

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

NAME OF SCHOOL DISTRICT Egg Harbor City School District

COUNTY Atlantic

TYPE OF EXAMINATION ESSA Title I Audit

DATE OF BOARD MEETING March 16, 2022

CONTACT PERSON Dr. Gina Forester

TELEPHONE NUMBER 609-965-1043 ext. 101

RECOMMENDATION NUMBER	CORRECTIVE ACTION REQUIRED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1	When Title I funds are used for software, it will either be used for exclusively Title I students or based on an accurate, current accounting of targeted Title I students.	This will be tracked in our accounting system, Systems 3000, and included with all purchase orders for software using Title I funds.	Jason Bedell, Business Administrator	March 16, 2022
2	Title I funds will only be used for professional development for teachers who teach in the Title I program and for which the professional development is relevant.	The Director of Special Projects approves all professional development; she will only approve relevant professional development for select staff when using Title I funds.	Dr. Gina Forester, Director of Special Projects	March 16, 2022

[Signature]
CHIEF SCHOOL ADMINISTRATOR 2/18/22
DATE

[Signature]
BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR 2/18/22
DATE

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3	The board will approve the submission of amendments and acceptance of funds for each federal and state grant.	The Business Administrator submits all amendments; he will make sure that submission and acceptance occurs before the amendment is submitted in EWEG. If not possible, it will be ratified at the next possible meeting.	Jason Bedell, Business Administrator	March 16, 2022
4	Funds will only be transferred after amendments have received "Final Approval" in the Electronic Web-Enabled Grants (EWEG) System.	The business administrator will not transfer any funds in the accounting system until Final Approval is received.	Jason Bedell, Business Administrator	March 16, 2022

CHIEF SCHOOL ADMINISTRATOR *W. Shively*

DATE 2/18/22

BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR *J. Bedell*

DATE 2/18/22

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5	The district will submit for reimbursement only after funds have been expended. This includes the FICA/TPAF Reimbursement benefits amount, which are no longer drawn down concurrently with salaries.	The business administrator will not request the FICA/TPAF reimbursement funds until after the Treasurer has been paid, usually in September.	Jason Bedell, Business Administrator	March 16, 2022
6	Written policies will be created and revised as indicated in the audit.	The policies take several months to adopt, including first and second readings at subsequent board meetings. The superintendent will meet with the policy committee and recommend the changes.	Adrienne Shulby, Superintendent	June 30, 2022

CHIEF SCHOOL ADMINISTRATOR W. Shulby **DATE** 4/18/22

BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR P. Bedell **DATE** 4/18/22

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7	Detailed time and activity reports are submitted to the business office regularly for every grant funded staff member; both partially and fully funded staff complete the same report.	New time sheets have been created and are in use. The business administrator will keep them filed in the business office.	Adrienne Shulby and Jack Griffith, Building Principals	March 16, 2022
8	Competitive quotations will be sought for all purchase orders over the quote threshold, in compliance with state and federal purchasing laws and regulations.	Quote sheets will be attached to purchase orders over the quote threshold.	Jason Bedell, Business Administrator	March 16, 2022
9	All subcontractors will be checked against the State of New Jersey Consolidated Debarment Report before services are agreed to or rendered.	The business administrator will ask the Greater Egg Regional High School for a list of all vendors that they utilize and cross reference them against the State of New Jersey Consolidated Debarment Report.	Jason Bedell, Business Administrator	March 16, 2022

CHIEF SCHOOL ADMINISTRATOR *W. Shulby* **DATE** 2/18/22

BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR *J. Bedell* **DATE** 2/18/22

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10	Consistent with regulations and local policies, confirming orders will not be issued.	The business administrator will not authorize any confirming purchase orders.	Jason Bedell, Business Administrator	March 16, 2022
11	The district will keep copies of the Parent Right to Know Letter; specifically, the letter will be sent by mail and the district will retain a list of families and addresses that it is mailed to.	The Director of Special Projects will keep this log filed in the Child Study Team.	Dr. Gina Forester, Director of Special Projects	June 30, 2022

CHIEF SCHOOL ADMINISTRATOR [Signature] DATE 2/18/22

BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR [Signature] DATE 2/18/22