

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

SCHOOL DISTRICT NAME: East Orange School District

COUNTY: Essex

TYPE OF EXAMINATION: NJASK Erasure Analysis Security Review

DATE OF BOARD MEETING: January 17, 2017

OFAC Case #SIU-005-15

CONTACT PERSON: Dr. Kevin West, Superintendent of Schools/Chief School Administrator

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RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1.	District Test Coordinator (DTC) will share a summary of the finding at the mandatory turn-key School Test Coordinator training sessions.	Turn-key Training	District Test Coordinator	March 15, 2017
2.	DTC will stress the importance of proper turn-key training at the schools and the importance of providing accommodation to classified students per their IEP.	Turn-key Training	District Test Coordinator	March 15, 2017
3.	Before the 2017 PARCC, the School Test Coordinator (STC) at Houston School will document a meeting with Child Study Team member to discuss accommodation for classified students	Documented Meeting	Assistant Principal School Test Coordinator Child Study Team	February 24, 2017
4.	DTC will stress the importance providing Examiner SMIDs for the PARCC assessment during the mandatory STC turn-key training.	Turn-key Training	District Test Coordinator	March 15, 2017
5.	Central Office staff will provide a list of SMIDs to school staff before 2017 PARCC.	Staff Roster Distribution	Assistant Superintendent for Operations	February 24, 2017

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6.	DTC will stress the importance of maintaining accurate student rosters for the PARCC assessment during the mandatory STC turn-key training.	Turn-key Training	District Test Coordinator	March 15, 2017
7.	DTC will stress the importance of documenting chain-of-custody and completing Post-Test Certification forms for the PARCC assessment during the mandatory STC turn-key training.	Turn-key Training	District Test Coordinator	March 15, 2017
8.	DTC will stress the importance of independent student work on the PARCC during the mandatory STC turn-key training. Staff will be reminded that security breaches could result in financial consequences for the district and professional consequences for staff.	Turn-key Training	District Test Coordinator	March 15, 2017
9.	DTC will stress the importance of reading, understanding and signing the PARCC Test Security Agreement during the mandatory STC turn-key training.	Turn-key Training	District Test Coordinator	March 15, 2017

Chief School Administrator

Date

Board Secretary/Business Administrator

Date