



BARNEGAT TOWNSHIP SCHOOL DISTRICT

550 BARNEGAT BOULEVARD NORTH

BARNEGAT, NEW JERSEY 08005

(609) 698-5800 FAX (609) 660-5974

Karen M. Wood
Superintendent

Lourdes LaGuardia
Business Administrator/Board Secretary

I Lourdes LaGuardia, Business Administrator/Board Secretary of the Board of Education of the Township of Barnegat, in the County of Ocean, New Jersey, HEREBY CERTIFY that the foregoing resolution was duly adopted at a meeting of the Board of Education of said School District duly called and held on August 18 2015, and is a true, complete and correct copy thereof.

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 	Office of Curriculum & Instruction/NCLB Coordinator	January 2014 (after initial meeting)

		<ul style="list-style-type: none"> • Distribution at BTSN, Parent Info Sessions, and posted on webpage 		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	<p>January 2014 (after initial monitoring)</p> <p>No later than Mid-October (for 15/16 SY) as outlined in report</p>
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

Motion by: Mrs. Pereira

Seconded by: Mrs. Kropf

Roll Call Vote: Mr. Brown, Yes; Mrs. Kropf, Yes; Mrs. Pereira, Yes; Mr. Sherman, Yes; Mr. Sarno, Yes

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said School District this 24 day of August, 2015.


 Lourdes LaGuardia
 Business Administrator/Board Secretary

LL/rr