

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

NAME OF SCHOOL DISTRICT Cliffside Park School District (03-0890)

COUNTY: Bergen

TYPE OF EXAMINATION: Fiscal Audit Report (Title I, Title II, Title III and IDEA Basic and Pre School from July 1, 2013-March 31, 2015)

DATE OF BOARD MEETING: July 22, 2015

CONTACT: Michael Romagnino, Superintendent of Schools

TELEPHONE: 201-313-2310 FAX: 201-943-7050 EMAIL: mjr@cliffsidepark.edu

**TITLE I**

FINDING #	FINDING	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1	The district's FY 2014-2015 Title I funded summer and after school programs were open to both Title I and non-Title I students; therefore, the use of Title I funds for these programs supplanted state/local funds.	The business office will reverse the Title I costs related to non Title I students for the summer and after school programs and will allocate state/local funds for these costs. <b>Appendix F1</b>	Corrected journal entries.	School Business Administrator	June 25, 2015
2	The district must verify the time and activity of staff charged to the grant to reflect the actual time allotted to Title I activities with staff and supervisor signatures.	The district will submit a list of FY 2014-2015 Title I funded staff, salaries, and funding percentages and appropriate time sheets to the NJDOE for review. <b>Appendix F2 (Samples)</b>	Moving forward we will maintain a complete list, details and timesheets for all Title I funded staff.	Superintendent of Schools	June 25, 2015 – June 30, 2016

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Chief School Administrator

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Date

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Board Secretary/Business Administrator

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3	The district's Title I schools must revise their Title I participation letter(s) to include clearly defined entrance and exit criteria used for Title I student Identification and exit from the program.	The staff will revise the parent letter for 2015-2016 to include clearly defined entrance and exit criteria used for Title I student identification and exit for the program. <b>Appendix F3</b>	Create a schedule to review criteria and revise the Title I letter annually and distribute it to parents by June 30 <sup>th</sup> each school year.	Title I Coordinator	June 25, 2015

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4	The district must contact the Regional Achievement Center to revisit and possibly update the FY 2014-2015 SIP for School Number 6. The complete SIP must be uploaded to the FY 2014-2015 ESEA-NCLB Consolidated Application. For expenditures of Title I funds to be allowable, the SIP must be aligned to the district's identified needs in the FY 2014-2015 ESEA-NCLB Consolidated Application and accurately reflect programs being implemented in the school.	The Title I staff will collaborate with the RAC to update and upload a complete SIP for School 6. If needed, the district staff will revise the identified needs in the FY 2014-2015 ESEA-NCLB Consolidated Application to ensure that the EWEG ESEA-NCLB plan accurately reflects programs being implemented in the school. <b>Appendix F4</b>	Update and upload complete SIP for School 6. Review the 2014-2015 SIP plan and ESEA-NCLB Identified Needs to ensure they are aligned.	School 6 School Improvement Team. District grant writer.	June 10, 2015

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5	The district must ensure that its Title I schools convene and sufficiently document their FY 2015-2016 annual Title I meetings for the parents/guardians of its identified Title I students no later than mid-October. The district must submit evidence of the meetings (e.g., invitational letter/flyer, agenda, meeting minutes, and sign in sheets) to the NJDOE for review.	The Title I staff will document their FY 2015-2016 annual Title I meeting and will present documentation to the NJDOE for review.	Collect/maintain records of the district's annual Title I meeting for parents/guardians including copies of the invitational letter, agenda, sign in sheets, minutes of the meeting and parent feedback and will avail it to NJDOE for review.	Title I Coordinator	October 15, 2016

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6	There was no evidence the district's Title I parental involvement policy was reviewed and board adopted since February 16, 2011 and no evidence of current Title I school level parental involvement policies.	The Board of Education will review and approve the district's Title I parental involvement policy annually and will document parent involvement in the development of the policy through the submission of meeting agendas, sign in sheets, minutes, and a board resolution approving the policy. <b>Appendix 6</b>	Title I staff members and parents will meet annually to revise the district's Title I parent involvement policy and will provide documentation of the meeting. The updated policy will be submitted to the board of education for approval.	Title I Coordinator. Board Secretary.	September 30, 2015

