

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

NAME OF SCHOOL DISTRICT Farmingdale Public School
 TYPE OF EXAMINATION Collaborative Federal Monitoring
 DATE OF BOARD MEETING October 19, 2023
 CONTACT PERSON Edith Conroy
 TELEPHONE NUMBER 732-938-9611

COUNTY Monmouth

FAX NUMBER 732-938-2317

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
CRRSA ESSER II and ARP ESSER Finding 1	The district must submit copies of sign-in sheets and TARs which support the payroll charges for each grant summarized in this finding. If the district is unable to provide required documentation, the district must submit copies of accounting reports evidencing: the reversal of the payroll expenditures totaling \$34,020.76 (see table), as well as the associated benefit costs; and the exclusion of these figures listed from corresponding FY 2023 Final Expenditure Reports (FERs) for all grants shown, except ARP ESSER and ARP BSD. The FER for ARP ESSER and the subgrant are not due until FY 2024.	1) CRRSA amounts reversed 2) ARP ESSER documentation submitted, awaiting verification; if nto approved, will reverse and reallocate 3) ARP Beyond will be reversed and reallocated 4) TARs and sign-in sheets utilizing samples provided will be implemented for the 23-24 school year	Jacqueline Larcara Jacqueline Larcara Edith Conroy Ron Sanasac	10/1/23 11/1/23 11/1/23
CRRSA ESSER II and ARP ESSER Finding 2	The district must submit copies of accounting records evidencing the reversal of the expenditures identified on Attachment A that were allocated to: CRRSA ESSER II - \$2,190.00; ARP ESSER - \$2,499.53 and ARP BSD - \$861.16. The required documents must be submitted to OFAC through the CFM Homeroom Application within thirty (30) days from the date of this report of examination (ROE). In addition, the district must provide accounting records demonstrating the exclusion of the CRRSA ESSER II figure mentioned from the corresponding FY 2023 FER.	1) Documentation as requested has been submitted 2) Final Expense Report (due 10/20) will be submitted timely, excluding these amounts	Jacqueline Larcara Jacqueline Larcara	9/21/23 10/19/23
Title I, Part A Finding 1	The district must ensure parent notification letters include clearly defined entrance and exit criteria for each student. The district must identify how this process will be implemented in the school as part of the submission of its CAP.	Parent notification letters have been revised to include clearly defined entrance and exit criteria. The district has already started using the updated form. Please see the revised/uploaded document.	Edith Conroy	10/1/2023
Title I, Part A Finding 2	The district must include the roles and responsibilities for the school, parent, and student in the school-parent compact. The district must provide a copy of its revised school-parent compact to the NJDOE as part of the submission of its CAP.	The district's school-parent compact has been revised to include roles and responsibilities for the school, parent and student. The district has already started using the updated form. Please see the revised/uploaded document.	Edith Conroy	10/1/2023
Title I, Part A Finding 3	The district must ensure that its Title I school convenes an annual Title I meeting, at the beginning of the school year, to inform all parents of the legislative requirements, and the school's Title I program. The district must outline the steps it will take to ensure the Title I Annual meeting will occur, at the aforementioned time, as part of the submission of its CAP.	The district's annual Title I meeting will be scheduled in the fall of each school year. The district will continue to hold the meeting at the beginning of the school year moving forward.	Edith Conroy	Fall of 2023

