



David N. Gentile, Ed.D.
Superintendent of Schools

110 N. Third Street

P.O. Box 5010

Millville, NJ 08332

david.gentile@millvillenj.gov

August 30, 2016

Robert Cicchino, Director
Office of Fiscal Accountability and Compliance
NJDOE
PO Box 500
Trenton, NJ 08625-0500

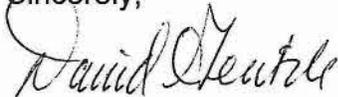
Re: Consolidated Monitoring Report, July 2016

Dear Mr. Cicchino,

Pursuant to N.J.A.C. 6A:23A-5.6, on August 22, 2016, the Millville Board of Education adopted a resolution certifying that the findings of the July 2016 Consolidated Monitoring Report were discussed in a public board meeting and approving a corrective action plan to address the issues raised in the findings. The board also approved the submission of a written appeal to dispute Findings 7, 8, 9, 11, 13, 22, and 23.

Enclosed are the Corrective Action Plan, Request for Appeal, and minutes from the August 22 board meeting. If you have any questions, or need additional information please contact my office.

Sincerely,

A handwritten signature in cursive script that reads "David Gentile".

David Gentile, Ed.D.
Superintendent

Enclosures

C: Bryce Kell
David Hespe
Carla Spates
Peggy Nicolosi

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

SCHOOL DISTRICT NAME: Millville Public School District COUNTY Cumberland

TYPE OF EXAMINATION: NCLB Consolidated Monitoring

DATE OF BOARD MEETING: August 22, 2016

CONTACT PERSON: Dr. David Gentile

TELEPHONE NUMBER: (856) 327-6001 FAX NUMBER: (856) 293-9852

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
#1	The district has received Schoolwide plans for Millville's non-categorized schools; Senior High School, Memorial High School, Mount Pleasant and Rieck Avenue School. Plans have been uploaded to the School Application folder on the NJDOE Homeroom page.	Complete and submit a Schoolwide Plan for each of the four non-categorized schools.	Title I Supervisor, Assistant Superintendent of Curriculum and Instruction, Principals, Instructional Coaches, School Leadership Team	June 2016
#2	Document all school leadership committee meetings held throughout the year, as evidenced by meeting agendas, minutes and sign-in sheets.	Provide consultation meetings with all stakeholder committee members that show their participation and involvement in the development of the plan.	Title I Supervisor, Assistant Superintendent of Curriculum and Instruction, Principals, Instructional Coaches, School Leadership Team	June 2017

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

#3	The district will provide technical assistance sessions to each of its schools to create a school level Title I parental involvement policy.	Create a school level Title I policy to be reviewed annually by stakeholder committee.	Title I Supervisor, Assistant Superintendent of Curriculum and Instruction, Principals, Instructional Coaches, School Leadership Team	October 2016
#4	Revise the school-parent-compact to include all students and disseminate to all district parents.	Send home first day of school.	Title I Supervisor, Assistant Superintendent of Curriculum and Instruction, Principals, Instructional Coaches, School Leadership Team	August 2016
#5	HQT- No action is required			
#6	Documents such as, the District/School Parental Involvement Policy, Parent-School Compact and the Right-to-Know Letter will be translated in Spanish or (other languages upon request) for parents of students in our Title I schools.	Translate all pertinent school information in Spanish or (other languages upon request).	Title I Supervisor, Assistant Superintendent of Curriculum and Instruction, Principals, Instructional Coaches, School Leadership Team	August 2016
#7	Without details, we cannot dispute or agree. Our new purchasing procedures address federal purchases and the procedures to be followed.			
#8	Without details, we cannot dispute or agree. Our new purchasing procedures address federal purchases and the procedures to be followed.			
#9	Dispute: Laptops were purchased using the WISCA contract which is the federal contract. We thought that using a federal purchasing			

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

	contract allowed us to purchase without bidding. This is the same for State contracts.			
#10	HQT- No action is required			
#11	Action has been corrected in 2016 Title IIA	Only district memberships will be utilized	Ray Jacobs	7/2016
#12	Dispute: Teacher curriculum work as Professional Development had been approved multiple times prior to 2105.	No summer curriculum revisions will be paid By Title IIA funds	Ray Jacobs	7/2016
#13	Dispute: Math Tutors were approved multiple time And did not supplant any other district Program.	Math tutors will not be paid with By Title IIA funds	Ray Jacobs	7/2016
#14	District will reverse the charge	Instructional materials will not be purchased in the 2016-17 TitleIIA plan	Ray Jacobs	7/2016
#15	Employee Benefits for CSR teachers Which have been approved. See #18	No action CSR staff approved	Ray Jacobs	7/2016
#16	District will disseminate the parents Right to Know HQT letter	District will disseminate the parents Right to Know HQT letter	Dave Gentile	9/2016
#17	HQT- No action is required			
#18	After the on-site monitoring the district presented information to the Department of Education verifying that class size reduction funds are being allocated to reduce class sizes in a manner that exceeds state mandated class sizes for elementary schools in high	No action CSR staff approved		

