

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

**NAME OF SCHOOL DISTRICT:** UNIVERSITY HEIGHTS CHARTER SCHOOL                      **COUNTY:** MONMOUTH

**TYPE OF EXAMINATION:** CONSOLIDATED MONITORING

**DATE OF BOARD MEETING:** JULY 17, 2013

**CONTACT PERSON:** MISHA SIMMONDS, EXECUTIVE DIRECTOR

**TELEPHONE NUMBER:** 609-965-1034                      **FAX NUMBER:** 973-623-1965

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
<p>1. The school provided an incomplete list of staff paid for with Title I funds. For all Title I staff, the district did not have the required supporting documents to verify the activity of the Title I staff as required by federal law. The documentation must reflect what the staff is doing, when, and where and it must match their funded percentage.</p>	<p>The school will submit to the NJDOE for review a copy of its revised list of the FY 2012-2013 Title I funded staff, salaries, funding percentages, and time sheets to the NJDOE for review.</p>	<ul style="list-style-type: none"> <li>• The Executive Director has updated all monthly time sheets to reflect Title I funded staff, salaries, and funding percentages.</li> <li>• These monthly timesheets have been verified and signed off by all Title I staff.</li> <li>• The School Business Administrator will review these timesheets and master list of Title I staff with names, salaries, and funding percentages.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Director</li> <li>• School Business Adminsitator</li> </ul>	<p>7/25/2013 (Documentation to be submitted with corrective action plan.)</p>
<p>2. The salary and benefits for the Title I teacher assistants, as indicated in the school's NCLB Consolidated Application, did not accurately reflect the percentage of staff time devoted to Title I grant related responsibilities.</p>	<p>The school will submit to the NJDOE for review a copy of its revised salary and benefits for Title I Teacher Assistants to only reflect the portion of Title I Grant related activities and not state mandated responsibilities.</p>	<ul style="list-style-type: none"> <li>• The Executive Director has updated all monthly time sheets to reflect Title I funded staff, salaries, and funding percentages.</li> <li>• These monthly timesheets have been verified and signed off by all Title I staff.</li> <li>• The school business administrator will review these time sheets</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Director</li> <li>• School Business Administrator</li> </ul>	<p>7/25/2013 (Documentation to be submitted with corrective action plan.)</p>

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3. The school did have Title I program selection criteria and course of action for remediation, but did not have clearly defined program exit criteria. All of these elements must also be included in the notification letter to parents about their child's participation in the Title I program.	The school will submit to the NJDOE for review a copy of its revised parental notification letter, including clearly defined entry and exit criteria with multiple measures.	<ul style="list-style-type: none"> <li>Principals will meet with instructional staff to define entry and exit criteria.</li> <li>Executive Director will submit to board for policy approval at August board meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Executive Director</li> <li>Principals</li> </ul>	8/30/2013
4. The school did not provide evidence of convening the annual Title I meeting for parents to inform them of the school's participation in Title I and the Title I parental involvement requirements and rights.	The school will submit to the NJDOE for review a copy of its invitational letter, meeting notes, sign in sheets, and agenda from the FY 2012-2013 Meeting held March 25, 2013.	<ul style="list-style-type: none"> <li>Special Projects Coordinator invited parents to meeting in early March.</li> <li>Executive Director and Special Projects Coordinator held meeting on March 25, 2013.</li> </ul>	<ul style="list-style-type: none"> <li>Executive Director</li> <li>Special Projects Coordinator</li> </ul>	7/25/2013 (Documentation to be submitted with corrective action plan.)
5. The school has one Title I paid teacher that does not meet the highly qualified (HQT) requirements. The staff member only maintains a provisional teacher's certification. (Further clarification from NJDOE indicated the teacher's file had a sealed transcript and missing certificate, meaning her HQT status was uncertain).	The school will submit to the NJDOE for review a copy of the teacher's job description, transcript, and certification.	<ul style="list-style-type: none"> <li>Executive Director will compile teacher's job description, transcript, and certification.</li> </ul>	<ul style="list-style-type: none"> <li>Executive Director</li> </ul>	7/25/2013 (Documentation to be submitted with corrective action plan.)
6. The school has teachers who do not meet the highly qualified requirements; however the Parents' Right-to-Know follow-up letter was not sent by November 1, 2012. The district is required to send this letter to	The school will submit to the NJDOE for review a copy of its Highly Qualified Teacher (HQT) follow-up letter and send a copy to the NJDOE for review. Upon review from the NJDOE, the school will issue a	<ul style="list-style-type: none"> <li>Executive Director will prepare HQT follow-up letter based on template found on NJDOE website and revised HQT requirements posted at <a href="http://www.state.nj.us/educ">http://www.state.nj.us/educ</a></li> </ul>	<ul style="list-style-type: none"> <li>Executive Director</li> </ul>	7/25/2013 (Documentation to be submitted with corrective action plan.)

