

**Hope Academy Charter School
601 Grand Avenue
Asbury Park, NJ 07712**

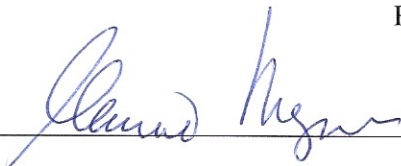
SPECIAL MEETING OF THE BOARD OF TRUSTEES

May 11, 2016

Resolution: 5C:SP-2: Consolidated Monitoring CAP approved

BE IT RESOLVED The Board of Trustees of Hope Academy Charter School, County of Monmouth, State of New Jersey during a public meeting certifies that the discussion of findings of the Consolidated Monitoring conducted by the Office of Fiscal Accountability and Compliance dated March 23, 2016 and received on April 4, 2016 took place at a public board meeting on April 19, 2016 and the Board adopts the Corrective Action Plan dated April 19, 2016.

Resolution Approved: **May 11, 2016**



Claudia Morgan, Board President

Or



Frankie Winrow, Board Vice President

I hereby certify this to be a true copy of the action taken by the Board of Trustees of the Hope Academy Charter School on **May 11, 2016**.



Donna Torres, Board Secretary

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

SCHOOL DISTRICT NAME Hope Academy Charter School COUNTY Monmouth

TYPE OF EXAMINATION IDEA, Title I, Title II, and Title III

DATE OF BOARD MEETING April 19, 2016

CONTACT PERSON DaVisha Pratt, Chief School Administrator/Principal

TELEPHONE NUMBER 732-988-4227 FAX NUMBER 732-988-9125

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding #1	To ensure the school's Title I parental notification letters include clearly defined entrance and exit criteria the school will revise its parental notification letter for the FY2015-2016 and send a copy to the NJDOE for review.	After NJDOE approval letters will be sent home with Title I students.	Superintendent	May 12, 2016
Finding #2	The Parent Right To Know letters for the 2016-2017 school will document the complete month, day, and year. The letter will be distributed by October 15, 2016.	Letters distributed to Title I students. Parents will indicate that they have received by signing off.	Superintendent	October 15, 2016
Finding #3	The school distributed the 2015-2016 Parental involvement policy		Superintendent	February 17, 2016

<p>Finding #4</p>	<p>during Saturday Parents Academy. To ensure all identified Title I parents received the policy it was sent home with identified student and a phoneblast went out to identified parents indicating that it was sent home.</p> <p>For the 2016-2017 SY Hope Academy will request parents of identified Title I students to sign a sheet indicating that they have viewed the policy online. It will also be reviewed during Parents Academy.</p> <p>I&RS training for Administrators and Staff.</p> <p>To ensure identified interventions meet the needs of struggling learners an oversight system will be in place that will maintain documentation of the nature, description, frequency, duration, and measures effectiveness. Oversight will include revised forms provided by NJDOE.</p>	<p>Emailed Call Log to NJDOE</p> <p>Signed Parent Forms indicating receipt.</p> <p>Inservice Sign-In Sheet</p> <p>I&RS Provided by NJDOE</p>	<p>Superintendent</p> <p>Instructional Lead Supervisors Master Mentor Teachers, Teachers</p>	<p>October 15, 2016</p> <p>May 20, 2016</p> <p>June 13, 2016</p>
<p>Finding #5</p>	<p>Child Study Team Training.</p> <p>The school will utilize a tool prior to mailing out meeting notices that indicates which team members are required to be in attendance. All meeting participants will sign in on an attendance sheet.</p>	<p>Review of Participants list Received from DOE Prior to mailings.</p>	<p>Learning Disability Consultant, Case Manager, Social Worker</p>	<p>May 14, 2016 onGoing</p>
<p>Finding #6</p>	<p>Child Study Team Training</p> <p>The school will ensure the consideration of an ESY and document such within the IEP. During annual review meetings IEP's will be revised if they were deemed noncompliant by the DOE monitor.</p>	<p>Consider need for ESY. Document need or consideration within IEP.</p>	<p>Learning Disability Consultant, Case Manager, Social Worker</p>	<p>May 14, 2016 onGoing</p>
<p>Finding #7</p>	<p>Child Study Team Training</p> <p>The school will ensure students beginning at age 14 will receive an</p>	<p>For Students turning 14 within the same year as any transition</p>	<p>Learning Disability Consultant, Case Manager,</p>	<p>May 14, 2016 OnGoing</p>