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7	For FY 2014-2015, the district provided evidence of school-parent-student compacts, but did not provide evidence that the school-parent-student compacts were developed in conjunction with Title I parents. The absence of parent participation in developing these required documents excluded parents from more active participation in their child's educational program.	The district will maintain records documenting Title I parent and stakeholder participation in the development of the annual school-parent-student compacts. <b>Appendix 7</b>	The district will collect, maintain, and submit evidence that Title I parents and other stakeholders were involved in the development process as documented by meeting agendas, sign in sheets, minutes, and the	Title I Coordinator	September 30, 2015

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			board approved updated annual compacts.		
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8	For FY 2014-2015, the district's use of Title I funds to pay for Title I parental involvement activities that were open to both Title I and non-Title I parents supplanted state/local funds.	The district will reverse the Title I expenditures for non-Title I Parents and Will allocate state/local funds. <b>Appendix 8</b>	The district will provide evidence of the journal entries to reverse the expenditures to the NJDOE for review.	School Business Administrator	June 25, 2015
9	Title I funds were used to pay for student programs that were not in alignment with the district's needs assessment and priority problems. The district's use of Title I funds for these programs supplanted state/local funds as were open to Title I and non-	The district will reverse the Title I expenditures and will allocate state/local funds. The district assures that it will utilize Title I parental involvement funding to impact only parents of Title I students to enhance Title I	The district must provide evidence of the journal entries to reverse the Title I expenditures to the NJDOE for review.	School Business Administrator. Superintendent of Schools	June 25, 2015

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	Title I students.	student academic performance. <b>Appendix 9</b>			
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10	The district's use of Title I funds for expenditures for activities and interventions that were not limited to Title I students and paid staff or were requirements mandated by the state supplanted state/local funds. As a result, expenditures for the following activities are unallowable: fingerprinting, New Jersey Principals and Supervisors Association dues and Pearson enVision Math	The district will reverse the aforementioned Title I expenditures and will allocate state/local funds. The district will meet with all Title I stakeholders to reevaluate the use of Title I funds to ensure that all Title I expenditures are necessary and reasonable to achieve the objectives, and limited to addressing the needs of Title I students. The district	The district will provide evidence of the journal entries to reverse the Title I expenditures to the NJDOE for review. The district will document meetings re the appropriate budgeting of Title I funds. The district will document collaboration with	School Business Administrator. Superintendent of Schools. Title I Coordinator.	June 25, 2015  September 30, 2015

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supplies and one year digital license.	will investigate transitioning to a schoolwide program. <b>Appendix 10</b>	RAC to investigate Schoolwide vs. Targeted.	
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11	The Parents' Right-to-Know Highly Qualified Teacher (HQT) letter distributed and on the district's website contained information from FY 2010, and did not include the three criteria to meet the HQT requirements.	The district will update the HQT letter annually and include in the letter all the most up to date criteria to fulfill the HQT requirements. <b>Appendix 11</b>	The district will send a copy of the updated FY 2015-2016 HQT letter to the NJDOE for review and will maintain an updated copy on file annually for NJDOE review.	Title I Coordinator	September 30, 2015

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12	The district did not conduct outreach to nonpublic schools outside of the district's attendance area that enroll district resident students. As such, nonpublic equitable shares and services were not generated or provided.	For FY 2015-2016, the district will contact all non public schools, within and outside the attendance area, to locate any that enroll district resident students and will consult with any that identify Title I students to develop a service delivery plan. <b>Appendix 12</b>	The district will send a letter to all nonpublic schools within and outside the attendance area. If any are identified as eligible, the district will consult to develop a service delivery plan. Consultation will be documented through	Title I Coordinator.	June 30, 2015

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			letters, agendas, meetings notes, sign in sheets and plans.		
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<b>TITLE II</b>					
Finding #	FINDING	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
13	FY 2014-2015, the Parents' Right-to-Know HQT letter contained outdated information.	The district will update the letter on the website to reflect current version of Parents' Right-to-Know HQT letter for the 2014-2015-school year and will do so annually to ensure up to date information is provided. <b>Appendix 11</b>	A revised letter will be posted on the district's website and a copy of the revised letter will be proved to NJDOE for review.	Title I Coordinator	June 30, 2015

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<b>IDEA</b>					
FINDING #	FINDING	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
14	The district did not consistently convene meetings with required participants for students referred and/or eligible for special education and related services and for students Referred and/or eligible for speech-language services.	Conduct meetings with required participants <b>Appendix 14</b>	Training staff, attendance sheets for meetings	Jenna Russo	Training on 6/11, 6/12, 6/18. Implemented by staff as of September 2015