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the parents of any child who is taught by a teacher who has not yet met the highly qualified requirements.	follow-up letter to any child taught by unqualified staff for four consecutive weeks.	<a href="#">ation/profdev/nclb/hqtchar ts.pdf</a> .		
7. The school's board of trustees did not conduct its annual review and adoption of the parental involvement policy.	The school will submit to the NJDOE for review a copy of revised parental involvement policy. Upon review from the NJDOE, the school will distribute to parents of Title I students in understandable and uniform format once they meet entry criteria.	<ul style="list-style-type: none"> <li>• Executive Director and Special Projects Coordinator held parent involvement meeting on March 25, 2013 in which parents collaborated on parental involvement policy.</li> <li>• Board of Trustees conducted annual review and approved policy on July 17, 2013.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Director</li> <li>• Special Projects Coordinator</li> </ul>	7/25/2013 (Documentation to be submitted with corrective action plan.)
8. For the 2012, 2013 school year, there is no evidence that the school's school-parent compact was developed in conjunction with and distributed to parents.	The school will submit to the NJDOE for review a copy of revised school-parent compact and evidence of development in collaboration with parents of Title I students. Upon review from the NJDOE, the school will distribute to parents of school-parent compact once they meet entry criteria.	<ul style="list-style-type: none"> <li>• Executive Director and Special Projects Coordinator held parent involvement meeting on March 25, 2013 in which parents collaborated on school-parent compact.</li> <li>• Board of Trustees approved school-parent compact on July 17, 2013.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Director</li> <li>• Special Projects Coordinator</li> </ul>	7/25/2013 (Documentation to be submitted with corrective action plan.)
9. The school's use of Title I, Part A funds to pay for the STEP program supplants state and local funds. This program includes the assessment of all students and is not limited to Title I student assessment.	This recommendation was received verbally in November before STEP program charges were made, so Title I funding was never used for STEP. The school will submit to the NJDOE for review a copy of the amended NCLB application showing removal of STEP program, as well as evidence other funding was used to pay for STEP.	<ul style="list-style-type: none"> <li>• Executive Director stopped STEP from using Title I funding.</li> <li>• School Business Administrator amended NCLB application to remove STEP from Title I budget.</li> <li>• Other funding was used to pay for STEP program.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Director</li> <li>• School Business Administrator</li> </ul>	8/30/2013

