

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

CASE NUMBER: INV-006-12
SCHOOL DISTRICT NAME: Mount Laurel Public Schools
TYPE OF EXAMINATION: Failure to Comply with N.J.S.A. 18:26-2
DATE OR BOARD MEETING: February 21, 2012
CONTACT PERSON: Dr. Antionette Rath, Superintendent
TELEPHONE NUMBER: (856) 235-3387

COUNTY: Burlington
FAX NUMBER: (856) 235-1837

Recommendation Number	Corrective Action	Method of Implementation	Individual(s) Responsible for Implementation	Completion Date of Implementation
	<ul style="list-style-type: none"> • The district website will contain the following message regarding applying for certificated vacancies: <i>Interested candidates must submit a cover letter, resume, Praxis test scores and a copy of New Jersey Certification. Candidates will not be considered without this documentation.</i> • The district will begin to use an electronic application program which will screen for certification status on all candidates as the first step in the application process. 	<ul style="list-style-type: none"> • Director of Communication Services will place this information on the public website. • Purchase the electronic program. • Train Personnel staff and principals on the system. • Publish the electronic application system on the district website. 	<ul style="list-style-type: none"> • Supervisor of Human Resources and Professional Development • Supervisor of Human Resources and Professional Development • System Consultants 	<ul style="list-style-type: none"> • February 10, 2012 • March 30, 2012

	<ul style="list-style-type: none"> • Using the electronic system the Personnel Office staff will review all applications and sort the applications for appropriate certification. • Principals will be only allowed to call in candidates who are correctly certified. No candidate will be granted an interview unless a copy of his or her certificate is “in hand” and presented to the interviewing committee. • Principals will present a list of candidates scheduled for interviews to the Personnel Office staff who will use the state certification website to verify the status of the applicant’s certification. No one with a “pending” certificate will be considered for any interview. • An Administrative Portal will be developed to streamline the application and interview process. 	<ul style="list-style-type: none"> • During training on the system, principals will be given written directives regarding candidate selection and interview procedures. • Appropriate forms will be created and placed on the administrative portal for access by all principals. • Site will be created and all administrators will be given secure access. 	<ul style="list-style-type: none"> • Supervisor of Human Resources and Professional Development • Personnel Staff • Principals • Supervisor of Human Resources and Professional Development • Interview Committee • Principals • Personnel Staff • Supervisor of Human Resources and Professional Development • Technology Facilitator • Network Manager • Director of Communications • Supervisor of Human Resources and Professional Development 	<ul style="list-style-type: none"> • As necessary during interviewing periods • As necessary during interviewing periods • As necessary during interviewing periods • March 30, 2012
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	<ul style="list-style-type: none"> • The Supervisor of Human Resources will check the state certification website to confirm that certification is in order before a final interview is granted to any candidate. A copy of the website data will be attached to the candidate's resume' for the Superintendent's information and inspection. • The Supervisor of Human Resources will keep the Superintendent informed of all legal issues regarding employees. • No homebound instructors will be approved without the appropriate state certification. • The Supervisor of Human Resources will conduct an audit of the department. A report will be submitted to the Superintendent no later than mid May of 2012. 	<ul style="list-style-type: none"> • Updates will be given during Central Administrative Meetings. • The Board Agenda will be reviewed prior to any action appointing homebound instructors to confirm that valid certificates are held. • The department will define all responsibilities, procedures and person responsible for their oversight and completion. 	<ul style="list-style-type: none"> • Supervisor of Human Resources and Professional Development • Personnel Staff • Supervisor of Human Resources and Professional Development • Office of the Assistant Superintendent for Curriculum, Instruction and Assessment • Supervisor of Human Resources and Professional Development • Supervisor of Human Resources and Professional Development • Personnel Staff 	<ul style="list-style-type: none"> • As necessary during interviewing periods • Weekly • Monthly • May 21, 2012
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Chief School Administrator

Date

Board Secretary/Business Administrator

Date