

**New Jersey Department of Education  
Collaborative Federal Desk Monitoring (CFDM)  
Corrective Action Plan (CAP)**

**LEA Name:** Woodbridge Township School District  
**Contact Person** Joseph Massimino, Ed.D.

**District Code:** 5850  
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**Directions:**

Review “Required Actions” as indicated in the CFDM report. Complete all “Required Actions”.

Once completed, upload this CAP document and any applicable documentation to the CFDM Portal in Homeroom. Click on “Corrective Action Plans” from the dropdown menu.

If additional rows are needed, place curser on the last row, on the outside of the table, then press enter.

Federal Grant and Finding Number	Corrective Action taken to resolve finding (including Board approval, if applicable)	Individual(s) Responsible for Implementation	Completion Date of Implementation	Document(s) uploaded to Homeroom
Title I-A, Finding 1	Removed outdated parent and family engagement documents that reference NCLB from website. Evidence of updated Board approved district-Level parent and family engagement policy Attached SY2020-21 district-level parent and family engagement policy is attached and posted here to District webpage: <a href="https://5il.co/hbdg">https://5il.co/hbdg</a> District-level parent and family engagement policy for SY2021-22 will be translated to multiple languages, with the translated policy posted to District webpage	K. Ali	Immediately addressed	Parent and family engagement policy

Title I-A, Finding 2	<p>The school-level parent and family engagement policy for each Title I-funded school is accessible <a href="#">here</a>. The policies show how each school actively engaged parents and families in the development of the policy, typically through a Zoom meeting given the nuances of operating during the Covid-19 pandemic, remote learning, and capacity limits for in-person gatherings.</p> <p>We will need to seek Board approval for the school-wide parental involvement policy from all District Title I-funded schools for SY2021-22 and post on each respective school's webpage.</p> <p>The aforementioned school-level parent and family engagement policies were distributed to the parents of the respective schools through the Genesis parent portal. The families had to acknowledge receipt even before completing the Covid-related attestation. An example from my correspondence with Bob Ragan is attached.</p>	K. Ali	Immediately addressed	Pdf of email message provided
Title I-A, Finding 3	<p>Given the nuances of operating during the Covid-19 pandemic and remote learning, parent notification letters regarding student eligibility for services were distributed via Genesis. Families had to sign off even before completing the Covid attestation. Attached are examples of the templates that were used and an actual form that was received by an ASI student. The date the form was released is included in the screenshot.</p>	K. Ali	Immediately addressed	Letter and communication method provided

Title I-A, Finding 4	We can't seem to locate the letter referenced in the finding, which was allegedly dated 9/18/2015; However, I was able to locate another document on our website that addresses the findings and I updated it accordingly. The updated document is attached along with a version translated into Spanish.	K. Ali	Immediately addressed	Letter updated and Spanish version
Title II-A Fiscal, Finding 1	The district will back out charges for Software charged to Title II-A.	Business Administrator	Immediately addressed	Discussed with Title II-A office and approved after clarification was received
Title III, Finding 1	The district will provide written procedures for ELL students to participate in supportive services.	D. Roy	Immediately addressed	Policy updated and plan outlined
ESSER, Finding 1	District will adhere to Federal Acquisition Regulations as required under 200 CFR 320.	Business Administrator	N/A	N/A

  
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 Chief School Administrator

AUG 25 2021  
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 Date

  
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 Board Secretary/Business Administrator

AUG 25 2021  
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 Date

