

New Jersey Department of Education  
Office of Fiscal Accountability and Compliance  
Corrective Action

School District Name: Hasbrouck Heights  
Type of Examination: Consolidated Monitoring  
Date of Board Meeting:  
Contact Person: Dr. Matthew Helfant  
Telephone Number: 201-393-8191

County: Bergen  
  
Fax Number:

Recommendation Number	Corrective Action	Method of Implementation	Individual Responsible for Implementation	Completion Date of Implementation
Finding # 1	Reduce general fund balance and reimburse the State of NJ for the cost of the salaries and benefits of paraprofessionals hired from March to June to level main school libraries.	Journal entry to reverse expenditure	Business Administrator	June 30, 2015
Finding# 2	Start the Title I program before January during the 2015/2016SY. (See description and timeline attached)	Program will be implemented through parent notification process in August and early September. Building principal will setup program and provide oversight.	Building Principals	October 30, 2015.

Finding# 3	The district will hold its Title I parent meeting before mid-October and provide evidence of the meeting.	Title I parent letter	Building Principals	October 15, 2015
Finding# 4	Revise Title I parental participation letter(s) to include clearly defined entrance and exit criteria.	Revise Title I parental participation letter(s) to include clearly defined entrance and exit criteria.	Building Principals	September 30, 2015
Finding# 5	Develop/revise <i>School Parental Involvement Policy</i>	Hold meeting to develop/revise <i>School Parental Involvement Policy</i>	Acting and Assistant Superintendent	June 30 <sup>th</sup> , 2015
Finding# 6	District will contact nonpublic schools outside the attendance area to enroll resident students to generate accurate enrollment.	Send the Nonpublic School Survey to nonpublic schools within a 25-mile radius	Assistant Superintendent	June 30 <sup>th</sup> , 2015
Finding# 7	District will ensure PDP plans are consistent with the funded activities	PDP plan consistent with funded activities	Assistant Superintendent and Business Administrator	2015-2016SY
Finding# 8	Remit funds for any unallowable cost	Remit funds for any unallowable costs	Business Administrator	June 30 <sup>th</sup> , 2015

Finding #9	Conduct training with CST and S/L therapists during CST staff meeting	Administrative oversight to ensure compliance	Assistant Superintendent, Principals, and Supervisor of Special Services.	Implemented May, 2015
Finding # 10	Conduct training for CST and S/L therapist during CST staff meeting	Administrative oversight to ensure compliance  New IEP program	Supervisor of Special Services	May 13 <sup>th</sup> , 2015 implement new IEP program.
Finding # 11	Conduct training for CST and S/L therapist	Administrative oversight to ensure compliance	Supervisor of Special Services	May 13 <sup>th</sup> , 2015
Finding # 12	Conduct training for CST members  Conduct IEP meetings for students identified during monitoring	Administrative oversight to ensure compliance  Implementation of a new IEP program	Supervisor of Special Services	June 19 <sup>th</sup> , 2015
Finding # 13	Conduct training for the CST	Training by the Supervisor of Special Services	Supervisor of Special Services	June 19 <sup>th</sup> , 2015

Finding # 14	Conduct training with CST	Training by the Supervisor of Special Services	Supervisor of Special Services	Completed
Finding # 15	Conduct training with CST and S/L therapists	Training by the Supervisor of Special Services	Supervisor of Special Services	June 19 <sup>th</sup> , 2015
Finding # 16	Revise district policy for the provision of accommodations and modifications	Training by the Supervisor of Special Services	Supervisor of Special Services	Policy approved by BOE on March (see attached
Finding# 17	Purchase orders to be issues prior to the purchase of goods and services	Business office	Business Administrator	Completed
Finding# 18	Update internal controls to ensure Board minutes contain required information	Business office will review Board minutes	Board secretary	Implemented May 2015
Finding# 19	District will ensure that employees submit personal activity reports	Principals will review reports	Principals	Implemented May 2015
Finding# 20	District will obtain multiple quotes for purchases between \$3,900 – 49,000	Business office will review	Business Administrator	Implemented 2014/15SY
Finding# 21	District will account for IDEA Basic and Preschool funds separately	Business office will review general ledger	Business Administrator	Corrected 2014/15SY

Recommendation# 1	Develop a purchasing manual	Business office will develop a purchasing manual	Business Administrator	Develop during the 2015/16SY
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