

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

SCHOOL DISTRICT NAME Belmar School District COUNTY Monmouth

TYPE OF EXAMINATION: Consolidated Monitoring Title I, Title II, and Title III, IDEA

DATE OF BOARD MEETING: March 16, 2016

CONTACT PERSON Mr. David Hallman, Superintendent

TELEPHONE NUMBER 732-681-2388 FAX NUMBER 732-681-5334

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding #1	To ensure the district does not violate the supplement vs. supplant provision of Title I, the district will submit a written description of its Title I program for 2015-16 to the NJDOE for review.	Email to NJDOE	Superintendent	May 15, 2016
Finding #2	The district will send notification letters to parents/guardians of identified Title I students information regarding the school's Title I programs, legislation requirements, and how they can become actively engaged in helping their child succeed academically. The letters will include clearly defined entrance and exit criteria.	Email and/or hard copy letters, as well as posted on website. Revised copy sent to NJ DOE.	Principal	September 30, 2016 May 15, 2016
Finding #3	Parents were informed at January 2016 meeting of revamped Title I program, including plans for new parent meetings to be held annually each fall at Hispanic Outreach Night	During January 2016 meeting.	Principal ESL Coordinator	January 19, 2016 Ongoing

	and Title I Parent Meeting.			
Finding #4	The district will ensure that the annual Parent's Right To Know Letter is accurately dated to verify when the letter is distributed to parents/guardians.	Email	Superintendent	Annually by October.
Finding #5	The district will continue to ensure that it has located and documented resident students that attend non-public schools. Currently, the district has found no change in resident students attending non-public schools.	Via letter	School Business Administrator	Annually by May/June
Finding #6	Title II funds will only be used for supplemental salaries and benefits, and professional development associated with class size reduction.	Budget allocations	School Business Administrator	Ongoing
Finding #7	Title III funds will only be used for supplemental salaries and benefits associated with Limited English Proficiency and Immigrant Students	Budget allocations	School Business Administrator	Ongoing
Finding #8	The district will not directly reimburse districts Title III consortia funds, but rather only directly pay vendors for allowable program costs.	Budget allocations	School Business Administrator	Ongoing
Finding #9	Educating the CST members on Least Restrictive Environment and necessary IEP documentation of supplementary aides and services.	Personnel was trained at CST meeting	Supervisor of Special Services	9/24/2015
	Providing CST with model LRE statements and transition statements	CST was given documentation and sample LRE statements provided by monitors.		11/18/2016
		Review CST IEPs to ensure compliance		Ongoing

Finding #10	The district sent a letter to St. Rose Grammar School and High School regarding the need to exercise fiscal responsibility and accountability in expending Title IIA funds. Moving forward, the district will ensure all costs are necessary and reasonable for proper performance of federal funds and will not directly reimburse districts, but rather only directly pay vendors for allowable program costs.	Via mail	School Business Administrator	February 2016 and ongoing
Finding #11	The School Business Administrator will review the payroll allocations prior to posting the payroll to ensure that the Staff approved to be charged to the Grants is charged correctly. All Purchase Orders will be reviewed to ensure that they are charged to the correct account. If disbursement adjustments are necessary the identifying information will be noted.	Review of Payroll reports and Purchase Orders	School Business Administrator	Ongoing
Finding #12	Time sheets were revised for staff members paid with grant funds. The time and activity sheets will be signed semi-annually by those staff members paid 100% by federal grants and monthly for staff members that are partially paid with grant funds.	Time sheets were revised and will be submitted with CAP.	School Business Administrator	Ongoing

David R. Hallman

Chief School Administrator

March 15, 2016

Date

Loretta Hill

Board Secretary/Business Administrator

March 15, 2016

Date

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