

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

NAME OF SCHOOL DISTRICT: Dennis Township Public Schools

COUNTY: Cape May

TYPE OF EXAMINATION: Fiscal Audit Report Title 1, Title 2, IDEA

DATE OF BOARD MEETING: March 16, 2016

CONTACT PERSON: Natalie Kieninger Title 1 Program Manager

TELEPHONE NUMBER: 609-425-7161 (cell) 609-861-2821 (work)

FAX NUMBER: 609-861-1567

FINDING/ RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1	Revise Title 1 participation letter to include multiple, educationally related, objective criteria used to identify students	Participation letter revised.	Natalie Kieninger Title 1 Program Manager	3/16
2	Establish tracking mechanism for proper Title 1 student identification.	Create document that includes entrance and exit criteria	Natalie Kieninger Title 1 Program Manager	3/16
3	Submit copies of Board approved parental involvement policy.	Meeting minutes and Board approved policy will be submitted to NJDOE	Natalie Kieninger Title 1 Program Manager Paige Sharp- Rumaker, Business Administrator	3/16

Paige Sharp-Rumaker

Chief School Administrator

3/17/16
Date

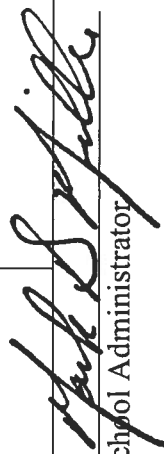

Paige Sharp-Rumaker

Board Secretary/Business Administrator

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4	Develop a school-level parental involvement policy and ensure the school works with their stakeholder groups to develop the policy and review it annually	Submit copies of school-level policy to the NJDOE. Submit Minutes of meeting providing evidence of engaging parents in the development and review of policy.	Paige Sharp-Rumaker, Business Administrator	6/16
5	Provide evidence that the Title 1 school convened and annual Title 1 parent meeting	Submit copies of Agenda from Back-to-school Night	Natalie Kieninger Title 1 Program Manager	3/16
6	Provide evidence it distributed a school parent compact	Develop School-Parent compact and distribute. Submit to NJDOE	Natalie Kieninger Title 1 Program Manager Kathy Lucey, Samantha Mathews, Sharon Bucko (BSI teachers)	3/16
7	Give consideration to revising Title 1 program to provide services in LA and Math that does not remove students from their core courses	Revise BSI schedule Summer program. Submit copy of revised schedule and evidence of summer program. Develop afterschool program.	Kathy Lucey Natalie Kieninger Title 1 Program Manager	3/16 4/16

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8	Submit notices of consultation meetings with nonpublic schools.	Provide copies of meetings and correspondence	Paige Sharp-Rumaker, Business Administrator	3/16
9	Reimbursement of TPAF/FICA	File an amended report and submit to NJDOE	Paige Sharp-Rumaker, Business Administrator	3/16
10	Amend district accounting to match the function and object codes reported in the grant	Submit amended accounting to NJDOE	Paige Sharp-Rumaker, Business Administrator	3/16
11	Recoup funds paid for nonpublic expenses to another LEA (North Wildwood)	Get reimbursement. Pay out of General Funds	Paige Sharp-Rumaker, Business Administrator	3/16
12	Reverse the Title 1 costs for general supplies and items used by the entire school.	Reversed charges and paid out of general funds. Submit entry to NJDOE	Paige Sharp-Rumaker, Business Administrator	3/16
13	Provide evidence that the Middle School Science Teacher reviewed was Highly Qualified in Science	Submit Documentation provided by Cape May County Dept. of Education	Natalie Kieninger Title 1 Program Manager	3/16

Paige Sharp-Rumaker
 Board Secretary/Business Administrator
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14	Create a professional development plan that is consistent with the schools professional development plan and professional development funded activities.	Create building and District professional development plans. Submit copies to NJDOE	ScIP committees Joe LaRosa, Principal Mark Miller, Principal	2/16 Inservice
15	Reverse disallowed costs	Submit documentation of correspondence with Anthony Hearn to NJDOE	Paige Sharp-Rumaker, Business Administrator	3/16
16	Provide adequate documentation supporting charges for SRI &ETTC training	Provide evidence of workshops attended by individual staff members to date.	Natalie Kieninger Title 1 Program Manager	3/16
17	Remove ineligible costs of case management services	Amended IDEA grant to reflect counselor.	Paige Sharp-Rumaker, Business Administrator	3/16
18	Ensure services provided through the IDEA grant are specified in each Service Plan (SP)	Revise SPs to ensure they specify the services funded through the IDEA grant.	Joann Shilinsky, Director of Child Study	9/16
19	Ensure that the teacher providing services at Bishop McHugh Regional Catholic School meets the HQ designation in LA.	Revise schedule to reflect appropriate teaching assignments based on teacher's credentials. Teacher will go into the classroom and work	Joann Shilinsky, Director of Child Study	3/16

Mark S. Miller

Chief School Administrator

Paige Sharp-Rumaker

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20	Conduct training for child study team members	with 7 th and 8 th LA instead of pull-out. Next year, we will provide a HQT	Develop an oversight mechanism to ensure compliance in documenting all required considerations and statements in each IEP. Conduct annual review meetings and revise the IEPs.	Joanne Shilinsky, Director of Child Study Case Managers	3/16, 3/17
21	Conduct training for child study team members	Develop an oversight mechanism to ensure compliance in documenting in the IEPs of students removed from the general education setting for more than 20% of the school day. Conduct annual review meetings and revise the IEPs.	Develop an oversight mechanism to ensure compliance in documenting in the IEPs of students removed from the general education setting for more than 20% of the school day. Conduct annual review meetings and revise the IEPs.	Joanne Shilinsky, Director of Child Study Case Managers	3/16, 3/17

[Signature]

Chief School Administrator

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24	Identify staff members whose salaries are supported in whole or in part with Title1 and IDEA funds and verify the time and activity of staff charged to the grants	in conducting all required sections of the functional assessment as a component of an initial evaluation for students referred to speech-language services. This will take place during child study team meetings	Submit staff schedules to NJDOE	Joanne Shilinsky, Director of Child Study (IDEA) Natalie Kieninger Title 1 Program Manager (Title 1)	3/16/16
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