

**New Jersey Department of Education
Office of Fiscal Accountability and Compliance
Corrective Action Plan**

School District Name: Alloway Township School

County: Salem

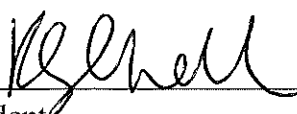
Type of Examination: NCLB Title 1 Audit for the Project Period 7/1/16-6/30/17

Date of Board Meeting: Nov. 27, 2018

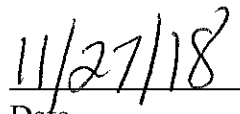
Contact Person: Kristin Schell

Telephone Number: (856) 935-1622

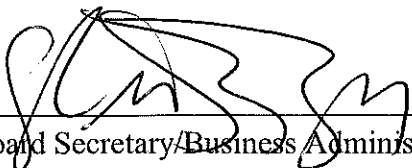
Recommendation Number	Corrective Action Required by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
<p><u>Finding 1:</u> Adequate documentation was not provided demonstrating that \$30,984.00 charged to the Title 1, Part A program represent allowable costs.</p>	<p>The LEA must improve procedures for the payment of expenditures related to the Title 1, Part A program in accordance with federal requirements of UGG, 2 C.F.R. § 200.430(i).</p>	<p>1. The CSA will advise the SBA regarding assignments for instructional aides to ensure Title 1, Part A funds are used exclusively for instructional aides providing Title 1 services. 2. The CSA will seek board approval for Title 1 teacher assignments. 3. Schedules for instructional aides and teachers clearly state nature of assignment (Title 1 or IEP).</p>	<p>Kristin Schell</p>	<p>September 2018</p>



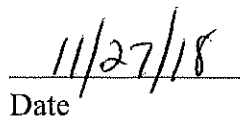
Superintendent



Date



Board Secretary/Business Administrator



Date

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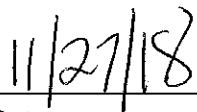
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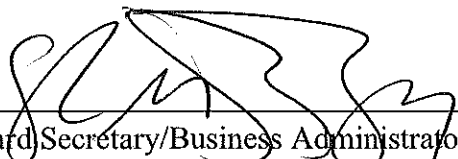
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<p><u>Finding 2:</u> Expenditures totaling \$29,560.82 were incurred and charged to the Title 1, Part A grant which did not meet the purposes of the federal program.</p>	<p>The LEA must improve procedures for the payment of expenditures related to the Title 1, Part A program in accordance with federal requirements.</p>	<p>1. The CSA will advise the SBA regarding assignments for teachers to ensure the percentage of time the teacher spends providing Title 1 services is commensurate with allocation of Title 1, Part A funds. 2. The CSA will seek board approval for Title 1 teacher assignments. 3. Schedules for teachers clearly state nature of assignment as providing supplemental Title 1 services.</p>	<p>Kristin Schell</p>	<p>September 2018</p>



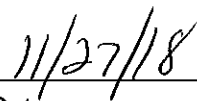
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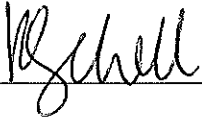
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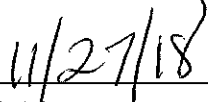
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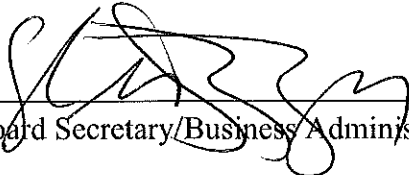
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<p><u>Finding 3:</u> Title 1 funded personnel did not prepare detailed time and activity reports in a manner consistent with the requirements of UGG, 2 C.F.R. § 200.430(i) and department guidelines.</p>	<p>The LEA must develop procedures to ensure Title 1 funded personnel prepare time and activity reports which conform to the requirements of UGG, 2 C.F.R. § 200.430(i) and department guidelines.</p>	<p>The CSA will require all teachers and instructional aides whose salary, hourly rate, or stipends are funded either in part or in whole with Title 1 funds to turn in monthly time and activity reports that conform to the department's model.</p>	<p>CSA - Kristin Schell</p>	<p>September 2018</p>



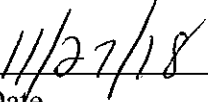
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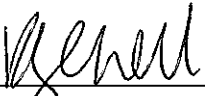
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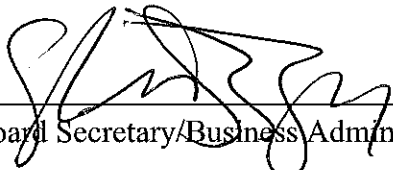
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<p><u>Finding 4:</u> The district did not provide evidence of consultation with non-public school officials.</p>	<p>The LEA must implement procedures to locate non-public schools and ensure ongoing consultation with its non-public school officials in accordance with sections 1120(a) and (b) of ESEA respectively. In addition, the LEA must keep records related to consultation on file to demonstrate compliance with Section 200.63(e)(1) of the Title 1 regulations.</p>	<p>The CSA will procure the list of non-public schools serving students from the district's "aid in lieu" spreadsheet. A letter will be sent to each school regarding consultation for eligibility and participation. A follow-up phone call will be made to confirm responses from all non-publics identified. All related documents (copies of letters, phone log etc.) will be kept on file.</p>	<p>CSA - Kristin Schell</p>	<p>September 2018</p>



Superintendent

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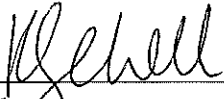
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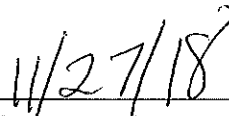
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<p><u>Finding 5:</u> Appointments of Title 1, Part A instructional personnel recorded in the board of education meeting minutes did not contain all of the required information.</p>	<p>The LEA must ensure that all Title 1 employee appointments, including their salaries and funding percentages, are recorded in the board of education meeting minutes documenting proper authorization of these expenditures.</p>	<p>The CSA will seek board approval for instructional aides and teachers whose assignment is to provide Title 1 services. The motion will include: name, salary/hourly rate/stipend, and funding percentages.</p>	<p>CSA - Kristin Schell</p>	<p>September 2018</p>



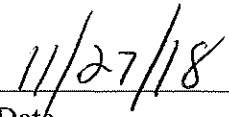
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