

**Newark Public Schools
Office of Special Education
Compliance Report Corrective Action Plan
July 2012**

Date of Implementation of Corrective Action Plan: Pending Approval

Area in Need of Improvement: Increase oversight for data entry and 20 & 90 day timelines			
Activities	Timelines	Persons Responsible	Documentation of Completion
1. Assess data entry relative to generating 20-day and 90-day compliance reports	Monthly	Special Education Supervisors Child Study Team Members Building Principals	Documentation of analysis
2. Revise data entry procedures relative to generating 20-day and 90-day compliance reports	As needed, depending on activity 1 above	Data & Compliance Supervisor	Data entry procedures
3. Generate & provide Assistant Superintendents, Building Administrators, OSE Supervisors, and CSTs with 20-day and 90-day compliance reports for each school	Weekly, beginning November 2012	Assistant to the Superintendent for Special Education Services Data & Compliance Supervisor	Documentation Verifying Reports Have Been Sent (e.g.; emails, letters etc.)
4. Conduct meetings with Assistant Superintendents and OSE Supervisors to review and examine compliance reports	Monthly, beginning November 2012	Assistant to the Superintendent for Special Education Services OSE Supervisors	Signed Outlook Invitation; agendas, sign-in sheets

<p>5. Conduct meetings with OSE Assistant to the Superintendent for Special Education Services and/or designee and OSE Supervisors to examine and make recommendations to resolve compliance issues</p>	<p>Weekly, beginning November 2012</p>	<p>Assistant to the Superintendent for Special Education Services and/or designee Director of Operations Director of Instructional Support OSE Supervisors</p>	<p>Signed Outlook Invitation; agendas; sign-in sheets</p>
<p>6. Conduct meetings with Building Administrators, CSTs, OSE Regional Supervisors to review compliance reports and resolve compliance issues</p>	<p>Biweekly, beginning November 2012 (following weekly meetings with OSE administration set forth in Activity 5, above)</p>	<p>Assistant to the Superintendent for Special Education Services Building Administrators OSE Regional Supervisors CST Members</p>	<p>Signed Biweekly Principal Meeting Forms</p>

Area in Need of Improvement: Revise and update OSE procedures to increase compliance with the 20 & 90 day timelines			
Activities	Timelines	Persons Responsible	Documentation of Completion
1. Assess compliance reports to determine patterns and/or causes for 20 & 90day non-compliance, and assess any training needs relative to compliance with 20-day and 90-day timeframes	November 30, 2012	Assistant to the Superintendent for Special Education Services Data & Compliance Supervisor	Documentation of Analyses
2a. Revise written placement procedures to ensure compliance with N.J.A.C. 6A:14-3.4(e). 2b. Once additional reasons for noncompliance are determined, revise OSE Procedure Manual	December 31, 2012	Assistant to the Superintendent for Special Education Services Director of Operations Data & Compliance Supervisor Placement Officer	2a. Placement Procedures 2b. OSE Procedure Manual
3. Disseminate revised placement & OSE procedures to Assistant Superintendents, Principals, OSE Administrators, CSTs, general education teachers, special education teachers & Placement Staff and post on OSE shared drive	December 31, 2012	Assistant to the Superintendent for Special Education Services Director of Operations Placement Officer	Screen Shot of Shared Drive & Documentation Verifying That Staff Members Were Informed of New Placement Procedures (e.g.; emails, letters etc.)

<p>4. Provide mandatory training as determined by assessment set forth in Activity I, above, and provide mandatory training on revised placement and OSE procedures to appropriate OSE Administrators, CSTs & Placement Staff</p>	<p>January 15, 2013</p>	<p>Assistant to the Superintendent for Special Education Services Director of Operations OSE Supervisors Placement Officer</p>	<p>Agendas & Sign-In Sheets</p>
<p>5. Develop system for tracking and archiving updated versions of OSE Procedure Manual & Placement Procedures</p>	<p>January 15, 2013</p>	<p>Assistant to the Superintendent for Special Education Services Director of Operations Data & Compliance Supervisor Placement Officer</p>	<p>Screen shot of Archived OSE Procedure Manuals</p>