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<p>10. The school did not consistently convene identification, eligibility/IEP. Reevaluation planning, and eligibility/IEP meetings for students referred and/or eligible for special education and related services and referred and/or eligible for speech languages services with the required participants. Noncompliance was due to a lack of implementation of school procedures.</p>	<p>The school will submit to the NJDOE for review a copy of agenda, materials, and sign-in sheets for in-service training of child study team members regarding the procedures for implementing the requirements for NJAC 6A:14-2.3(k)1(i-vii); 20 USC 1414(d)(1)(B); and 34 CFR300.321(a). The school will also implement an online special education management and IEP software to support compliance.</p>	<ul style="list-style-type: none"> <li>• Executive Director will review cited code and coordinate in-service training.</li> <li>• Child Study Team members and speech language specialists will attend in-service training in August or September 2013.</li> <li>• IEP Direct online special education and IEP management system will be implemented in August 2013.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Director</li> </ul>	<p>9/30/2013</p>
<p>11. The school did not conduct meetings within 20 calendar days of a written request for evaluation for students referred for special education and related services or speech-language services to determine if an evaluation was warranted. Noncompliance was due to a lack of implementation of school procedures.</p>	<p>The school will submit to the NJDOE for review a copy of agenda, materials, and sign-in sheets for in-service training of child study team members regarding the procedures for implementing the requirements for NJAC 6A:14-2.5(b)6;3.3(e) and 3.6(b). The school will also implement an online special education management and IEP software to support compliance.</p>	<ul style="list-style-type: none"> <li>• Executive Director will review cited code and coordinate in-service training.</li> <li>• Child Study Team members and speech language specialists will attend in-service training in August or September 2013.</li> <li>• IEP Direct online special education and IEP management system will be implemented in August 2013.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Director</li> </ul>	<p>9/30/2013</p>
<p>12. The school did not consistently inform parents regarding initial identification eligibility, IEP meetings, reevaluation planning, reevaluation eligibility and IEP meetings through provision of notice of a meeting for students referred and/or eligible for</p>	<p>The school will submit to the NJDOE for review a copy of agenda, materials, and sign-in sheets for in-service training of child study team members regarding the procedures for implementing the requirements for NJAC 6A:14-2.3(k)3,5; 20</p>	<ul style="list-style-type: none"> <li>• Executive Director will review cited code and coordinate in-service training.</li> <li>• Child Study Team members and speech language specialists will attend in-service training in August or</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Director</li> </ul>	<p>9/30/2013</p>

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special education and related services or speech-language services. When notice of a meeting was provided, it did not include all required components. Non-compliance was due to a lack of implementation of procedures.	USC 1414 (b)(1); and 34 CFR 300.304 (a). The school will also implement an online special education management and IEP software to support compliance.	September 2013. <ul style="list-style-type: none"> <li>• IEP Direct online special education and IEP management system will be implemented in August 2013.</li> </ul>		
13. The school did not consistently inform parents of proposed actions through provision of written notice containing all required components for students referred and/or eligible for speech-language services. Noncompliance was due to a lack of implementation of school procedures.	The school will submit to the NJDOE for review a copy of agenda, materials, and sign-in sheets for in-service training of child study team members regarding the procedures for implementing the requirements for NJAC 6A:14-2.3(f) and 2.3(g)1-7; 20 USC 1414 (b)(1)(c)(4)(A); and 34 CFR 300.304 (a)(4) and 300.305(a). The school will also implement an online special education management and IEP software to support compliance.	<ul style="list-style-type: none"> <li>• Executive Director will review cited code and coordinate in-service training.</li> <li>• Speech Language Specialists will attend in-service training in August or September 2013.</li> <li>• IEP Direct online special education and IEP management system will be implemented in August 2013.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Director</li> </ul>	9/30/2013
14. The school did not maintain documentation of the frequency, duration, and effectiveness of the interventions provided in the general education setting through the Intervention and Referral Services (I&RS). Noncompliance was due to a lack of implementation of school procedures.	The school will submit to the NJDOE for review a copy of agenda, materials, and sign-in sheets for in-service training of administrators and I&RS members regarding the procedures for implementing the requirements for NJAC 6A:14-3.3(C).	<ul style="list-style-type: none"> <li>• Executive Director will review cited code and coordinate in-service training.</li> <li>• I&amp;RS staff members and administrators will attend in-service training in August or September 2013.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Director</li> </ul>	9/30/2013
15. The school did not conduct all required sections of the functional assessment as a component of initial evaluations	The school will submit to the NJDOE for review a copy of agenda, materials, and sign-in sheets for in-service training of	<ul style="list-style-type: none"> <li>• Executive Director will review cited code and coordinate in-service training.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Director</li> </ul>	9/30/2013

