



Community Charter School of Paterson

NAME OF SCHOOL: Community Charter School of Paterson

COUNTY: Passaic

TYPE OF EXAMINATION: Education Jobs Consolidated Monitoring (October 1-3, 2012)

CASE NUMBER: Ed Jobs-056-11

DATE OF BOARD MEETING: April 29, 2013

CONTACT PERSON: Marnie G. McKoy, CEO

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RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 1	The school must submit a list of FY 2012-2013 Title I funded staff, salaries, funding percentages and time sheets	Complete a time and activity certification for FY 2012-2013 Title I staff charged to the grant 100% twice per year	Saskia Brown	1/23/2012
Finding 2	For FY2012-2013, the school must send the Parents' Right-to-Know letter to all parents of student in the school and retain evidence of distribution at school	Edit the FY 2012-2013 Parents' Right-to-Know letter and mail to all parents	Saskia Brown	10/10/2012



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Finding 3	In the Title I participation letter, the school must include the multiple measures used to identify students, as well as clearly defined exit criteria	Edit FY 2012-2013 Title I participation letter	Saskia Brown	10/12/2012
Finding 4	The schools use of Title I funds to pay for non-academic based parental involvement activities	For FY 2012-2013 all Title I parent involvement activities are literacy based	Nikia Simmons	10/11/2012, 12/12/2012, 3/7/2013
Finding 5	The payments for the contract were completed when the monitoring report as received. The school will ensure that future contracts reflect that payments will be issued for services rendered and not on an installment basis.	The school will ensure that future contracts reflect that payments will be issued for services rendered and not on an installment basis. A contract template is attached.	Staci White	6/30/13
Finding 5	For FY 2012-2013 the administration reserve, Title I Eligibility Step 4 must reflect the	Title I Eligibility Step 4 section of the ESEA application for FY 2012-2013 reflects the contracted amount for	Saskia Brown	8/30/2012



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	amount indicated on the Administration cost page in the ESEA application	administration cost		
Finding 6	The school must ensure identification and IEP meetings are conducted with required participants and documentation of attendance and/or written parental consent to excuse a member of the team	Conduct a training for child study team members and speech language specialist regarding this procedure and create a checklist	Saskia Brown	2/15/2012, 3/14/2012, 4/25/2012, 5/16/2012, 10/16/2012
Finding 7	The school must ensure all components of the functional assessment are conducted as part of all initial evaluations	Conduct a training for child study team members and speech language specialist regarding this procedure and create a template	Saskia Brown	2/15/2012, 3/14/2012, 4/25/2012, 5/16/2012, 10/16/2012
Finding 8	The school must ensure parents are provided copies of the evaluation reports not less than 10 days prior to the determination of eligibility	Conduct a training for child study team members and speech language specialist regarding this procedure and create a checklist	Saskia Brown	2/15/2012, 3/14/2012, 4/25/2012, 5/16/2012, 10/16/2012



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Finding 9	The school must ensure each IEP contains all required considerations and statements	Conduct a training for child study team members and speech language specialist regarding this procedure and create a checklist	Saskia Brown	2/15/2012, 3/14/2012, 4/25/2012, 5/16/2012, 10/16/2012
Finding 10	The school must ensure when the I & RS team identifies interventions to meet the needs of a struggling learner, they identify and maintain documentation of the nature, description, frequency, and duration of the interventions and measure the effectiveness	Conduct a training for staff regarding the procedures for implementing the requirements and edit I & RS forms	Saskia Brown	8/8/2012, 8/23/2012, 10/12/2012
Finding 11	The school must issue a purchase order prior to goods being purchased or services being rendered (confirming order)	Communicate purchasing procedures to all staff to ensure that purchase orders are not issued to vendors prior to goods or services being provided	Staci White	10/4/2012
Finding 12	The school must formally appoint individuals	Present a resolution to the board listing the required information	Staci White	11/1/12



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	charged to federal programs by board resolution	for all federally funded staff for FY 2012-2013 and include in the procedure as a requirement moving forward		
Recommendation 1	The school should review 34 CFR Part 80.36 and use open and competitive procedures where at all possible	Update the purchasing manual to reflect the requirements for 34 CFR Part 80.36	Staci White	6/2013