

Updated on 6/9/21

**New Jersey Department of Education  
Office of Fiscal Accountability and Compliance**

Corrective Action Plan

**Name of School District:** POMPTON LAKES

**Type of Examination:** TITLE I AUDIT, 2017-2018

**Date of Board Meeting:** JANUARY 14, 2019

**Contact Person(s):** JAYNE TANIS, ANGELA SPASEVSKI (replaced RENEE TAVENIERE)

**Telephone Number:** 973-835-7100 x1507

<b>Recommendation Number</b>	<b>Corrective Action Required by the Board</b>	<b>Method of Implementation</b>	<b>Person Responsible for Implementation</b>	<b>Completion Date of Implementation</b>
1	LEA remitted \$5694 to satisfy obligation to reimburse the State for employer's cost to TPAF. LEA will ensure TPAF/FICA reimbursement costs are properly calculated, recorded and reimbursed in accordance with N.J.S.A. 18A:66-90.	Check reimbursement issued (PO # 001816).	Renee Taveniere, Business Administrator	1/6/20
2	The designation of all Title I employees, their salaries, assigned schools, and funding percentages are documented in the board minutes as approval for these expenditures.	Completion of board agenda items; resolution to accept minutes.	Jayne Tanis, Director of Curriculum	1/6/20
3	The district has revised its procedures to ensure compliance for maintaining proper control over funds for	The Title I Nonpublic extended school day teacher for homework club	Jayne Tanis; Director of Curriculum	09/4/2018; 11/12/19

	nonpublic schools, specifically the hiring of Title I Nonpublic staff who serve Title I students at St. Mary’s School.	was hired by the Pompton Lakes School District per ESEA 8501(d)(2)(A).		
4	<p>Written policies and procedures in the purchasing manual will be updated to conform with UGG, 2 C.F.R. § 200 et seq.</p> <p>Revisions to existing policies specified in the audit have been or will be made by Strauss Esmay.</p>	<p>Updated purchasing manual per the audit recommendations. (<i>Pompton Lakes Purchasing Manual</i>, pages 29 &amp; 30)</p> <p>Contacted Strauss Esmay to update policies on 1/7/20, specifically district policies 2415 &amp; 6311. Policies were board approved on 6/8/21.</p> <p>Policy #6112 was updated in December 2019.</p> <p>Policy #2415 was updated on</p>	Renee Taveniere, Business Administrator	<p>1/6/20</p> <p>6/8/21</p>
5	Personnel with salaries funded partially by Title I now complete monthly, contemporaneous time and activity reports to include a description of the activity, dates coinciding with payroll periods, and appropriate signatures.	Revised time cards per the auditor’s prescribed model and recommendations.	<p>Jayne Tanis, Director of Curriculum</p> <p>Renee Taveniere, Business Administrator</p>	9/3/19; 1/6/20

6	The district has modified its coding system to conform to the department's prescribed COA for function code 200, Support Services.	Updated its coding system.	Renee Taveniere, Business Administrator	9/3/19
7	The district has implemented procedures to ensure program costs are charged to the appropriate grant year.	Implemented correct procedures for charging the Title I accounts accurately.	Renee Taveniere, Business Administrator	9/3/19
8	The district has corrected the process to ensure purchase orders for supplies for the extended school year program follow N.J.S.A. 18A:18A-2(v).	Implement the process of issuing purchase orders prior to services being rendered (confirming order).	Renee Taveniere, Business Administrator	9/1/19
9	Implemented procedures to ensure that Title I funds are expended for each Title I funded school in a manner consistent with Step 4. Section 1113 of ESEA.	Followed Step 4. Section 1113 of ESEA for allocating resources per Title I enrollments at each school. The high school is not funded through Title I funding.	Jayne Tanis, Director of Curriculum  Renee Taveniere, Business Administrator	9/1/19
10	Where applicable, the district will seek to obtain multiple price quotations as required by the New Jersey and federal purchasing regulations.	Obtained multiple price quotations for the purchase of Achieve3000. Will continue to follow the correct purchasing procedures per the regulations.  For the Schoolwide order, the order was part of a pilot for Title I students at the elementary schools. Purchase falls under <i>extraordinary specified</i>	Jayne Tanis, Director of Curriculum  Renee Taveniere, Business Administrator	7/2/19

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		<i>service</i> as no other vendor sold these textbooks. Per requirements of ESS, future purchases will reflect this language in the board minutes.		
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