Title I, Part A Finding 4	The district is required to submit a revised FY 2023 Title I Account Analysis and corresponding Fund 20 Budget Report to OFAC through the CFM Homeroom Application within thirty (30) days from the date of this ROE. The restricted reserve must be budgeted under an account number with a distinct subcode in order to facilitate the tracking and monitoring of related expenditures for conformity with ESEA legislation.	Revised Account Analysis and Fund 20 Budget Report provided.	Jacqueline Larcara	9/21/23
IDEA Program Finding 1	<p>The district must ensure each IEP for students eligible for special education and related services contain the required considerations and statements. To demonstrate correction of noncompliance, the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above. To demonstrate that the district has corrected the individual instances of noncompliance, the district must conduct annual review meetings and revise the IEPs for specific students with IEPs that were identified as noncompliant. Names of the students whose IEPs were identified as noncompliant will be provided to the district by the special education monitor.</p> <p>A monitor from the NJDOE will conduct a site visit to:</p> <ul style="list-style-type: none"> • interview staff • review the revised IEPs • review a sample of IEPs for students whose annual review meetings will be conducted between December 2023 and April 2024 • review the oversight procedures 	Moving forward, IEPs developed for students eligible for special education and related services will consistently include the location of the provision of related services, and indicate it as: related services location when appropriate. IEPs will identify the post-secondary liaison in the transition documentation as "case manager" and under interagency linkages the IEP will state: will be addressed in HS or NOT REQUIRED or Not Applicable at this time- since we are a K-8 school district.	Edith Conroy	10/16/23
IDEA Program Finding 2	<p>The district must ensure a multidisciplinary evaluation is conducted for students referred for speech-language services by obtaining a written statement from the general education teacher that details the educational impact of the speech problem on the student's progress in the general education classroom. To demonstrate correction of noncompliance, the district must conduct training for speech-language specialists and develop an oversight mechanism to ensure compliance with the requirements in the citations listed above.</p> <p>A monitor from the NJDOE will conduct a site visit to:</p> <ul style="list-style-type: none"> • interview staff • review initial evaluation reports for students referred for speech-language services whose eligibility meetings will be held between December 2023 and April 2024 • review the oversight procedures 	District will obtain a written statement (see Teacher Input Doc) from the general education that details educational impact to ensure a multidisciplinary evaluation is conducted. The district conducted training with their Speech/Language Specialist on 10/5/23. An oversight mechanism has been put in place whereas the CST Coordinator will review all evaluation documents for compliance.	Edith Conroy	10/16/23
CRRSA Mental Health Finding 1	The district is required to obtain an explanation, in writing, for the lack of agreement between the aforementioned accounting reports from their vendor, along with the vendor's proposed corrective action to prevent such discrepancies in the future. The district must submit the vendor's response to OFAC through the CFM Homeroom Application within thirty (30) days from the date of this ROE.	Documentation submitted	Jacqueline Larcara	9/21/23
Administrative Section Finding 1	The district must develop, revise, adopt and implement board policies and written procedures which address the requirements of the Uniform Grant Guidance, and include relevant citations and references to current legislation, where appropriate. The district may opt to utilize a vendor for the preparation and revision of the requisite board policies and procedures.	District will revise and/or create appropriate polices and procedures to reflect adherence to UGG, PSCL and best practices. The district will implement those practices utilizing the purchasing manual, SOPs, digital requisition system and adherence to protocols.	Ronald Sanasac Edith Conroy	3/30/24

Administrative Section Finding 2	While completing each Consolidated Grant Applications in EWEG, the district must enter the actual or anticipated date of a board resolution, approving the submission of the grant application and acceptance of grant funds, following subsequent approval. The board resolution must be kept on file for audit or monitoring purposes.	Grant administrators will submit all activity (application submission and fund acceptance) to the Board Secretary to be included on the Board Agendas for Board of Education approval.	Edith Conroy Jacqueline Larcara Ronald Sanasac	10/1/23
Administrative Section Finding 3	The district must obtain approval from their board for staff members to perform grant-funded activities. The corresponding board meeting minutes must include at a minimum the pertinent information summarized in this finding.	All assignments to grant-funded accounts will be supported by Board of Education action including all pertinent information.	Edith Conroy	9/1/23
Administrative Section Finding	The district is required to utilize the UMCOA to ensure the proper recording of revenues	The identified revenue accounts will be corrected and proper	Jacqueline Larcara	11/1/23
Administrative Section Finding	The district must implement a process to ensure the dollar amount of all Federal grants are	Anticipated revenues for the 23-24 school year have been	Jacqueline Larcara	9/1/23
Administrative Section Finding	The district must adhere to the PSCL or applicable provisions of the Uniform Grant	1) Updated purchasing manual has been adopted and will be	Ronald Sanasac	9/1/23
Administrative Section Finding	The district is required to submit reimbursement requests on a monthly basis	District will submit monthly reimbursement requests in any	Jacqueline Larcara	9/1/23

Edith Conroy

10/20/2023



10/20/2023

CHIEF SCHOOL ADMINISTRATOR

DATE

BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

DATE