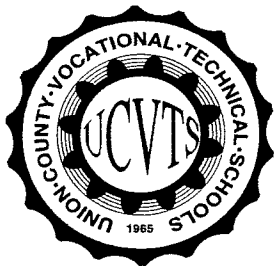


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# UNION COUNTY VOCATIONAL - TECHNICAL SCHOOLS

1776 RARITAN ROAD SCOTCH PLAINS, NEW JERSEY 07076-2997  
(908)889-2900 Fax: (908)889-4336 Email: pcapodice@ucvts.tec.nj.us

Mr. Peter A. Capodice  
SUPERINTENDENT

June 25, 2014

Mr. Robert J. Cicchino, Director  
Office of Fiscal Accountability and Compliance  
New Jersey Department of Education  
P.O. Box 500, 100 River View Executive Plaza  
Trenton, New Jersey 08625 – 0500

Dear Mr. Cicchino:

***RE: Consolidated Monitoring Report – Corrective Action Plan***

This is in reference to your letter of May 13, 2014 regarding our Consolidated Monitoring Report.

Enclosed as required is a copy of an extract of board minutes evidencing our Board of Education's approval of our District's Corrective Action Plan. A copy of the Correction Action Plan is also attached as required.

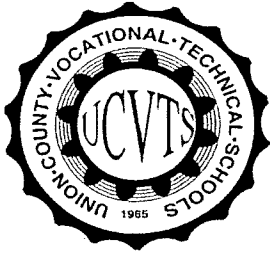
The Consolidated Monitoring Report and our board approved Corrective Action Plan has been placed on our District's website. In addition, a copy of both will be sent to our Auditor of Record, requesting that they comment on all areas of non-compliances and recommendations in our end-of-year June 30, 2014 audit.

Should you have any questions or require any additional information, please feel free to contact Mrs. Lisa Tauscher at 908-889-8288, Ext. 313

Sincerely,

Peter A. Capodice  
Superintendent of Schools  
dsc  
Enclosures

cc UCVTS Board of Education  
Suplee, Clooney and Company  
Sue Anne Marcello  
Lisa Tauscher



# UNION COUNTY VOCATIONAL - TECHNICAL SCHOOLS

1776 Raritan Road, Scotch Plains, New Jersey 07076-2997  
(908)889-8288, Ext. 115 Fax: (908)889-7324 www.ucvts.tec.nj.us

**PRESIDENT**

*Jane Lorber*

**VICE PRESIDENT**

*Theodora Kulish*

**BOARD MEMBERS**

*Lawrence Caroselli*

*Jean Perkins*

*Dr. Kathleen C. Serafino*

*Executive County*

*Superintendent of Schools*

**SUPERINTENDENT**

*Mr. Peter A. Capodice*

**BOARD SECRETARY**

*Sue Anne Marcello*

**BOARD ATTORNEY**

*Robert F. Varady, Esq.*

**EXTRACT OF OFFICIAL MINUTES**

**THIS IS A CERTIFIED TRUE COPY** of a resolution adopted at the Regular Board Meeting of the Union County Vocational-Technical School District Board of Education held at 6:00 p.m. on Monday, June 23, 2014.

\*\*\*\*\*

**Roll Call:**

Present – Mr. Caroselli, Mrs. Kulish, Mrs. Perkins and Ms. Lorber

Absent – Dr. Serafino (excused)

**Resolution:**

Correction Action Plan – Consolidated Monitoring Report

RESOLVED, the Board of Education approve the attached Corrective Action Plan with regards to the February 4 and 6, 2014 audit by the Office of Fiscal Accountability and Compliance in response to the Consolidated Monitoring Report of May, 2014, Case #: CM-054-13, as recommended by the Superintendent. (See Attachment C.)

Moved by Mr. Caroselli; Seconded by Mrs. Perkins

**Vote:**

Ayes: Mrs. Kulish, Mr. Caroselli, Mrs. Perkins, and Ms. Lorber

Nays: None

Abstains: None

I, Sue Anne Marcello, Board Secretary of the Union County Vocational-Technical School District Board of Education in the County of Union and State of New Jersey, hereby certify that the foregoing extract from the minutes of the meeting of the Union County Vocational-Technical School District Board of Education duly called and held on June 23, 2014 has been compared by me with the original minutes as officially recorded in my office in the minutes book of said Union County Vocational-Technical School District Board of Education is true complete copy thereof and of the whole of said original minutes so far as the same related to the subject matter referred to in said extract. In witness I have here unto set my hand and affixed the corporate seal of the Union County Vocational-Technical School District Board of Education this 25<sup>th</sup> day of June, 2014.

