

LYNDHURST BOARD OF EDUCATION

Approval of Corrective Action Plan pursuant to the Office of Fiscal Accountability and Compliance ("OFAC") Report dated January 26, 2018

WHEREAS, a fiscal audit was conducted by the New Jersey Department of Education, Office of Fiscal Accountability and Compliance, regarding Title 1 for the period July 1, 2014 through June 30, 2015; and therefore

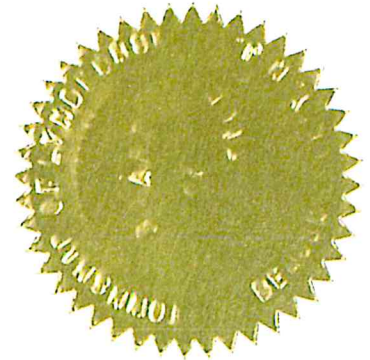
BE IT RESOLVED, upon the recommendation of the Superintendent, the Board adopts a Corrective Action Plan addressing findings 5-12; and

BE IT FURTHER RESOLVED, upon the recommendation of the Superintendent, the Board authorizes, an appeal of findings 1 through 4.

Motion: J. ABRUSCATO

Second: R. GRILLO

Vote: 7-0



I HEREBY CERTIFY THAT THE ABOVE REPRESENTS A TRUE AND
ACCURATE TRANSCRIPT OF A COPY DULY ADOPTED BY THE
LYNDHURST BOARD OF EDUCATION ON MAR 26, 2018

SIGNED

[Signature]
SCHOOL BUSINESS ADMINISTRATOR

LYNDHURST BOARD OF EDUCATION MEETING
MARCH 26, 2018

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

NAME OF SCHOOL DISTRICT: Lyndhurst School District
TYPE OF EXAMINATION: NCLB Title I Audit
DATE OF BOARD MEETING: March 26, 2018
CONTACT PERSON: Joseph DeCorso
TELEPHONE NUMBER: 201-438-5683

County: Bergen


RECOMMENDATION NUMBER	CORRECTIVE ACTION REQUIRED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
5	The district must implement procedures to ensure program costs are charged to the appropriate grant year.	Accounting software will label the appropriate grant year program costs.	Scott Bisig, SBA/BS	3/26/18
6	The LEA must develop procedures to ensure Title I funded personnel prepare time and activity reports which conform to the requirements of EDGAR, 34 C.F.R. 80.20(b)(6) and 2 C.F.R. 225, Activity B, Section 8.h.(3) and 8.h.(4)	Timesheets will be collected by the Title I coordinator and reviewed confirmed by the School Business Administrator for every payroll cycle (twice per month)	Scott Bisig, SBA/BS, and Joseph DeCorso	3/26/18
7	The LEA must ensure that all Title I employee appointments, including their salaries and funding percentages, are recorded in the board of education meeting minutes documenting proper authorization of these expenditures.	The School Business Administrator/Board Secretary will review resolutions for Board meetings in advance to ensure that salaries and funding percentages are listed in the Board agenda.	Scott Bisig, SBA/BS	3/26/18

RECOMMENDATION NUMBER	CORRECTIVE ACTION REQUIRED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
8	The LEA must implement a process to ensure purchase orders are issued before the receipt of goods and services from vendors.	Teachers will confirm in writing to their supervisors that services and goods were received prior to the purchase order being paid.	Scott Bisig, SBA/BS	3/26/18
9	The LEA must also revise its coding system to conform to the department's prescribed Chart of Accounts and ensure the proper recording and tracking of all financial transactions	The District revised its coding system.	Scott Bisig, SBA/BS	3/26/18
10	The LEA must conduct ongoing consultation with its nonpublic school officials in accordance with ESEA 1120(b), Section 200.63 of the Title I regulations and NJDOE requirements.	The District has been and will continue to be consulting with nonpublic school officials in accordance with ESEA 1120(b), Section 200.63 of the Title I regulations and NJDOE requirements.	Joseph DeCorso, Title I Coordinator	3/26/18
11	The district must revise its procedures to ensure compliance with ESEA 9501(d)	Services and personnel or agencies providing services to nonpublic school children shall submit timesheets to Title I Coordinator. The timesheets will include what kind of services will be rendered. The Title I coordinator will	Joseph DeCorso, Title I Coordinator	5/18/18

RECOMMENDATION NUMBER	CORRECTIVE ACTION REQUIRED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
		collaborate with these providers and the nonpublic school to identify students who are in need of services.		
12	The LEA must ensure that Parent's Right-to-Know HQT letters are prepared and distributed annually at the beginning of the school year in accordance with Sections 1111(h)(1)(6)(A) and (B)(ii) of ESEA and 34 C.F.R. 200.61(a)(1) and (2) of the Title I Regulations. The LEA should also refer to the department's website http://www.state.nj.us/education/title1/hqs/ for a sample letter.	The Title I Coordinator will review the Parent's Right-to-Know HQT letters to ensure that they are dated. The Title I Coordinator will confirm that the Parent's Right-to-Know HQT letters are sent at the beginning of the school year	Joseph DeCorso, Title I Coordinator	9/15/18


CHIEF SCHOOL ADMINISTRATOR

3-26-18
DATE


BOARD SECRETARY/
SCHOOL BUSINESS ADMINISTRATOR

3-26-18
DATE