

CORRECTIVE ACTION PLAN

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| SCHOOL DISTRICT | <u>Pennsville</u> |
| COUNTY | <u>Salem</u> |
| TYPE OF AUDIT | <u>NCLB Title I</u> |
| DATE OF BOARD MEETING | <u>11/26/2018</u> |
| CONTACT PERSON | <u>Richard Davidson</u> |
| TELEPHONE NUMBER | <u>856-540-6200</u> |

| RECOMMENDATION NUMBER | CORRECTION ACTION APPROVED BY THE BOARD | METHOD OF IMPLEMENTATION | PERSON RESPONSIBLE FOR IMPLEMENTATION | COMPLETION DATE OF IMPLEMENTATION |
|--------------------------|--|---|---|---|
| III-7.3a 2018-1 | Verify that all program expenditures specifically benefit Title I students and Title I programs. | The Asst. Superintendent and Business Administrator will verify that all purchases using Title I funds will be tied specifically to Title I students and or Title I programs, prior to the issuance of a purchase order. | Business Administrator / Asst. Superintendent | December 2018 |
| 2018-2 | When preparing the initial grant application, the District will adjust school allocations to ensure consistency with the program budget. | The District will adjust the Step 4, Title I Eligibility page of the NCLB Consolidated Application to be consistent with the proposed budget. The District will also remove any schools that will not be utilizing Title I funds from the allocation. | Asst. Superintendent | December 2018 |

2018-3

The District will ensure that the appropriate employee benefits for Title I funded staff are budgeted and charged to the program.

The District will reconcile monthly payroll charges to the Title I program and allocate employee benefits to the Title I program accordingly

Business Administrator

December 2018


2018-4

The District will continue to examine purchasing procedures in an effort to eliminate confirming orders.

The District has adjusted PD mileage reimbursement procedures to eliminate confirming orders, and has updated the purchasing memo sent to all staff indicating that a purchase order MUST be issued prior to receiving goods or services.

Business Administrator

December 2018



CHIEF SCHOOL ADMINISTRATOR

11-26-18
DATE



BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

11-26-18
DATE

c: County Superintendent