ATTEST:

Sue Anne Marcello, Board Secretary  
June 25, 2014

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

SCHOOL DISTRICT NAME: Union County Vocational Technical Schools COUNTY: Union

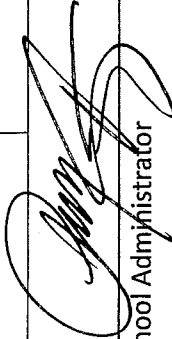
TYPE OF EXAMINATION: Consolidated Monitoring Report

DATE OF BOARD MEETING: June 23, 2014


CONTACT PERSON: Lisa Tauscher

TELEPHONE NUMBER: 908-889-8288 ext. 313 FAX NUMBER: 908-889-4399

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1	Teachers that are not paid full salary will complete monthly timesheets provided by the State	Timesheets will be submitted according to the business office timesheet schedule	Teachers/Business Office	February 2014
2	Annual Title I parent meetings were held on November 12, 2013 and April 8, 2014	Hold parent meetings	Principal/Special Services Staff	November 12, 2013
3	Meeting held with parents to allow cooperation of the development of parental involvement policy and school-parent compact	Hold parent meetings	Principal/Special Services Staff	November 12, 13

  
Chief School Administrator

6/24/14  
Date

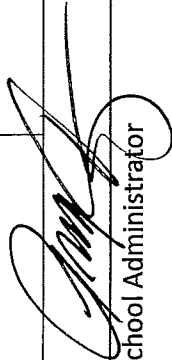
  
Board Secretary/Business Administrator


6/24/2014  
Date

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

SCHOOL DISTRICT NAME: Union County Vocational Technical Schools COUNTY: Union  
 TYPE OF EXAMINATION: Consolidated Monitoring Report  
 DATE OF BOARD MEETING: June 23, 2014  
 CONTACT PERSON: Lisa Tauscher  
 TELEPHONE NUMBER: 908-889-8288 FAX NUMBER: 908-889-4399

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
4	Web page was updated with current school-parent compact and parent policy	Website has updated policy and compact	Principal	May 2014
5	Participation letter to include the measures that determine student's eligibility has been revised	Letter has been revised	Principal/Special Services Staff	May 2014
6	A mechanism to identify Title I students has been revised with new criteria methods	Criteria revised	Principal/Special Services Staff	May 2014

  
 Chief School Administrator

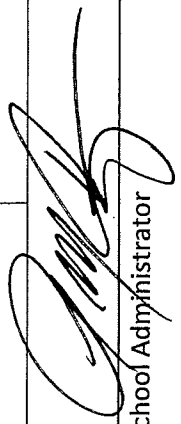
  
 Board Secretary/Business Administrator

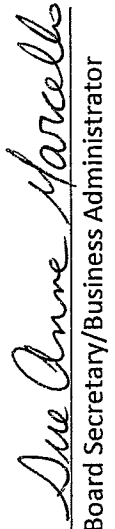
Date 6/24/14 Date 6/24/2014

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

SCHOOL DISTRICT NAME: Union County Vocational Technical Schools COUNTY: Union  
 TYPE OF EXAMINATION: Consolidated Monitoring Report  
 DATE OF BOARD MEETING: June 23, 2014  
 CONTACT PERSON: Lisa Tauscher  
 TELEPHONE NUMBER: 908-889-8288 FAX NUMBER: 908-889-4940

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
7	Title I funds will not be used to pay for specific vocational shop books	School district will reallocate purchase order	Business Office	June 2014
8	New teacher training will no longer be funded by Title II funding	School district will fund activity	Business Office	July 1, 2014
9	District will enter into a contract with UCESC to provide School Psychologist and Learning Consultant Services to students	Superintendent developed contract with UCESC	Superintendent/Business Office	May 2014
10	District will enter into a contract for child study team services with UCESC	Superintendent developed contract with UCESC	Superintendent/Business Office	July 1, 2014


 \_\_\_\_\_ Date 6/24/14  
 Chief School Administrator


 \_\_\_\_\_ Date 6/24/2014  
 Board Secretary/Business Administrator

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

SCHOOL DISTRICT NAME: Union County Vocational Technical Schools COUNTY: Union

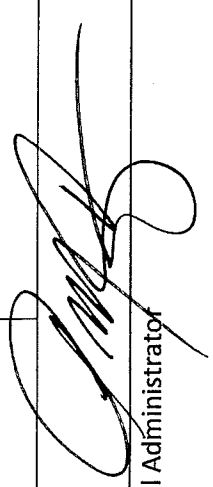
TYPE OF EXAMINATION: Consolidated Monitoring Report

