICT: Linden Public Schools COUNTY: Union
 TYPE OF EXAMINATION: Early Childhood Preschool Education Program
 Office of Fiscal Accountability and Compliance (OFAC)
 DATE OF BOARD MEETING: Report of Examination – April 6-8, 2016
 September 27, 2016 OFAC Case # CM-037-15

PROVIDER CONTACT INFORMATION: PROVIDER: Linden Public School District DIRECTOR: Jennifer Smith
 ADDRESS: 2 East Gibbons St. Linden, NJ 07036
 TELEPHONE: 908-486-2800 FAX: 908-486-6331

FINDING/ RECOMMENDATION NUMBER	FINDING	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1.	The district memorandum on district letterhead dated May 15, 2015 addressed to all elementary teachers to identify Title I eligible students. Letters should have been sent to only those teachers in the Title I funded schools.	The district updated the memo to go out to only Title I teachers for May 2017. All memos checked for accuracy.	Future memorandums and letters regarding Title I will only be sent to Title I funded schools.	Jennifer Smith, Director of Federal Programs	May 30, 2017

Alamy A. Roberts
 Chief School Administrator

9/28/16
 Date

[Signature]
 Board Secretary/Business Administrator

9/30/16
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Fiscal Specialist _____

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**NEW JERSEY DEPARTMENT OF EDUCATION
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2.	The district was unable to provide evidence that all Title I schools distributed school-parent compacts.	The school-parent compacts were updated and will be distributed to participating students and their parents for the 2016-17 school year. Title I teachers will collect the returned compacts and they will be filed for evidence.	The updated school-parent compacts will be distributed during the first two weeks of school and once returned collected and filed by the Title I teachers.	Jennifer Smith, Director of Federal Programs September 30, 2016
3.	The district provided documentation that its Title I schools convened their Annual Title I Parent Meeting on March 16, 2016.	The district's Title I schools will hold their Annual Title I Parent Meeting for the upcoming school year no later than mid-October, 2016. All supporting documents will be provided.	The districts' Title I Annual Parent Meeting will be held on Thursday, October 13, 2016. All supporting documentation will be filed accordingly.	Jennifer Smith, Director of Federal Programs October 30, 2016

Denny A. Roberts
Chief School Administrator

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4.	The district could not provide documentation that it consulted all nonpublic schools.	The process for consultation and communication with nonpublic schools has been formalized. The district will communicate with nonpublic schools and consult with them to identify Title I students and develop a service delivery plan.	Meeting dates for consultation and implementation will be set throughout the year with nonpublic schools. Documentation collected will include: signed correspondence, copies of Affirmation of Consultation, letters/flyers, meeting agendas, minutes and sign in sheets.	Jennifer Smith, Director of Federal Programs	June 30, 2017
5.	The third-party provider did not provide the school district with the following: selection/identification criteria for services, program description of services provided, and a breakdown of	The district obtained from the third-party provider the information required. It is attached to this action plan for NJDOE review.	The district obtained from the third-party provider the information required. It is attached to this action plan for NJDOE review.	Jennifer Smith, Director of Federal Programs	9/30/16 Date

Danny A. Peltz
Chief School Administrator

9/30/16
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	district resident students being served.				
6.	The district's FY 2015-2016 contract with UCESC and related purchase orders, invoices, and supporting records identified multiple inconsistencies and inadequately documented charges.	The district will monitor invoices and track expenditures to ensure that expenditures are allowable and within the budget. The district has reversed charges to the FY 2015-2016 Title I grant for the costs associated with the unsubstantiated charges and submitted the adjusted entry for NJDOE review. See attached.	All invoices will be reviewed and cross referenced to ensure that the expenditures are allowable and within the Title I budget.	School Business Administrator	June 30, 2017
Items 7-9 require no further action.					
10.	The district's Title III parental notification letter omitted the	The parent notification letter has been revised to	Revised parent notification letter.	Alphonsina Paternostro, Supervisor of World Languages/Bilingual/ESL	August 30, 2016

Amy A. Roberts
Chief School Administrator

9/28/16
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Board Secretary/Business Administrator

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	<p>following elements: the expected rate of graduation for high school students; and how the instructional program will meet the objectives of an education program of a child with a disability.</p>	<p>include the information noted.</p>			
<p>11.</p>	<p>The district did not consistently document required participants were in attendance for IEP meetings for students eligible for special education and related services and for students eligible for speech-language services.</p>	<p>The Director will monitor the compliance of excusal letter during IEP meetings during the scheduled weekly meetings with CST.</p>	<p>Training will be conducted for CST members and speech- language therapists concerning the use of excusal letters. Also an oversight mechanism will be developed by the Director to monitor compliance</p>	<p>Marie Stefanick. Director of Special Education</p>	<p>October 2016 Date</p>



