

CORRECTIVE ACTION PLAN

NAME OF SCHOOL Vernon Township COUNTY Sussex

TYPE OF EXAMINATION AMERICAN RECOVERY AND REINVESTMENT ACT/INDIVIDUALS WITH DISABILITIES EDUCATION ACT

DATE OF BOARD MEETING October 21, 2010

CONTACT PERSON Business Administrator

TELEPHONE NUMBER 973 764-4186

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUALS RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
IDEA:1	The district must have a detailed plan for the evaluation of each activity specified in the ARRA Plan. This could include comparative student placement data in regards to LRE, professional development pre and post test surveys for child study team members and outcome reports for staff progress.	District personnel will perform on-site curricular audits supplying materials and curricula from the in-district programs, in an effort to raise the level of academics in the out-of-district programs. Additionally, the District is requesting that the out-of-district placement, provide the District with work-samples on a monthly basis. Such samples will be analyzed to ensure alignment with the core curriculum content standards.	Director of Special Services, Supervisor of Child Study Team, Interim Assistant Director	September 1, 2010 and on-going
IDEA:2	The district must establish accounts using the appropriate program codes in the general ledger and transfer the balances from the incorrect accounts. The district was provided with the detailed transaction data accordingly.	The district will reference State Guidelines when establishing new account codes. All required transfers will be made	Business Administrator	July 1, 2010 and on-going
IDEA:3	All staff charged against grants should be reappointed annually by Board resolution.	Employees who will be paid out of grant funds will be approved by the Board of Education	Business Administrator	September 1, 2010 and on-going
IDEA:4	All staff charged against grants should be included in a master schedule.	A master schedule will be developed for employees paid out of grant funds.	Director of Special Services, Principals	September 1, 2010 and on-going

IDEA:5	The district must maintain records to verify the time and activity of staff charged to the grant.	A report will be produced quarterly that confirms the time and activity of the staff charged to the grant	Business Administrator, Director of Special Services	September 1, 2010 and on-going
FINANCIAL MGT:1	Purchase orders should be issued to all vendors prior to goods or services provided.	All purchase orders will be encumbered prior to placing an order.	Business Administrator	July 1, 2010 and on-going
FINANCIAL MGT:2	All district expenditures should be recorded in the proper general ledger account in accordance with the Uniform Minimum Chart of Accounts.	The Uniform Minimum Chart of Accounts will be referenced to ensure proper coding.	Business Administrator	July 1, 2010 and on-going
FINANCIAL MGT:3	The district should ensure that grant appropriations agree to the amount of the award.	The district will ensure transfers do not take place between grants and that transfers will only take place within a grant.	Business Administrator	July 1, 2010 and on-going


 CHIEF SCHOOL ADMINISTRATOR DATE 10/25/10


 BOARD SECRETARY/SCHOOL BUSINESS ADMINSTATOR DATE 10-25-10