

## CORRECTIVE ACTION PLAN

NAME OF SCHOOL **PALMYRA PUBLIC SCHOOL DISTRICT**

TYPE OF AUDIT

**CONSOLIDATED MONITORING**

DATE OF BOARD MEETING

**April 15, 2015**

CONTACT PERSON **BRIAN J. MCBRIDE**

TEL.


**856-786-9300**

Number	Corrective Action Approved by Board	Method of Implementation	Responsible Person	Completion Date
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Title I</div>				
1	The District will ensure that Title I funds are used exclusively for additional programming and services for Title I eligible students	Title I Coordinator will ensure that Title I funds are not used to provide programs and services for eligible students in cases where the programs and services would otherwise be available to all students. Business Administrator will oversee expenditures	Title I Coordinator, Business Administrator	30-Jun-16
2	The District will distinguish and document its locally funded Basic Skills program from its Title I funded program	The District will provide a narrative describing the Title I program at its two funded schools.	Title I Coordinator	30-Jun-15
3	The District will document its Title I parent meeting	The district will retain all flyers, PowerPoint and Sign-in Sheets to serve as documentation that the informative Title I night was held. *Due to lack of parental attendance in the past, next year's Title I Night will be held in conjunction with Back To School Night.	Title I Coordinator	30-Jun-15
4	The District will document its consultation process from Title I attendance areas to ensure appropriate Title I services are received by all eligible students	The district will utilize the templates provided on the NJDOE Web site at <a href="http://www.nj.gov/education/grants/entitlement/nclb/">www.nj.gov/education/grants/entitlement/nclb/</a> and in the NCLB Reference Manual, located on the same site, to collect low-income data. The district will send its notifications to nonpublic schools via certified mail and retain the records.	Title I Coordinator	30-Jun-15

## CORRECTIVE ACTION PLAN

Administrative

5	Transfers made which exceed the 10% threshold without an ammendment application	The District will ensure expenditures are tracked by function and object code in accordance with approved budgets	Business Administrator	30-Jun-13
6	Title I funds recorded general ledger accounts	Ensure Title I funds are recorded in the correct general jedger accounts	Business Administrator	30-Jun-13
7	No internal control policies and procedures to prevent contracting with suspended and debarred vendors	Procedures included in IC & SOP	Business Administrator	30-Jun-13

  
 \_\_\_\_\_  
 Chief School Admipstrator

  
 \_\_\_\_\_  
 Business Administrator

4-16-15  
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 Date