

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

NAME OF SCHOOL DISTRICT: Pemberton Township School District

COUNTY: Burlington

TYPE OF EXAMINATION: Collaborative Monitoring

DATE OF BOARD MEETING: September 22, 2022

CONTACT PERSON: Adelina Giannetti

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RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Title I-1	The district will create school level Title I parent and engagement policies for all Title 1 schools.	Drafted policies will be shared with school committees for feedback, followed by BOE approval of policies.	Superintendent	October 27, 2022
Title I-SIA-1	Each identified school will include a parent/guardian, community representative and student (high school only) on the Annual School Planning Meetings.	Each school will invite these additional members to the ASP meetings and attendance will be noted on the sign-in form.	School Principal	Ongoing
Title III Immigrant-1	The district will create a monitoring system to accurately identify immigrant students	-Train the data manager on the NJ SMART submission regarding the identification and definition of immigrants including eligibility and reentry criteria -Review the immigration data for accuracy prior to NJ Smart submission	Director of Technology	October 14, 2022
Title III - 1	Remit a check totaling \$1,360 to the NJDOE for the Immigrant Fund allocation received in error.	A vendor check will be issued.	School Business Administrator	9/23/2022

Perkins V-1	The district will provide CTE professional development for teachers, faculty, school administrators and counselors professional development specific to CTE programs Perkins grant guidelines	<ul style="list-style-type: none"> - Include specific CTE professional development in the school's and each teacher's PDP -Obtain district membership in the Association of Career and Technical Education 	Assistant Principal of CTE Program	Ongoing
Perkins V -2	The district will implement strategies to improve the enrollment of male non-traditional students in the Medical/Clinical Assistant Programs	<ul style="list-style-type: none"> -schedule current male Medical/Clinical Assistant to visit middle school students and share highlights of program -schedule 8th grade tours with students to visit PTHS medical program led by current male students -schedule meeting with 8th grade and PTHS counselors to review program and assist in recruitment -have all CTE program students including Medical Arts set up information sessions at middle school to review the highlights of program 	Assistant Principal of CTE program	April 2023
Perkins V -3	The district will research, develop, adopt and implement written CTE Safety Health Plans for Hospitality and Tourism 120505/12050; Health Science 510801; Agriculture, Food and Natural Resources 010601; Arts/AV Technology and Communications 500407.	<ul style="list-style-type: none"> -contact DOE Perkins division for sample of Safety Health Plan -contact DOE for a template for Safety Health Plan -participate in DOE professional development session on the creation of Safety Health Plans 	Assistant Principal for CTE program	June 2023

Perkins V-4	The district will provide Work Based Learning Opportunities for all students in CTE programs and include the data in NJ Smart during the reporting window.	- Create/Revise 3 levels of work based learning in CTE curriculum for enrolled students -Report the data in NJ Smart per student	Chief Academic Officer Assistant Principal of CTE programs	October 2023
Perkins V - 5	The district will reverse an expenditure totaling \$5,150 from the Perkins grant as outlined in the final report.	An expenditure reallocation will be processed.	School Business Administrator	9/23/2022
Perkins V - 6	The district will verify that all equipment purchases are included in the approved plan.	Written confirmation will be attached to the applicable purchase orders.	School Business Administrator High School Principal Procurement Manager	Ongoing
Perkins V - 7	The district will include the appropriate CIP code on each purchase order utilizing Perkins funds.	The CIP code will be included in the purchase order description.	School Business Administrator High School Principal Procurement Manager	Ongoing
ESSER II - 1	The district will maintain Time and Activity Reports (TAR) for all staff charged to federal grants, including stipend positions.	The district will collect signed TARs throughout the grant period.	School Business Administrator Chief Academic Officer	Ongoing
Admin - 1	The district will verify that all supporting documentation for purchases made with federal grant funds is maintained with the filed purchase order.	The district will verify quarterly that all supporting documentation is attached to the purchase order.	School Business Administrator High School Principal Procurement Manager	Ongoing
Admin - 2	The district will include dollar amounts in all board recommendations to submit, accept or amend grant applications in accordance with amounts listed in EWEG.	The district will verify board recommendations match EWEG.	School Business Administrator Chief Academic Officer	Ongoing
Admin - 3	The district will ensure that budgeted revenue accounts match corresponding grant award notices.	The district will include this in the monthly EWEG drawdown process.	School Business Administrator	Ongoing

Admin - 4	The district will ensure that budgeted appropriations match corresponding grant award notices.	The district will include this in the monthly EWEG drawdown process.	School Business Administrator	Ongoing
Admin - 5	The district will ensure that the revenue codes utilized to record federal grant awards match the codes outlined in the UMCOA.	The district will include this in the annual budget process.	School Business Administrator	Ongoing
Admin - 6	The district will ensure that any changes to salary percentages charged to federal grants are approved at a subsequent board meeting after initial approval is granted.	The district will include this in the monthly EWEG drawdown process.	School Business Administrator Chief Academic Officer	Ongoing
Admin - 7	The district will publicly advertise and accept proposals for professional services charged to federal grant awards that exceed \$10,000 annually.	The district will include this in the monthly EWEG drawdown process.	School Business Administrator	8/25/22
Admin - 8	The district will ensure that EWEG drawdown requests are submitted monthly, regardless of the amount due from the NJDOE.	The district will include this in the monthly EWEG drawdown process.	School Business Administrator	Ongoing



CHIEF SCHOOL ADMINISTRATOR

9-28-22

DATE



BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

9/28/22

DATE