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15	The district did not consistently provide notice of a meeting to parents of students referred and/or eligible for special education and related services and for students referred and/or eligible for speech-language services.	Providing written notice of meetings to parents and to students over age 14	Training staff, written notice in file	Jenna Russo	Training on 6/11, 6/12, 6/18. Implemented by staff as of September 2015

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16	The district did not consistently conduct all required sections of the functional assessment as a component of initial evaluations for students referred for special education and related services and for students referred for speech-language services.	Conduct functional assessments for initial evaluations	Training staff, initial evaluation reports will include all parts of functional assessment	Jenna Russo	Training on 6/11, 6/12, Implemented by staff as of September 2015

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17	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	For students in general education less than 80% of the day, consideration of placement in LRE	Training staff, LRE statement will include benefits/harmful effects of the full range of placements and will include transition activities to return to general	Jenna Russo	Training on 6/11, 6/12, Implemented by staff as of September 2015

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	The district did not consistently include required considerations	Include required considerations and statements	Training staff, IEPs will include strengths, special considerations, most recent	Jenna Russo	Training on 6/11, 6/12, Implemented by staff as of

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18	and statements in each IEP for students eligible for special education and related services and for students eligible for speech-language services.		evaluation results, participation in district-wide assessments, and accommodations/modifications		September 2015

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	The district did not consistently provide to students eligible for	Written notice of graduation	Training staff, Inserted letter into	Jenna Russo	Training on 6/12, 6/18.

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19	special education and related services, written notice of graduation prior to graduating or exiting.		IEP system, Notice will be provided to student and parents		Implemented by staff as of June 2015

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	The district did not consistently	Transition Planning	Training staff,	Jenna Russo	Training on 6/12,

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20	<p>complete transition planning for students ages 14 and above and document decisions in the IEP. IEPs for students age 14 and above did not contain a statement of the student's strengths, interests and preferences. IEPs for students age 16 and above did not contain appropriate measurable postsecondary goals based upon age appropriate transition assessments related to training, education, employment and, if appropriate, independent living. In addition, the district did not consistently provide to students beginning at age 14, written invitations to meetings where post school transition was being discussed.</p>		<p>Transition statements of student strengths, interests, preferences for students over 14 years. Transition statements containing appropriate measurable postsecondary goals based on age-appropriate transition assessments related to training, education, employment, and if appropriate, independent living. Written notice of meetings to students age 14+. Transition discussed at every IEP meeting for students age 14+ with documented decisions</p>		<p>Implemented by staff as of September 2015</p>

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NAME OF SCHOOL DISTRICT Cliffside Park School District (03-0890)

COUNTY: Bergen

TYPE OF EXAMINATION: Fiscal Audit Report (Title I, Title II, Title III and IDEA Basic and Pre School from July 1, 2013-March 31, 2015)

DATE OF BOARD MEETING: : July 22, 2015

CONTACT: Michael Romagnino, Superintendent of Schools

TELEPHONE: 201-313-2310 FAX: 201-943-7050 EMAIL: mjr@cliffsidepark.edu

Finding #	FINDING	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
21	The district does not have a policy for the provision of accommodations and modifications or, when appropriate, an alternate assessment for students with disabilities participating in district wide assessments.	Districtwide assessment policy for provision of accommodations and modifications or alternate assessment, when appropriate	Training staff, revise policies/procedures to ensure SWD participate in districtwide assessments, each IEP will contain statements of modifications/accommodations for districtwide assessment and provision for students taking alternate assessments if needed	Jenna Russo	Training on 6/11, 6/12, Implemented by staff as of September 2015

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

NAME OF SCHOOL DISTRICT Cliffside Park School District (03-0890)

COUNTY: Bergen

TYPE OF EXAMINATION: Fiscal Audit Report (Title I, Title II, Title III and IDEA Basic and Pre School from July 1, 2013-March 31, 2015)

DATE OF BOARD MEETING: July 22, 2015

CONTACT: Michael Romagnino, Superintendent of Schools

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**ADMINISTRATIVE**

Finding #	FINDING	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
22	No finding.				

