# 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

<table>
<thead>
<tr>
<th>Activities</th>
<th>Timelines</th>
<th>Persons Responsible</th>
<th>Documentation of Completion</th>
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<tbody>
<tr>
<td>1. Assess data entry relative to generating 20-day and 90-day compliance reports</td>
<td>Monthly</td>
<td>Special Education Supervisors, Child Study Team Members, Building Principals</td>
<td>Documentation of analysis</td>
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<tr>
<td>2. Revise data entry procedures relative to generating 20-day and 90-day compliance reports</td>
<td>As needed, depending on activity 1 above</td>
<td>Data &amp; Compliance Supervisor</td>
<td>Data entry procedures</td>
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<tr>
<td>3. Generate &amp; provide Assistant Superintendents, Building Administrators, OSE Supervisors, and CSTs with 20-day and 90-day compliance reports for each school</td>
<td>Weekly, beginning November 2012</td>
<td>Assistant to the Superintendent for Special Education Services, Data &amp; Compliance Supervisor</td>
<td>Documentation Verifying Reports Have Been Sent (e.g.; emails, letters etc.)</td>
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<td>4. Conduct meetings with Assistant Superintendents and OSE Supervisors to review and examine compliance reports</td>
<td>Monthly, beginning November 2012</td>
<td>Assistant to the Superintendent for Special Education Services, OSE Supervisors</td>
<td>Signed Outlook Invitation; agendas, sign-in sheets</td>
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|   | Weekly, beginning November 2012 | Assistant to the Superintendent for Special Education Services and/or designee
   Director of Operations
   Director of Instructional Support
   OSE Supervisors | Signed Outlook Invitation; agendas; sign-in sheets |
|---|---|---|---|
| 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 | Biweekly, beginning November 2012 (following weekly meetings with OSE administration set forth in Activity 5, above) | Assistant to the Superintendent for Special Education Services
   Building Administrators
   OSE Regional Supervisors
   CST Members | Signed Biweekly Principal Meeting Forms |
| 6. Conduct meetings with Building Administrators, CSTs, OSE Regional Supervisors to review compliance reports and resolve compliance issues |   |   |   |
**Area in Need of Improvement:** Revise and update OSE procedures to increase compliance with the 20 & 90 day timelines

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| 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). | 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 |
| 2b. Once additional reasons for noncompliance are determined, revise 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.) |
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| **4. Provide mandatory training as determined by assessment set forth in Activity 1, above, and provide mandatory training on revised placement and OSE procedures to appropriate OSE Administrators, CSTs & Placement Staff** | **January 15, 2013** | **Assistant to the Superintendent for Special Education Services**  
**Director of Operations**  
OSE Supervisors  
Placement Officer |
| **5. Develop system for tracking and archiving updated versions of OSE Procedure Manual & Placement Procedures** | **January 15, 2013** | **Assistant to the Superintendent for Special Education Services**  
**Director of Operations**  
OSE Supervisors  
Placement Officer  
**Data & Compliance Supervisor**  
Placement Officer |
|   |   | **Agendas & Sign-In Sheets** |
|   |   | **Screen shot of Archived OSE Procedure Manuals** |