

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

NAME OF SCHOOL DISTRICT – Stafford Township School District

COUNTY- Ocean

TYPE OF EXAMINATION – NCLB Title I Audit for the Project Period July 1, 2016 to July 30, 2017

DATE OF BOARD MEETING – January 17, 2019

CONTACT PERSON(S) – Jenny Graf; Supervisor of Curriculum, Dawn Reo; Director, or Lourdes LaGuardia; Business Administrator

TELEPHONE NUMBER- 609-978-5700 x 1104, 1454, or 1010

Recommendation Number	Corrective Action Required by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
1. The LEA did not accurately record salary costs on a consistent basis as program activities were performed.	Update accounting records to reflect the correct amount of charges, ensuring that expenditures charged to the grant are consistent to the work being performed by the teachers in the program	The district will document Title I staff's program activities through the use of consistent timesheets and Time and Effort Reports approved by the NJDOE.	Business Administrator/Supervisor of Curriculum	Effective December 2018
2. Appointments of Title I, Part A instructional personnel recorded in the School District meeting minutes did not contain all the required information.	Annually report instructional personnel for Title I, Part A to include percentages of time working with Title I students upon grant approval	The district will document Title I staff percentage of time through the use of consistent time and activity sheets	Supervisor of Curriculum/Director of Program/Business Administrator	Effective December 2018
3. The LEA did not provide evidence the Parent's Right to Know Letter was distributed to parents, as required by federal legislation and regulations.	Update the district's Title 1 Parent's Right to Know Letter to include date, and distribute date of September of year school year.	Update Title I Parent's Right to Know Letter on the District's webpage & send the letter, via blackboard connect in September	Supervisor of Curriculum/Director of Program	Effective December 2018

<p>4. Title I 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>Update time and activity sheets to include all requirements of UGG, 2 C.F.R. 200, 430(i) and department guidelines</p>	<p>Updated time and activity sheets will be submitted for review, semiannually as required.</p>	<p>Supervisor of Curriculum/Director of Program/Business Administrator</p>	<p>Effective December 2018</p>
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*Angela Medina* 1/3/19

*Lourdes Z. Guardia* 1/3/19

CHIEF SCHOOL ADMINISTRATOR      DATE      BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR      DATE