

CORRECTIVE ACTION PLAN

COUNTY Bergen

NAME OF SCHOOL Hasbrouck Heights
 TYPE OF AUDIT CAFR Fiscal Year Ended June 30, 2014
 DATE OF BOARD MEETING December 18, 2014
 CONTACT PERSON Dina Messery
 TELEPHONE NUMBER (201) 288-6150

RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
2014-1*	A review of receipts disclosed that prenumbered duplicate receipts are not being utilized by the District schools.	Prenumbered duplicate receipts be utilized by each school.	Student Activity Treasurer	7/1/2014
2014-2	A review of expenditures disclosed the fact that the district is paying high shipping costs on out of state purchases from the High School student activity account.	The district will refrain from out of state purchases when possible	Business Administrator	7/1/2014
2014-3*	A review of expenditures disclosed the fact that there were multiple teacher reimbursements paid out of the High School student activity account that exceeded the \$500 reimbursement limit set by the district.	Teacher reimbursements will not exceed \$500.00.	Business Administrator	7/1/2014
2014-4	Three of the one hundred and ninety seven applications for the National Lunch Program were incorrectly calculated.	Calculations on lunch applications will be reviewed before approval	Business Administrator	7/1/2014

*Prior year audit recommendations.

CHIEF SCHOOL ADMINISTRATOR _____ DATE _____
 BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR _____ DATE _____

BOROUGH OF HASBROUCK HEIGHTS SCHOOL DISTRICT
SUMMARY OF RECOMMENDATIONS
YEAR ENDED JUNE 30, 2014

It is recommended that:

1. Administrative Practices and Procedure

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Program

None

4. School Food Service

Better care be taken in the review of National Lunch Program application.

5. Student Body Activities

That pre-numbered duplicate receipts be utilized by each school and provided for the audit in order to ensure a proper audit trail.*

That the district refrains from out of State purchases paid out of the High School student activity account.

That the district adheres to the \$500 limit set for teacher reimbursement and do not approve reimbursement over the limit.*

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Statuses of Prior Year's Findings/Recommendations

Corrective action had been taken on all prior year findings, except those marked with an asterisk.

**District Professional Development Plan
Hasbrouck Heights
2014-2015**

District Name Hasbrouck Heights	Superintendent Name Dr. Mary Kildow (Acting)	Plan Begin/End Dates July 2014-June 2015
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1: Professional Learning (PL) Goals

PL Goal No.	Goals	Identified Group	Rationale/Sources of Evidence
1	Development/Implementation of Student Growth Objective district wide	K-12	<ul style="list-style-type: none"> • District PD workshop on SGO • Danielson, Domain 1 • Measurement of student growth • Benchmark assessment results/Interactive Achievement
2	Implementation of Common Core Standards within the curriculum	K-12	<ul style="list-style-type: none"> • Ensure compliance with NJDOE mandates on aligned curriculum • Danielson, Domain 1 • Lesson Plans developed and aligned to CCSS • Analysis of quarterly (MS/HS) used to identify readiness for PARCC assessment – Identify struggling students • Use of interactive achievement at elementary level (LA/L and Math assessments tied to CCSS)
3	Classroom to community connections	K-12	<ul style="list-style-type: none"> • Interact with the community to enhance communication • Documentation of community experience (Domain 4) • Administrator/PARCC parent night / CPC Meetings • College fair

4	Development of Online PD non-academic problems faced by educators (Mindcross) state mandated program	Teachers, Principals and Supervisors	<ul style="list-style-type: none"> Recognize and respond to student problems in the school environment Ensure compliance with NJDOE mandates
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2: Professional Learning Activities

PL Goal No	Initial Activities	Follow-up Activities (as appropriate)
1	<ul style="list-style-type: none"> SGO workshop (September 2014) Implement initial benchmark assessment K-12 NJ DOE presentation on SGO 	<ul style="list-style-type: none"> Modify SGO (if necessary) 2/15 Complete end of the year benchmark K-12 Building level PD conducted by administrators
2	<ul style="list-style-type: none"> Reading across the curriculum 	<ul style="list-style-type: none"> Textual evidence workshop Teacher evidence activities per department/subject area Monthly curriculum meetings
3	<ul style="list-style-type: none"> Guest speakers K-12 21st Century Awareness according to CCS 	<ul style="list-style-type: none"> Comparative data analysis from school year 13-14 Have parents and local business owners speak to students Post jobs in classrooms
4	<ul style="list-style-type: none"> Online schedule of 5 components of PD program 	<ul style="list-style-type: none"> Collect data of completed online programs (printed certificates) Register with Mindcross Provide staff with time, faculty meetings, to complete programs

3: PD Required by Statute or Regulation

State-mandated PD Activities

- Ongoing Professional Development in consultation with the ScIP to ensure improvement in areas needed.
- Ongoing development of curricula to maintain alignment of CCS.
- Ongoing development of textual evidence through teacher assessments
- Ongoing PD for online components (Mindcross)

4: Resources and Justification

Resources

- SGO Guidebook and forms – (AchieveNJ resources)
- Danielson Framework (\$2000.00)
- Common Core Standards
- Mindcross - \$1800.00
- SBJC Professional Development Booklet – (SBJC membership)
- NJPSA Professional Development – (\$5000.00)
- Interactive Achievement (IA) - \$29,000.00
- Supervisors of Curriculum (K-5 and 6-12) – (Salary and benefits)

Justification

2013-2014 data analysis (NJ ASK scores, teacher evaluations, DEAC, and ScIP feedback) has identified priority areas related to curriculum, instruction, and community. In order to ensure consistent and successful implementation of the CCSS and Achieve NJ requirements, high quality professional learning experiences are necessary to support these initiatives and improve educator's practice. Emphasis will be placed on revising curriculum, developing high quality tiered SGOs, effective communication, and the use of data to drive instruction at the student, class, school, and district level.

Signature: _____

Mary A. Muldown

Superintendent Signature

12/18/14

Date

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

Job Description: Academic Support – Staff Member in Charge

Qualifications: Must possess New Jersey Certification as Teacher or any area of Support Services

Reports To: Building Principal and/or Administrator in Charge

Job Goal: Coordinates the activities of the students enrolled in the Academic Support Program.

Responsibilities:

- Main contact person for Academic Support
- Has open communication with the Academic Support teachers, building principal and parents regarding the program.
- Organizes, monitors and assists with the implementation of educational activities.
- Monitors the daily pick up of children in elementary school.
- Assists with ordering supplies and materials.
- Keeps principal abreast of all Academic Support activities.
- Works with Academic Support teachers to provide appropriate instruction for students in program.
- Collects and forwards time sheets, as needed.
- Performs any other duties which are inherent and necessary as directed by the building principal or administrator.

Terms of Employment: Salary per HHEA teacher contract.

Evaluation: Performance of this position will be evaluated by the Administrator in Charge of the program.

Approved: December 18, 2014