

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

SCHOOL DISTRICT NAME Little Egg Harbor School District COUNTY Ocean

TYPE OF EXAMINATION Consolidated Monitoring Report

DATE OF BOARD MEETING April 22, 2016

CONTACT PERSON Melissa McCooley, Superintendent of Schools

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RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
#1	During the on-site monitoring visit, finding #1 was corrected. Literacy Resource Specialist salary was removed from Title I funds.	Charge was reversed by Business Office	Business Office Director of Curriculum and Instruction	November 23, 2015
#2	Entrance and exit criteria will be created to identify pre-school and kindergarten students for Title I services. Parental notification letters will be distributed to parents of eligible students. **Based upon Karen Campbell's email dated January 19, 2016, we are only identifying Kindergarten entrance/exit criteria since Title I funds are for students in ages 5-17 years old.	Meet with PIRT and I&RS Committee members to create specific entrance/exit criteria. Creation of database of eligible students Narrative of entrance/exit criteria sent to NJDOE for review Parent Notification Letter sent to NJDOE for review	Director of Curriculum and Instruction RCW ECC PIRT Team members Frog Pond Elementary and George J. Mitchell Elementary I&RS Team members	March 2016
#3	The annual Title I Parent Meeting will be documented with formal meeting notes.	A designated person will take formal notes during the annual Title I Parent Meeting Notes from the meeting will be	Director of Curriculum and Instruction Title I Staff	September 2016

		<p>typed, saved, and posted on the LEH School District's website</p> <p>Submit a copy of the meeting minutes to the NJDOE for review</p>		
#4	Update CDS codes in EWEG	<p>Contact the Executive County Office to update the CDS codes in EWEG</p> <p>Ensure that the George J. Mitchell Elementary School is reflected as K-6 and the Robert C. Wood Sr Early Childhood Center is reflected as Preschool</p>	<p>Superintendent's Office</p> <p>Director of Curriculum and Instruction</p>	February 3, 2016
#5	During the on-site monitoring visit, finding #5 was corrected. Title III funds cannot be used to fully fund language proficiency tests that are required under state law and administrative code	<p>Charge was reversed by Business Office</p> <p>Informed Title III consortium districts of this finding and need for revised practices (Stafford and Manchester)</p> <p>Title III proficiency tests will be funded through local funds in the future</p>	<p>Director of Curriculum and Instruction</p> <p>Consortium participants (Stafford and Manchester)</p>	December 18, 2015
#6	During the on-site monitoring visit, finding #6 was corrected.	Title III Parent Notification letter was amended to include all required components	Director of Curriculum and Instruction	December 18, 2015
#7	The district will revise the I&RS procedures and paperwork. The paperwork will include the description, frequency, duration, and effectiveness of the interventions provided in the general education setting.	<p>Updated I&RS Procedural Manual and Paperwork</p> <p><i>I&RS Team Professional Development:</i></p>	<p>Director of Special Services</p> <p>Principals/Supervisors overseeing I&RS for each</p>	October 2015 (ongoing)

		<p>I&RS Team members and administrators participated in training on October 21, 22, 23, 2015 in Burlington, NJ.</p> <p>I&RS Team members participated in a 3 hour training on 9.16.15 to review and discuss the required elements to the process and procedure.</p> <p><i>Staff Training from Team:</i></p> <p>9/28/15 a video was shared with all staff members training them in the updated process, procedures, and requirements of I&RS.</p>	building	
#8	The District will ensure that meetings are conducted with required participants and documentation of attendance and/or written parental consent to excuse a member of the team.	<p>LEHSD Child Study Team Handbook created to outline requirements and expectations.</p> <p>Training conducted for child study team members and speech-language specialists on 1/.27.16 & 2.3.16 to review compliance requirements.</p>	Director of Special Services	March 2016
#9	The District will provide parents notice of a meeting containing all required components early enough (10 days) to ensure parents have an opportunity to attend.	<p>LEHSD Child Study Team Handbook created to outline requirements and expectations.</p> <p>Training conducted for child study team members and speech-language specialists on 1/.27.16 & 2.3.16 to review compliance requirements.</p>	Director of Special Services	March 2016
#10	The District will document the consideration of placement for Least Restrictive Environment in the IEP if a student is removed from the general	LEHSD Child Study Team Handbook created to outline requirements and expectations.	Director of Special Services	March 2016

	<p>education setting for more than 20% of the school day.</p> <p>The IEP will show documentation of supplementary aids and services considered and an explanation of why the supplementary aids and services were rejected.</p>	<p>Training conducted for child study team members and speech-language specialists on 1/.27.16 & 2.3.16 to review compliance requirements.</p> <p>IEPs will be reviewed and revised for specific students that were identified as noncompliant.</p>		
#11	During the on-site monitoring visit, finding #11 was corrected.	Revenue codes 4451-4455 and 4491-4494 are now used to record the receipt of Title II and Title III funds	Business Office	November 23, 2015
#12	The district will revise its purchasing manual to reflect policies and procedures to prevent contracting with suspended and debarred vendors. Other policies and operating procedures were out of date and revised.	<p>Purchasing manual was revised.</p> <p>Updated purchasing manuals will be provided to applicable staff members.</p>	Business Office	January 2016
			INDIVIDUAL	COMPLETION

Chief School Administrator

Date

Board Secretary/Business Administrator

Date