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

	poverty areas. Without these funds, the district would meet the state mandate for class size, however the district has chosen to implement smaller class sizes to enhance learning opportunities			
#19	District will reimburse \$2,763.05 to Title III for an expenditure for Spanish language arts materials.	Accounting will make an adjusting entry and send copy to DOE Revise letter.	B. Kell	September 30, 2016
#20	District revised the parental notification letter for Title III and sent a copy to ELL department of DOE for review and approval. Parents of all ELLs for 2016-17 will or have already received the revised notification letter. A copy of the sent letter is placed in each student's ELL file.	Send revision to NJDOE for approval. Maintain copies of letters sent.	D. Homan, D. Sukinik	August 30, 2016
#21	Provide equal access to science labs for ELLs at Lakeside Middle School.	Applied for waiver for 2016-17 to have a part-time bilingual program; ELLs will be in mainstream classes for science.	D. Homan	June 30, 2016
#22	Dispute: The District is not aware of the reports the Auditors were referencing but we have documentation showing that the EWEG reports do agree.			
#23	Dispute:			

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

	Account 1420 is a receivable account and was used to record the receivable. Account 4430 was used to record the revenue for Perkins. They were looking at the wrong account number.			
#24	All purchase orders using Perkins grant funds will have program CIP codes and grant name documented on the purchase orders; additionally board approval dates and intended room location of equipment will also appear on the purchase orders.	The Perkin grant administrator has received technical assistance training in May 2016 and will continue to attend offered training sessions by the NJDOE in order to stay abreast of grant management and Perkins grant guidelines.	Perkins Grant Director/ Assistant Business Administrator	July 2016
#25	Plans for offering structured learning experiences in all CTE programs will be established.	Students will be offered to attend field trips to different businesses and educational establishments that offers students CTE experiences in their respective programs. We will also plan to find individuals to come in and do guest speaker presentations for the students.	Perkins Grant Director	September 2016

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

#26	Plans for offering the structured learning experiences will continue	<p>Perkins Director will contact Charlotte Gray for NJDOE for guidance and support for SLE in Millville Public Schools.</p> <p>Give new SLE forms to the teachers for the students to fill out.</p>	Perkins Grant Director	October 2016
#27	Advisory meetings will continue to be held two times a year	<p>Perkins Director will create procedures to ensure that all advisory meetings have the proper documentation of the meeting that took place. This includes detailed minutes outlining the conversations, recommendations, equipment, and programming information discussed with each Business/Educational leaders and teachers for all programs.</p> <p>Perkins Director will submit these documents to Perkins Program</p>	Perkins Grant Administrator and Classroom Teachers	November 2016

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

		Officer one week after meetings are held.		
#28	All CTE Programs curriculum has been updated to include the Career Ready Practices and 9.3 standards.	NJ CCC Standard 9 will be incorporated in Teacher Lesson Plans and also CTE Course Curriculum	Perkins Grant Administrator and Classroom Teachers	September 2016
#29	CTE Programs, Entrepreneurship (CIP Code 520701), Management Information Systems (CIP Code 521201) and Sales, Distribution & Marketing Operations (CIP Code 521801) are no longer CTE Perkin Programs in Millville Public Schools.	Attached to Action Plan is a letter from Mary Barry indicating these changes.	Perkins Grant Director	August 2016
#30	Program CIP Codes for 520701, 521201, and 521801 are no longer CTE Programs under the Perkins Grant	Will provide letter from Mary Barry stating these programs are no longer funded by Perkins.	Perkins Grant Director	August 2016
#31	Will provide opportunities for Industry Specific Professional Development.	Perkins Director will reach out to the State program officer to obtain a list of industry specific workshops given by the office of career readiness. Perkins Director will meet with staff to register for P.D. and	Perkins Grant Director	August 2016

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

		provide Agenda to staff and also sign in sheets for this Professional Development.		
#32	All demographic data of CTE program students will be reviewed annually and records maintained through the district's student information systems to check for equity in all CTE programs. A summary of the data collected will be kept and maintained by the Perkins Director for monitoring purposes	Perkins Director will review data with staff quarterly throughout the 2016-17 school year. This information will be documented in the Agenda and Minutes from these meetings	Perkins Grant Director	May 2017
#33	The Perkins Director will work with the Guidance Department to obtain data related to the district's current CTE programs and courses of study to identify those programs and those students currently enrolled in those programs that meet the definition "nontraditional".	Invite students to become aware of the vast array of nontraditional career opportunities through career fairs, internships, speakers, field studies, and job shadows related to nontraditional career opportunities Perkins Director will reach out to program officer for assistance with	Perkins Grant Director	September 2016