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Chief School Administrator

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Date

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

\_\_\_\_\_  
Date

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

NAME OF SCHOOL DISTRICT Cliffside Park School District (03-0890)

COUNTY: Bergen

TYPE OF EXAMINATION: Fiscal Audit Report (Title I, Title II, Title III and IDEA Basic and Pre School from July 1, 2013-March 31, 2015)

DATE OF BOARD MEETING: : July 22, 2015

CONTACT: Michael Romagnino, Superintendent of Schools

TELEPHONE: 201-313-2310 FAX: 201-943-7050 EMAIL: mjr@cliffsidepark.edu

FINDING #	FINDING	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
23	On several occasions, the district failed to issue a purchase order prior to goods being purchased or services being rendered (confirming order). District policy and state regulations require that a properly executed purchase order be issued prior to the purchase of goods or the rendering of services.	The district assures it will issue purchase orders to all vendors prior to goods or services being provided.	Business office staff will participate in professional development related to district policy and state regulations to ensure compliance.	Superintendent of Schools	September 30, 2015

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

\_\_\_\_\_  
Date

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Board Secretary/Business Administrator

\_\_\_\_\_  
Date

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

NAME OF SCHOOL DISTRICT Cliffside Park School District (03-0890)

COUNTY: Bergen

TYPE OF EXAMINATION: Fiscal Audit Report (Title I, Title II, Title III and IDEA Basic and Pre School from July 1, 2013-March 31, 2015)

DATE OF BOARD MEETING: : July 22, 2015

CONTACT: Michael Romagnino, Superintendent of Schools

TELEPHONE: 201-313-2310 FAX: 201-943-7050 EMAIL: mjr@cliffsidepark.edu

FINDING #	FINDING	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
24	The district did not comply with required timekeeping standards for federally funded grants. Employees with 100 percent of their salary paid with Title I funds must complete a semi-annual certification attesting to their performance of Title I related duties, and employees with less than 100 percent of their salary paid with Title I funds must complete monthly personal activity reports.	The district will ensure that employees submit personal activity reports that have been verified by supervisors, as required.	All involved staff members will participate in training focused on the requirements of federally funded grants to ensure compliance. Supervisors will verify the completion of all requirements.	Grant Coordinators	September 1, 2015

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

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Date

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Board Secretary/Business Administrator

\_\_\_\_\_  
Date



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

NAME OF SCHOOL DISTRICT Cliffside Park School District (03-0890)

COUNTY: Bergen

TYPE OF EXAMINATION: Fiscal Audit Report (Title I, Title II, Title III and IDEA Basic and Pre School from July 1, 2013-March 31, 2015)

DATE OF BOARD MEETING: : July 22, 2015

CONTACT: Michael Romagnino, Superintendent of Schools

TELEPHONE: 201-313-2310 FAX: 201-943-7050 EMAIL: mjr@cliffsidepark.edu

FINDING #	FINDING	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
25	The district charged literacy coaches salaries to the incorrect general ledger account. Salaries were incorrectly charged to account 200-300, Purchased Professional Services, rather than to a salary account	The district will ensure that expenditures are charged to the appropriate general ledger account in accordance with the Uniform Minimum Chart of Accounts. <b>Appendix 25</b>	The business office staff will be training and updates related to the Uniform Minimum Chart of Accounts to ensure proper coding of expenditures.	Superintendent of Schools	September 30, 2015

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

NAME OF SCHOOL DISTRICT Cliffside Park School District (03-0890)

COUNTY: Bergen

TYPE OF EXAMINATION: Fiscal Audit Report (Title I, Title II, Title III and IDEA Basic and Pre School from July 1, 2013-March 31, 2015)

DATE OF BOARD MEETING: June 25, 2015

CONTACT: Michael Romagnino, Superintendent of Schools

TELEPHONE: 201-313-2310 FAX: 201-943-7050 EMAIL: mjr@cliffsidepark.edu

FINDING #	FINDING	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
26	The district did not provide detailed schedules by individual of salaries that agreed to the expenditures charged to the programs in the general ledger.	The district must maintain records that account for the salary amounts charged to the federal grants by individual.	Business office staff will participate in training and ongoing professional development to ensure maintenance of all required recordkeeping for federal grants.	Superintendent of Schools	September 30, 2015

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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Chief School Administrator

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Date

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Board Secretary/Business Administrator

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Date