

Backup 2000-2

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

School District Name: Howell Township Public Schools

County: Monmouth

Type of Examination: Consolidated Monitoring

Date of Board Meeting: August 26, 2015 (Original Board Meeting November 2014. Corrective Action Plan finalized for Board Approval within 30 days of conclusion of consultation with NJDOE, regarding clarification of findings.)

Contact Person: Joseph Isola, Superintendent

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Recommendation Number	Corrective Action	Method of Implementation	Individual Responsible for Implementation	Completion Date of Implementation
1	The District will discontinue funding Reading A-Z licenses through Title I funding. The District will return the Title I amount funded portion for purchase order 1401315 of \$1,399.50.	The District has discontinued funding Reading A-Z licenses through Title I funding. Remittance of check # processed through PO# 1600523. (attached)	<ul style="list-style-type: none"> Superintendent Assistant Superintendent of Curriculum & Personnel Supervisor of State & Federal Programs Assistant to the Business Administrator 	August 17, 2015
2	The District has revised its Academic Support notification letters sent to parents/guardians of identified Title I students, to include entrance and exit criteria, with a copy provided to NJDOE. (attached)	Revision of Title I parent notification letters to include entrance/exit criteria, and implement use of the letters. <i>Note: Since the program plan has changed since the time of monitoring, the revised letter addresses the current plan.</i>	<ul style="list-style-type: none"> Superintendent Assistant Superintendent of Curriculum & Personnel Supervisor of State & Federal Programs 	August 17, 2015
3	The District partnered with Title IIA Coordinator and the Office of Licensure to have the documentation for the staff member in question reviewed. The results, as of April 2015, were sent via email, and cited the following: "A post-monitoring review by the Office of Licensure accepted the courses in question, and confirmed that the staff member does meet the definition of a highly qualified teacher."	The District will continue to monitor the Highly Qualified Status of its staff members, to ensure that all continue to be highly qualified. The District will notify parents of students attending Title I funded schools, if the teacher does not meet state or federal qualifications/requirements.	<ul style="list-style-type: none"> Superintendent Assistant Superintendent of Curriculum & Personnel 	Resolved as of: April 24, 2015

Chief School Administrator

Date

Board Secretary/Business Administrator

Date