

**EXHIBIT "M"**

**(Correction Action Plan)**

**Board Meeting 3/21/2016**

OFAC CASE#SAAU-16B-15

# CORRECTIVE ACTION PLAN

(Review of Chapter 192/193 Auxiliary Services to Nonpublic Students FY 2013-2013)

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

NAME OF SCHOOL DISTRICT ATLANTIC CITY BOARD OF EDUCATION

COUNTY: ATLANTIC

TYPE OF EXAMINATION: AUDIT REVIEW OF FY 2012-2013 192/193 SERVICES

OFAC Case # SAAU-16B-15

DATE OF BOARD MEETING: March 21, 2016

CONTACT INFORMATION: Michael Bird, Director

TELEPHONE: 609-343-7200


RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1. The Board Amends all applicable procedures for nonpublic student service reporting to ensure that only students that meet the eligibility requirements of the NJDOEs prescribed by N.J.A.C.6A:14-6.2(e) and the prescribed publication	March 21, 2016	Adopt and implement <u>Standard Operating Procedures</u> for nonpublic student service reporting so that only students who meet the eligibility requirements are reported on state aid applications	Mike Bird, Director Joseph Beaman/Nicole Williams, Title I Coordinators MaryAnn Mena, Title III Coordinator Harry Formica, Supervisor, Special Services	2015-2016 school year

Paul A. Spavento 3/22/16 Robert Ricketts 3/22/16  
 Chief School Administrator Date Board Secretary/Business Administrator Date

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

<p>entitled <u>Chapter 192 and 193 for Nonpublic Schools</u> are reported on the state aid applications.</p>				
<p>2. The Board develops procedures to ensure that all students reported on the PCR (Project Completion Report) have all necessary program information such as 407-1 files, proof of service eligibility and provision of service records available for review.</p>	<p>March 21, 2106</p>	<p>Adopt and implement <u>Standard Operating Procedures</u> for 192/193 programs to ensure all students reported on the PCR have all the necessary program information.</p>	<p>Mike Bird, Director Joseph Beaman/Nicole Williams, Title I Coordinators MaryAnn Mena, Title III Coordinator Harry Formica, Supervisor, Special Services</p>	<p>2015-2016 school year</p>

**SUPPORTING DOCUMENTATION MUST BE SUBMITTED ALONG WITH THE CORRECTIVE ACTION PLAN**


Paul Appavento 3/22/16 Christie Ricketts 3/22/16  
 Chief School Administrator Date Board Secretary/Business Administrator Date



OFAC CASE#SAAU-16B-15

# CORRECTIVE ACTION PLAN

ALLOCATION 15-16

STATE OF NEW JERSEY  
 DEPARTMENT OF EDUCATION  
 DIVISION OF FINANCE  
 PO BOX 500  
 TRENTON, NEW JERSEY 08625

09/28/15  
 01-0110

DISTRICT: ATLANTIC CITY

COUNTY: ATLANTIC

2015-2016 FUNDING STATEMENT FOR SERVICES UNDER CHAPTERS 192 & 193  
 LAWS OF 1977 AS AMENDED

STATE AID AMOUNTS FOR SERVICES UNDER CHAPTER 192

PROGRAM	2015-2016 RATE/PUPIL	PUPILS SERVICE 2015-2016	ALLOC. FOR EACH PUPILS 2015-2016	ADD'L PUPILS 2015-2016	ADDITIONAL 2015-2016 FUNDING	TOTAL 2015-2016 FUNDING TO DATE
COMPENSATORY EDUCATION*	\$995.33 X	44 =	\$37,225.00	0	\$0.00	\$37,225.00
E.S.L.*	\$1,015.00 X	10 =	\$8,628.00	0	\$0.00	\$8,628.00
TRANSPORTATION*			\$0.00		\$0.00	\$0.00
TOTAL ALLOCATION FOR CH.192 SERVICES - 2015-2016			\$45,853.00		\$0.00	\$45,853.00

\* PRORATED AT 85.00%

(A)

\*\*\*\*\*

STATE AID AMOUNTS FOR SERVICES UNDER CHAPTER 193

PROGRAM	2015-2016 RATE/PUPIL	PUPILS SERVICE 2015-2016	ALLOC. FOR EACH PUPILS 2015-2016	ADD'L PUPILS 2015-2016	ADDITIONAL 2015-2016 FUNDING	TOTAL 2015-2016 FUNDING TO DATE
INITIAL EXAM & CLASS.*	\$1,326.17 X	16 =	\$19,076.00	0	\$0.00	\$19,076.00
ANNUAL EXAM & CLASS.*	\$380.00 X	16 =	\$5,466.00	0	\$0.00	\$5,466.00
CORRECTIVE SPEECH*	\$930.00 X	17 =	\$14,213.00		\$0.00	\$14,213.00
SUPPLEMENTARY INSTRUCTION*	\$826.00 X	0 =	\$0.00	0	\$0.00	\$0.00
TOTAL ALLOCATION FOR CH.193 SERVICES - 2015-2016			\$38,755.00		\$0.00	\$38,755.00

\* PRORATED AT 89.90%

(B)

\*\*\*\*\*

TOTAL CH. 192/193 ALLOCATION PAYABLE (A+B) \$84,608.00  
 CALCULATED MONTHLY PAYMENTS:

MONTH	ALLOCATION PAYABLE
SEP	\$8,461.00
OCT	\$8,461.00
NOV	\$8,461.00
DEC	\$8,461.00
JAN	\$8,461.00
FEB	\$8,461.00
MAR	\$8,461.00
APR	\$8,461.00
MAY	\$8,461.00
JUN	\$8,461.00

OFAC CASE#SAAU-16B-15

# CORRECTIVE ACTION PLAN

(SPENDING PLAN 2015-2016)

# Correction Action Plan 9/2015

FY16		SALARY	ALLOCATIONS 192/193	OK TO SPEND
<b>Retired Educator</b>				
Jordan, Linda	OLSS 192 (LAL/MATH)	\$27.00 per hour	\$37,225 (for 44 students)	\$37,225 (have 50 Students)
McQuade, Mary	OLSS 192 (LAL/MATH)	\$27.00 per hour		
Torres, Gladys	OLSS 192 (LAL/MATH)	\$27.00 per hour		
<b>SE Teacher</b>				
Campo, Pete	OLSS 193 (INITIALS)	Teacher Salary	\$19,076 (for 16 Students) \$5,466 (for 16 Students) \$14,213 (for 17 Students)	\$1,192.25 <u>Only</u> (have 1 Student) -0- \$5,352.41 <u>Only</u> (have 7 Students)
Campo, Pete	OLSS 193 (ANNUALS)	Teacher Salary		
Savell, Erin	OLSS 193(Speech Services)	Teacher Salary		

AS OF 8/1/2016

3/2/2016



OFAC CASE#SAAU-16B-15

# CORRECTIVE ACTION PLAN

## STUDENT ATTENDANCE



OFAC CASE#SAAU-16B-15

# CORRECTIVE ACTION PLAN

## TEACHER ATTENDANCE FORM





**ATLANTIC CITY PUBLIC SCHOOLS**  
 Office of Curriculum and Instruction  
 1300 Atlantic Avenue, 6<sup>th</sup> Floor  
 Atlantic City, NJ 08401

Ms. Sherry Yahn, Assistant Superintendent  
 Mr. Michael Bird, Director  
 Mr. Joseph Beaman, Title I Coordinator  
 Ms. MaryAnn Mena, Title III Coordinator

Payroll Due	September 18, 2015
Pay Date	September 30, 2015
Board Resolution Date and Number	July 2015

Name of School	Our Lady Star of the Sea
School Year	2015 -2016
Week of	September 14, 2015

I, the staff member, by signing and initialing below am certifying that I was present and worked the hours listed.

Name	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours	Hourly Rate	Total
	9-14-15	9-15-15	9-16-15	9-17-15	9-18-15			
	Time In/Out	Time In/Out	Time In/Out	Time In/Out	Time In/Out			
John Jones (printed)	No School	8:00 - 2:00	8:00 - 2:00	8:00 - 2:00	8:00 - 2:00	24	\$27.00	\$648.00
John Jones (signed)		8:00 - 2:00	8:00 - 2:00	8:00 - 2:00	8:00 - 2:00	24	27	648

I, as the building administrator, certify that the employees listed above worked the hours as indicated and as per the outlined program requirements.

Principal's Signature: \_\_\_\_\_ Account # \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

PLEASE FAX TIME SHEETS TO 609-344-0814 EVERY FRIDAY BY 10:00AM, UNLESS OTHERWISE STATED



# Standard Operating Procedure

## STANDARD OPERATING PROCEDURES 192 / 193

Developed by Sherry, Harry, Mike, Joe and Mary Ann post audit meeting

### Title I Procedures for 192 / 193 Nonpublic:

- I. March - consultation with non-public administrator
  - A. Discuss and review: assessment results, grades, low income and other State Requirements
  - B. Review required forms and documentation
    1. See forms (district and state): 407-1, time activity sheets, student attendance sheets, payroll sheets
    2. Assign lead staff from parent center to ensure required documents are submitted and keep record of submitted documents (originals and scan copies)
  - C. Review the number of proposed students requiring services in reading, writing, math, ESL
  - D. Review staff assignments for new school year
- II. 192 / ESL
  - A. All current students receiving services need to be tested at the end of each school year
  - B. Title III department under the direction of MaryAnn Mena will create end-of-year lists:
    1. Exiting
    2. Roll Over
    3. Inform the parents the results of assessments
  - C. End of year services review form identifying the multiple measures used and will be used to make decisions about continuing services or exiting students.
  - D. All parents registering students will complete a Home Language Survey which will be used to identify students who need screenings for ESL services.
  - E. In September of each year, teacher will screen/test new students for eligibility for ESL services.
  - F. Maintain student service list during school year.
  - G. Documents and record forms will be maintained in Title I office.
- III. 193 Special Education
  - A. Three Review periods September, December, and May
  - B. September - Consultation w/ principal, CST, and speech - they give the schedule for speech services to the principal
  - C. April - annual review 407-1 completed
- IV. Accounting for 192 / 193
  - A. Maintain student record form for ASSA submission of ELL served each October
  - B. Review with Business Administrator all student counts for each program area and determine how much state allocated funds can be used.

V. Required Forms

- A. 407-1 (a separate 407-1 is required for each service LAL, Math, ESL, Initial Review, Annual Review, and Speech Services)
- B. Time Activity Sheets (monthly)
- C. Sign-In Sheets/Payroll Sheets
- D. Long sheet (Special Education) - (identifying all of the student's - classification and services)
- E. State Consultation Form
- F. State Nursing, Technology, Textbooks Forms and requirements ( let's do a separate SOP)