DATE OF BOARD MEETING: June 23, 2014

CONTACT PERSON: Lisa Tauscher

TELEPHONE NUMBER: 908-889-8288 FAX NUMBER: 908-889-4940

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
11	All parents of students referred and/or eligible for special education and related services have received all appropriate notices for meetings	Special Services Staff	Special Services Staff	January 2013
12	All parents of students referred and/or eligible for special education and related services have received all appropriate notices for meetings for identification, initial eligibility/IEP reevaluation planning and determination of continued eligibility IEP team meetings.	Special Services Staff	Special Services Staff	January 2013

  
Chief School Administrator

6/24/14  
Date

Sue Anne Marcella  
Board Secretary/Business Administrator

6/24/2014  
Date

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

SCHOOL DISTRICT NAME: Union County Vocational Technical Schools COUNTY: Union

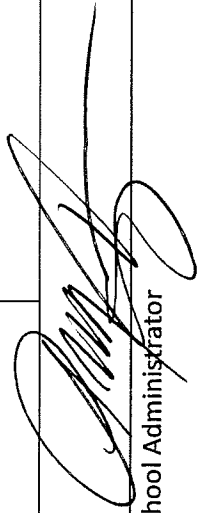
TYPE OF EXAMINATION: Consolidated Monitoring Report

DATE OF BOARD MEETING: June 24, 2014

CONTACT PERSON: Lisa Tauscher

TELEPHONE NUMBER: 908-889-8288 ext. 313 FAX NUMBER: 908-889-4940

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
13	The district consistently convened IEP team meetings with required participants	The district has provided two special education teachers for meetings. Sign in sheets will provide the appropriate documentation for meeting attendees	Special Services Staff	January 2013
14	The district has included statements in each IEP for behavioral needs, language needs, communication needs, auditory needs, visual needs and assistive technology under the category of Present Levels of Performance	IEP's include statements	Special Services Staff	January 2013

  
Chief School Administrator

6/24/14  
Date

Aue Anne Marcella  
Board Secretary/Business Administrator

6/24/2014  
Date

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

SCHOOL DISTRICT NAME: Union County Vocational Technical Schools COUNTY: Union

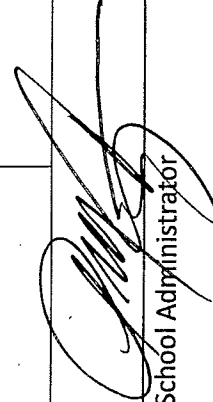
TYPE OF EXAMINATION: June 23, 2014

DATE OF BOARD MEETING: Consolidated Monitoring Report

CONTACT PERSON: Lisa Tauscher

TELEPHONE NUMBER: 908-889-8288 ext. 313 FAX NUMBER: 908-889-4940

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
15	All written requests for evaluation for special education and related services have been answered and a meeting has been held within 20 calendar days	Written requests and meetings have been met	Special Services Staff	January 2013
16	Transition has been discussed at all annual review, reevaluation, and initial evaluation meetings and identified on written invitations to meetings	Meetings are held and transition folders are given to all seniors	Special Services Staff	January 2013
17	All students eligible for special education and related services receive a Summary of Performance document prior to graduation	Meetings are held and documents provided prior to graduation	Special Services Staff	January 2013


6/24/14 Date  
 Chief School Administrator

Dore Anne Marcello Date  
 Board Secretary/Business Administrator 6/24/2014 Date



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

SCHOOL DISTRICT NAME: Union County Vocational Technical Schools COUNTY: Union

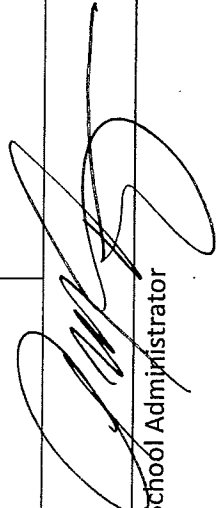
TYPE OF EXAMINATION: Consolidated Monitoring Report

DATE OF BOARD MEETING: June 23, 2014

CONTACT PERSON: Lisa Tauscher

TELEPHONE NUMBER: 908-889-8288 ext. 313 FAX NUMBER: 908-889-4940

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
18	All students eligible for special education have a provision in their IEP which includes the accommodations and modifications or, when appropriate, an alternative assessment for statewide and/or district wide assessments	IEP's are updated as needed	Special Services Staff	January 2013
19	Purchase orders will not be increased without written approval from the business administrator	Business office personnel will ensure before payment is released.	Accounts Payable/Grants	July 1, 2014

  
Chief School Administrator

6/24/14  
Date

Aue Anne Marcello  
Board Secretary/Business Administrator

6/24/2014  
Date