

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

SCHOOL DISTRICT NAME: NUTLEY SCHOOL DISTRICT  
 TYPE OF EXAMINATION: OFAC  
 DATE OF BOARD MEETING: MARCH 9, 2009  
 CONTACT PERSON: MICHAEL DEVITA  
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COUNTY: ESSEX

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RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1	The Board of Education must not issue contracts without prior approval of a bond referendum and proper funding appropriation.	Develop internal controls to ensure the adherence to all statutory requirements before contracts are finalized. Counsel will review all contracts before they are submitted to the Board for their approval. Board resolutions will state the budget or capital project line item the monies will be appropriated from to assure proper funding exists. The business office will develop appropriate policies to insure statutory regulations are complied with.	Business Administrator	June 30, 2009
2	The Board of Education must solicit contract bids, contracts and agreements requiring advertising.	The Board's purchasing policies are currently being reviewed and updated by a private company. Revisions as necessary will be made and forwarded to the Board's policy committee for their review and comments. The Board will accordingly adopt new guidelines and policies to ensure compliance with the Public School Contracts Law. Additionally, a standardized bidding checklist will be developed to assist the district employees.	Business Administrator	March 9, 2009
3	The Board of Education must use a construction management company that has adequate prequalification for the construction cost of the project.	Obtain a prequalification document from any construction management company before the issuance of a contract to perform those duties. Counsel will review all contracts before they are submitted to the Board for their approval. A new construction management company has recently been hired which has met the prequalifications of the State.	Business Administrator/ Attorney	March 9, 2009

4	The Board of Education must adhere to the statutory provisions requiring approval for the redefining of construction projects and performing renovations that were not voter approved.	Establish internal controls to ensure that all phases of future construction projects have the requisite approvals from facilities and are presented for public vote. The Capital Project budget reports will detail by approved project the amount of money approved by the State and voters. Future revisions to the project scope will be discussed at the facilities committee as well as with the Board as a whole. Public input would be sought for any material modifications made. The School Administration and Architect will continue to be in contact with the Office of School Facilities to determine what action is required by the district in revising the 2006 referendum project. The Board will adopt by resolution upon the advice of the Office of School Facilities any project revisions with the appropriate dollar amount.	Business Administrator	March 9, 2009
5	No board member will exceed their authority. In-Service training will be given to the Board.	The Board will develop internal controls to ensure compliance to the statutory provisions requiring the superintendent's participation in fiscal matters. The Board has decided to send a copy of the report to the School of Ethics Commission for their review. The Board President has reported a complaint has been filed and the results will be forwarded to the OFAC. The Board's counsel will meet with the District's professionals regarding any fiscal matters and will report back to the full Board and Superintendent accordingly. In-Service training through the New Jersey School Boards Association will be scheduled.	Superintendent/ Business Administrator/ Attorney	June 30, 2009
6	The Board has previously voided the settlement agreement on November 25, 2008 and a court has made a judgement to void the settlement also. The litigation continues.	The Board as a whole will discuss all legal and contractual issues with counsel.	Superintendent/ Business Administrator/ Attorney	March 9, 2009

Chief School Administrator

Date

Board Secretary/Business Administrator

Date