9/30/16
 Chief School Administrator Board Secretary/Business Administrator Date

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12.	The district did not consistently ensure the full child study team was in attendance at identification meetings for students referred for special education and related services.	The Director will monitor the compliance of required participants in identification meetings during the scheduled weekly meetings with CST	Training will be conducted for CST members concerning the participant in identification meetings. Also an oversight mechanism will be developed by the Director to monitor compliance	Marie Stefanick, Director of Special Education	October 2016
13.	The district did not consistently conduct all required sections of the functional assessment as a component of an initial evaluation for students referred for speech-language services.	The Director will monitor the Speech-Language Therapists by reviewing reports on a weekly basis.	The district will adopt the report suggested by the NJDOE. Training will be conducted for Speech-Language Therapist. Also an oversight mechanism will be developed to ensure compliance.	Marie Stefanick, Director of Special Education	October 2016

Danny A. Roberts
Chief School Administrator

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14.	The district did not consistently conduct reevaluations within three years of the previous classification date for students eligible for special education and related services and for students eligible for speech-language services.	The Director will monitor the CST and speech-language therapist on a weekly basis for compliance during scheduled meetings.	Training will be conducted for speech-language specialist. Also an oversight mechanism will be developed to ensure compliance	Marie Stefanick. Director of Special Education	October 2016
15.	The district did not consistently conduct annual review meetings within the required time lines for students eligible for speech-language services.	The Director will monitor the Speech-Language Therapists during weekly meetings for compliance	Training will be conducted for Speech-Language Therapists. Also an oversight mechanism will be developed to ensure compliance.	Marie Stefanick. Director of Special Education	October 2016
Items 16 - 21 Carl D. Perkins					
22.	The district expended a total of \$6,263.06 during the 2015-2016	There were no expenditures in 2015-2016. There	The district is no longer applying for the Carl D. Perkins Grant. The district is no longer applying for the Carl D. Perkins	Kathleen A. Gaylord, School Business Administrator	

Ann A. Rubery 9/30/16 Date
 Chief School Administrator Board Secretary/Business Administrator Date
 9/30/16 Date

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	school year for an unapproved program. On several occasions, the district failed to issue a purchase order prior to services being rendered in contravention of state regulations and district policy.	is nothing to reverse. The district has implemented a process to ensure that purchase orders are issued prior to receiving goods and services from vendors.	Grant. All district Administrators were trained on Thursday, August 25, 2016. All were given The Linden Public Schools Purchasing Manual and a Quick Reference Guide to Commonly Used Accounts with descriptions of possible expenditures.	Kathleen A. Gaylord, School Business Administrator	August 25, 2016
23.	The district did not fully comply with the timekeeping standards for employees whose salary and wages were supported with federal funds. The documentation must reflect what the staff is doing, when and	The district has ensured employees will submit detailed personal activity reports that have been verified by supervisors. See attached Time Keeping Record Form staff began	Time Keeping Record form was updated and is being used by employees whose salary and wages are supported by federal funds.	Jennifer Smith, Director of Federal Programs	April, 2016

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Chief School Administrator

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25.	Kathleen A. Gaylord, School Business Administrator	The district approved carryover funds with specified amounts for IDEA 2015 on the April 25, 2016 Agenda; Item # 17. See attached.	using in April 2016. The district will obtain the necessary board resolutions to ensure conformity with applicable federal and state requirements.	where they are working and it must support their funded percentage. The district obtained a board resolution to submit a second amendment to its IDEA application for the inclusion of carryover; however, actual amounts were not specified or approved. Amendments require board approval.
26.	Kathleen A. Gaylord, School Business Administrator	All administrators and secretaries were given a tutorial and the link to the disbarment list.	The district has updated its procedures to demonstrate the internal control policy to prevent errors from potentially occurring.	The district provided its policy to prevent contracting with debarred and suspended vendors for examination. However, no evidence was produced demonstrating the process was being followed.


 Chief School Administrator
  Board Secretary/Business Administrator
 9/28/16 9/30/16
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27.	Certain board approved policies and standard operating procedures maintained by the district are out-of-date and in need of revisions.	The district is in the process of revising/adopting its written policies and procedures to ensure compliance with current state and federal regulations.	The district will continue to update and adopt new policies and procedures to ensure compliance with state and federal regulations.	Danny Robertozzi, Superintendent of Schools	Ongoing

SUPPORTING DOCUMENTATION MUST BE SUBMITTED ALONG WITH THE CORRECTIVE ACTION PLAN



 _____ Date 9/28/16



 _____ Board Secretary/Business Administrator Date 9/20/16

Fiscal Specialist _____ Date _____ Provider _____ Date _____