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<p>for students referred for special education and related services and for students referred for speech-language services. Specifically, the school did not include the review of prior interventions and teacher interviews. Noncompliance was due to a lack of implementation of school procedures.</p>	<p>child study team members regarding the procedures for implementing the requirements for NJAC 6A:14-3.4(f)4(i-vi); 20 USC 1414 (b)(4) and (5); and 34 CFR 300.306 (c)(i). The school will also implement an online special education management and IEP software to support compliance.</p>	<ul style="list-style-type: none"> <li>• Child Study Team and speech language specialist members will attend in-service training in August or September 2013</li> <li>• IEP Direct online special education and IEP management system will be implemented in August 2013.</li> </ul>		
<p>16. The school did not conduct reevaluations within three years of the previous classification date for students currently eligible for special education and related services. Noncompliance was due to a lack of implementation of school procedures.</p>	<p>The school will submit to the NJDOE for review a copy of agenda, materials, and sign-in sheets for in-service training of child study team members regarding the procedures for implementing the requirements for NJAC 6A:14-3.7(i) and 14-3.8(a); 20 USC 1414 (a)(2)(B)(ii) and (d); &amp; 34 CFR 300.324(b)1. The school will also implement an online special education management and IEP software to support compliance.</p>	<ul style="list-style-type: none"> <li>• Executive Director will review cited code and coordinate in-service training.</li> <li>• Child Study Team members will attend in-service training in August or September 2013.</li> <li>• IEP Direct online special education and IEP management system will be implemented in August 2013.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Director</li> </ul>	<p>9/30/2013</p>
<p>17. The school did not consistently provide copies of evaluation reports to parents at least 10 days prior to the determination of eligibility following initial evaluations and reevaluations when assessments were conducted. Noncompliance was due to a lack of implementation of school procedures.</p>	<p>The school will submit to the NJDOE for review a copy of agenda, materials, and sign-in sheets for in-service training of child study team members and speech language specialists regarding the procedures for implementing the requirements for NJAC 6A:14-3.5(a); 20 USC 1414 (b)(4); and 34 CFR 300.306(a). The school will also implement an online special education management and IEP software to support compliance.</p>	<ul style="list-style-type: none"> <li>• Executive Director will review cited code and coordinate in-service training.</li> <li>• Child Study Team and speech language specialists members will attend in-service training in August or September 2013.</li> <li>• IEP Direct online special education and IEP management system will be implemented in August 2013.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Director</li> </ul>	<p>9/30/2013</p>

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<p>18. The school did not include required considerations and statements in the IEPs for students eligible for special education and related services and for students eligible for speech-language services. IEPs did not include the recent Levels of Academic Achievement and Functional Performance. In addition, IEPs of students eligible for speech-language services did not include documentation for consideration of Extended School Year and a description when ESY was provided. Noncompliance was due to a lack of implementation of school procedures.</p>	<p>The school will submit to the NJDOE for review a copy of agenda, materials, and sign-in sheets for in-service training of child study team members and speech language specialists regarding the procedures for implementing the requirements for NJAC 6A:14-3.7(c)1-11, (e)1-17, (f), and 4.10(a); 20 USC 1414 (d)(3)(A)(B); and 34 CFR 300.324(a)(1)(2). The school will also implement an online special education management and IEP software to support compliance.</p>	<ul style="list-style-type: none"> <li>• Executive Director will review cited code and coordinate in-service training.</li> <li>• Child Study Team members and speech language specialists will attend in-service training in August or September 2013.</li> <li>• IEP Direct online special education and IEP management system will be implemented in August 2013.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Director</li> </ul>	<p>9/30/2013</p>

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**CHIEF SCHOOL ADMINISTRATOR**

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**DATE**

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**SCHOOL BUSINESS OFFICIAL**

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**DATE**