

**NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE**

CORRECTIVE ACTION PLAN

SCHOOL DISTRICT NAME: Barnegat COUNTY: Ocean

TYPE OF EXAMINATION: Consolidating Monitoring Report

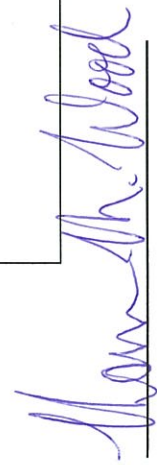
DATE OF BOARD MEETING: August 18, 2015

CONTACT PERSON: Mrs. Karen M. Wood

TELEPHONE NUMBER: 609-698-5800 EXT. 5116

RECOMMENDATION/ FINDING NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Recommendation 1	Align all HQT forms and other personnel information to Superintendent's office.	<ul style="list-style-type: none"> File review Transfer personnel files from building to Superintendent's office. 	HR Specialist, Building Administration, Superintendent	January 2015
Recommendation 2	Align all forms and documentation in a secure location (Superintendent's office).	<ul style="list-style-type: none"> Secure location (at BOE office) 	HR specialist	January 2015
Finding 1	FY13-14 Reverse partial charge of \$1,046.00 for unallowable items on PO 14-4708 totaling \$8,641.49	<ul style="list-style-type: none"> District Charged disallowed expenditure to general funds and created an accounts payable back to state/federal in the amount of \$1,046.00. Also noted finding in 2013-14 CAFR. Entry realized FY 14-15 	Business Administrator	June 2015

Finding 2	Entrance/Exit Criteria	<ul style="list-style-type: none"> Revised letter Parent mtgs. Title I webpage (on district site) 	Office of Curriculum & Instruction/NCLB Coordinator	January 2014 (after initial monitoring) No later than Mid-October (for 15/16 SY) as outlined in report
Finding 3	Parent Involvement Policy	<ul style="list-style-type: none"> Review of policy by BOE Education Committee Distribution at BTSN, Parent Info Sessions, and posted on webpage Parent Sessions (evening, and building-based) 	Office of Curriculum & Instruction/NCLB Coordinator	January 2014 (after initial meeting) No later than Mid-October (for 15/16 SY) as outlined in report
Finding 4	Parent Information Sessions	<ul style="list-style-type: none"> Parent Sessions (evening, and building-based) 	Office of Curriculum & Instruction/NCLB Coordinator	January 2014 (after initial monitoring) No later than Mid-October (for 15/16 SY) as outlined in report
Finding 5	Consultation (non-public)	<ul style="list-style-type: none"> Mailer/letter Refusal forms (where applicable) Non-public meeting 	Office of Curriculum & Instruction/NCLB Coordinator	June/July 2015 (prior to grant submission)
Finding 6	Monitor and track budgeted appropriations. Further to submit amendments in a timely manner.	<ul style="list-style-type: none"> Periodic budget reviews with Program Coordinator and Business Administrator 	Business Administrator	January 2015
Finding 7	Ensure purchase orders are issued prior to receiving goods and services from vendors.	<ul style="list-style-type: none"> Requisitions shall be submitted with back up data prior to payment transaction as per purchasing regulations and district operating procedures, or deny claim. Staff/Vendors notified. 	Department Supervisor/ Accounts Payable/ Business Administrator	January 2015


 Chief School Administrator

8/19/15
 Date


 Board Secretary Business Administrator

8/19/15
 Date