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

		developing appropriate strategies		
#34	Conduct activities and strategies to increase participation and success of nontraditional students and other special population students in CTE programs	As a district we will continue to provide opportunities for the students to gain nontraditional experiences, including field trips, CTE program days, and utilizing text and videos that show non-traditional workers in each career cluster. The Perkins Director will be able to provide and get access to demographic student data for each program to ensure that it is fairly represented from all populations. She will also continue to work with the guidance office during scheduling to ensure that all students have an opportunity to participate in the programs	Perking Grant Director/ Guidance Counselors	September 2016
#35	Will provide accurate reports to the department.	Industry Specific PD will be offered throughout the 2016-17 school year	Perkins Grant Director	May 2017

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

		Perkins Director will meet with staff members to register for PD. Keep records of registration for PD and also have teachers Turn Ken their findings from the Professional Development training.		
# 37	Ensure consistent provision to parents of written notice containing all required components within 15 days following re-evaluation plan meetings and re-evaluation eligibility meetings	Review/correct text of district re-evaluation meeting notices as needed. Provide training to child study teams and support staff. Develop oversight mechanism to ensure compliance.	Executive Director, Special Services	September 15, 2016
# 38	Ensure that identification meetings for preschool age students are conducted within 20 days of receipt of written request for child study team evaluation and that all required participants are in attendance.	Provide training to child study team members. Develop oversight mechanism to ensure compliance.	Executive Director, Special Services	September 15, 2016
#39	Ensure that evaluations of students referred for speech-language services	Provide training to speech-language specialists.	Executive Director, Special Services	September 15, 2016

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

	include an educational impact statement from the classroom teacher.	Develop oversight mechanism to ensure compliance.		
# 40	Ensure that initial evaluations of preschool age students consistently include an observation in other than a testing environment.	Provide training to child study team members. Develop oversight mechanism to ensure compliance.	Executive Director, Special Services	September 15, 2016
# 41	Ensure consistent child study team participation in planning conferences for students transitioning from early intervention programs to preschool.	Provide training to child study team members. Develop oversight mechanism to ensure compliance.	Executive Director, Special Services	September 15, 2016
# 42	Ensure that IEPs for students who are or will be age 14 consistently include all required age 14 transition statements.	Provide training to child study team members. Develop oversight mechanism to ensure compliance. Correct IEPs for specific students which were identified as non-compliant.	Executive Director, Special Services Child study team members	September 15, 2016 October 31, 2016

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

# 43	Ensure that requests for initial evaluation for speech-language services are followed by identification meetings within 20 calendar days of receipt. Discontinue the practice of screening individual students prior to initiating the evaluation process.	Provide training to speech-language specialists. Develop oversight mechanism to ensure compliance.	Executive Director, Special Services	September 15, 2016
------	---	---	---	-----------------------

David Gentile

Chief School Administrator

9/7/16

Date

Byrne

Board Secretary Business Administrator

9-7-16

Date



RECEIVED 4/4/16 JSC
Jwd: Dr. Monee

State of New Jersey

DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor
KIM GUADAGNO
Lt. Governor

DAVID C. HESPE
Commissioner

March 29, 2016

Dr. David Gentile
Superintendent
Millville School District
110 N. Third Street
Millville, NJ 08332-0946

Dear Dr. Gentile:

This office is in receipt of your request, dated March 7, 2016, to remove six of your district's Career and Technical Education (CTE) programs from your district's list of approved programs.

As requested, the following CTE programs, were removed from our database and are no longer in this Department's database as an approved CTE program for Millville School District:

CTE Program Name	CIP Code
Digital Communications & Media/Multimedia	09.0702
Accounting	52.0301
Entrepreneurship/Entrepreneurial Studies	52.0701
Management Information Systems, General	52.1201
Woodworking, General	48.0701
Sales, Distribution, & Marketing Operations, General	52.1801

Further any new CTE program(s) or program(s) of study, will require the submission of an application for CTE Program Approval, pursuant to language set forth in N.J.A.C. 6A:19-2.1(c):

"A district board of education shall not apply the term "career and technical" or "vocational-technical" to any of its schools, programs, or programs of study unless those schools, programs, or programs of study are approved by the Department and meet the general requirements included in the approved State Plan for Career and Technical Education."

Sincerely,

Marie Barry, Director
Office of Career Readiness

MB JG/dw
c: Nicolae Borota
Lane Griesinger
Peggy Nicolisi
District file Data file