

**NAME OF SCHOOL** Nutley  
**TYPE OF AUDIT** ARRA  
**DATE OF BOARD MEETING** March 28, 2011  
**CONTACT PERSON** Joseph Zarra  
**TELEPHONE NUMBERS** (973) 661-8798

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Title 1: 1	The district should revise the nonpublic student enrollment data in Step 1 of the Title 1 Eligibility section of their application in EWEG.	The EWEG application will be revised.	Title 1 Coordinator	June 30, 2011
2	The district must submit its Affirmation of Consultation forms and Nonpublic School Refusal of Funds forms for Title 1 Funds to the NJDOE for review.	Affirmation of consultation forms will be submitted to NJDOE.	Title 1 Coordinator	June 30, 2011
3	In order to ensure ongoing, timely, and meaningful nonpublic school consultation, it is recommended that the district institute steps to enhance its record keeping of its initial contact, as well as its ongoing contact, with the nonpublic schools. This is to be accomplished by establishing procedures to track nonpublic school contact via certified return receipt letters, telephone logs, and e-mail logs, as well as to include meeting agendas and sign in sheets in the district's internal nonpublic audit files.	Procedure will be established to document all contact with nonpublic schools.	Title 1 Coordinator	June 30, 2011
4	The district must provide evidence to the NJDOE that all instructional aides, whose salary is paid in whole or in part with Title 1 funds, have met the Title 1 requirements for paraprofessionals. If the district is unable to verify that these employees have met the Title 1 requirements, the district must immediately reassign the employees to full-time non-instructional positions or terminate their employment with the district.	Procedure will be established to ensure that all instructional aides paid with Title 1 funds will meet Title 1 qualifications.	Superintendent	Completed
5	The district must maintain a record of any and all meetings with parents. The district is expected to keep an accurate account of the agenda and list of those in attendance in order to comply with this provision within the legislation.	Procedure will be established to maintain records to document all meetings with parents.	Title 1 Coordinator	September, 2011

\_\_\_\_\_  
 CHIEF SCHOOL ADMINISTRATOR

\_\_\_\_\_  
 BUSINESS ADMINISTRATOR/BOARD SECRETARY

DATE \_\_\_\_\_

DATE \_\_\_\_\_

NAME OF SCHOOL Nutley  
 TYPE OF AUDIT ARRA  
 DATE OF BOARD MEETING March 28, 2011  
 CONTACT PERSON Joseph Zarra  
 TELEPHONE NUMBERS (973) 661-8798

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
IDEA: 1	The district must have a plan for the evaluation of each activity specified in the ARRA Plan. The district can consider individual progress towards Individualized Education Program (IEP) goals and objectives, pre and post test scores, report cards and classroom observations. They may also consider including tracking post secondary outcomes and proficiency on statewide testing.	Procedure will be established for the evaluation of each activity in the ARRA plan.	Sepecial Services Coordinator	September 1, 2011
2	The district must revise its contract with its nonpublic providers to provide for payments based on specific services provided; develop procedures to capture consultations specifically for IDEA and ARRA-IDEA services; obtain confirmation of consultation forms from the nonpublic schools; develop procedures for requests for additional services that come through the district and not the provider; have a specific list of students and services under IDEA and ARRA-IDEA; and revise the service plans to match these lists. The district must submit its updated contract to the NJDOE for review.	Procedure will be established to capture information related to ARRA-Title 1 providers and submit updated contracts to NJDOE.	Title 1 Coordinator	June 1, 2011
3	The jobs created and jobs retained calculation must be properly revised on the district's fourth quarter 1512 report.	The fourth quarter 1512 report will be revised.	Business Administrator	June 1, 2011
4	The district must pay these salaries/stipends from local funds.	The district will pay staff not qualified under Title 1 from local funds.	Business Administrator	February, 2011

\_\_\_\_\_  
 CHIEF SCHOOL ADMINISTRATOR

\_\_\_\_\_  
 BUSINESS ADMINISTRATOR/BOARD SECRETARY

DATE \_\_\_\_\_

DATE \_\_\_\_\_

NAME OF SCHOOL Nutley  
 TYPE OF AUDIT ARRA  
 DATE OF BOARD MEETING March 28, 2011  
 CONTACT PERSON Joseph Zarra  
 TELEPHONE NUMBERS (973) 661-8798

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Financial Management Reporting: 1	Equipment purchased with federal funds should be labeled and segregated in the district's fixed asset inventory.	Equipment purchased with federal funds will be labeled and segregated in the fixed asset inventory.	Business Administrator	July 1, 2011
2	The district must amend board minutes to record the names, positions, salaries and funding source of all NCLB and ARRA-IDEA employees.	Board minutes will be amended to list all NCLB and ARRA-Title 1 employees.	Business Administrator	July 1, 2011
3	The district must ensure the employees submit quarterly timesheets that have been verified by supervisors.	Procedure will be established requiring all supervisors to verify quarterly time sheets.	Superintendent	July 1, 2011
Recommendation 1:	The district should prepare and adopt a detailed purchasing manual to ensure compliance with current state and federal procurement regulations.	The district has completed a detailed purchasing manual.	Business Administrator	Completed Jan. 2011
Recommendation 2:	The district must have a formal board policy concerning the reimbursement of grant funds and should submit this to the NJDOE for review.	The district has adopted a formal policy concerning reimbursement of grant funds and submitted it to NJDOE.	Business Administrator	Adopted Dec. 20, 2010

\_\_\_\_\_  
 CHIEF SCHOOL ADMINISTRATOR

\_\_\_\_\_  
 BUSINESS ADMINISTRATOR/BOARD SECRETARY

DATE \_\_\_\_\_

DATE \_\_\_\_\_