	invitation to meetings where post-school transition will be discussed. The Child Study Team Case manager will have an identified list indicating which students are approaching the age requirement for this invitation. Annual review meetings will be conducted and revisions will be made.	out of school will be invited to attend the meeting.	Social Worker	
Finding #8	Child Study Team and Speech-Language Specialist training regarding consistently conducting reevaluations within three years of the previous classification date for students eligible for services.	Training and use of Timeline Tracking Tool provided by NJDOE to ensure compliance with reevaluation regulations.	Learning Disability Consultant, Case Manager, Speech Lang. Specialist, Principal	May 10, 2016, September 6, 2016
Finding #9	Training for Speech Language specialist regarding procedures for implementing the requirements that mandate consistent parent notification of meetings for speech language services	Speech Language Specialist will receive training from LDTTC. DOE Checklists utilized to ensure compliance	Speech Lang. Specialist, Learning Disability Consultant, Case Manager, Principal	May 10, 2016 September 6, 2016
Finding #10	The school will document that the required participants are in attendance at identification, annual review, reevaluation planning, eligibility and IEP meetings. The CST case manager will monitor speech only files. Training will be held for Speech-Language Specialist.	CST Case Manager will utilize the rubric provided by the NJDOE. Attendance Sheet will continue to be used	Learning Disability Consultant, Case Manager	May 14, 2016 ongoing
Finding #11	The CST case manager will oversee parent written notices for students eligible for Speech-language Services. Oversight will ensure written notices will be provided within 15 days following identification, IEP, eligibility and reevaluation planning meetings.	CST Case Manager will supervise Speech Language Specialist by providing review of all notices to ensure date	Learning Disability Consultant, Case Manager,	April 1, 2016 ongoing

Finding #12	Speech Language Specialist will receive training to ensure consistency in obtaining written parental consent prior to implementation of an initial IEP for eligible students. Case Manager will monitor closely.	compliance Professional Development Training	Learning Disability Consultant, Case Manager	May 10, 2016 September 6, 2016
Finding#13	Speech Language Specialist will receive training and consistently develop IEP's for students eligible for speech services. IEP meetings for speech only students will be conducted with the appropriately configured IEP team.	Professional Development Training	Learning Disability Consultant, Case Manager	May 10, 2016 September 6, 2016
Finding #14	No further action is necessary per the Consolidated Monitoring Report.			
Finding #15	The school will utilize a "debarment" stamp for each procurement using federal funds to ensure the vendor was checked for suspension/debarment, specific instructions will be added to the Purchasing Manual, and business office staff will be trained to comply with this procedure.	Update Purchase Manual, Review procedure with Administrative Assistant, purchase debarment stamp.	Business Administrator	May 24, 2016
Finding #16	The school procured a program director for federal grants in compliance with N.J.S.A. 18A:18A-5, rather than utilizing the more restrictive methods of procurement required by Federal regulation CFR200.318-320. The school will review applicable regulations for procurement standards for use of Federal funds, namely 2CFR 200.318-320, utilize open and competitive procedures, and provide evidence in the procurement files that efforts were undertaken to ensure the reasonableness of program related costs.	Review regulations, update Purchasing Manual, create a form document to accompany federal grant requisitions.	Business Administrator	September 30, 2016

Finding #17	The school had been revising policies periodically since the entire policy manual adoption in 2010. As a result of this finding, the critical policy manual and purchasing procedure manual (Standard Operating Procedures) will be revised in their entirety and newly adopted by the Board of Trustees.	Critical Policy review by outside agency, internal review by policy committee, Purchasing Manual revision, Board Resolutions.	Board of Trustees, Superintendent, Bus. Administrator	October 31, 2016
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 Chief School Administrator

5-11-16
 Date


 Board Secretary/Business Administrator

5-11-16
 Date