

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

**NAME OF SCHOOL:** The Midland School **COUNTY:** Somerset

**TYPE OF EXAMINATION:** Fiscal Monitoring for 2011-2012 School Year

**DATE OF BOARD MEETING:** February 6, 2014

**CONTACT PERSON:** Gregg J. Sweetman, Business Manager

**TELEPHONE NUMBER:** 908-722-8222 ext. 122

<b><u>RECOMMENDATION</u></b>	<b><u>CORRECTIVE ACTION</u></b>	<b><u>METHOD OF IMPLEMENTATION</u></b>	<b><u>PERSON RESPONSIBLE FOR IMPLEMENTATION</u></b>	<b><u>COMPLETION DATE OF IMPLEMENTATION</u></b>
1. The PSSD must ensure that all positions requiring certification are filled by individuals who possess the proper NJ cert. The PSSD must exclude the total salary and estimated fringe benefit costs of \$7,675.45 that were incurred for the individual identified above from the CACPS for the fiscal year ended June 30, 2012. In addition, any costs incurred for the same reasons must be excluded from the calculation of the CACPS from school years subsequent to 2011-2012 until the PSSD enrolls the staff member in the mentoring program.	Salary and fringe benefit costs of \$7,675.45 will be excluded from the CACPS for the year ended June 30, 2012 and any subsequent year as applicable. Procedures will be reviewed and revised to ensure that all positions requiring certification are filled by individuals who possess the proper NJ cert.	The Business Office maintains a listing of all personal and their certifications and reviews all applicant credentials prior to employment. Prior to issuing offers of employment or annual contracts the Business Office will ascertain that the individual has the proper NJ cert for the position offered.	Business Manager	Completed and On-Going

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3. The private school must exclude the excess hotel charges of \$1,004.00 from the calculation of the CACPS for the period ended June 30, 2012. In addition, any costs incurred for similar reasons must also be excluded from the calculation of the CACPS for school years subsequent to 2011-2012.	Excess hotel charges of \$1,004.00 will be excluded from the CACPS for the year ended June 30, 2012 and any subsequent year as applicable. Procedures will be reviewed and revised to ensure that all hotel and travel costs are according to N.J.A.C. 6A:23A-18.5(a)(35).	All requests for travel reimbursements or travel payments will be reviewed against N.J.A.C. 6A:23A-18.5(a)(35) to ensure compliance.	Business Manager	Completed and On-Going
4. The PSSD must exclude the IRS fines of \$4,625.00 from the calculation of the CACPS for the period ended June 30, 2012. In addition, any costs incurred for similar reasons must also be excluded from the calculation of the CACPS for school years subsequent to 2011-2012.	The IRS fines of \$4,625.00 will be excluded from the calculation of the CACPS for the period ended June 30, 2012. Procedures will be reviewed and revised to ensure that returns are filed timely and any fees related to late filing will not be included in the calculation of the CACPS.	All information returns will be filed timely.	Business Manager	Completed and On-Going

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5. The PSSD must ensure that only recognized position titles set forth by N.J.A.C. 6A:23A-18.2(r) and N.J.A.C. 6A:23A-18.4(j) or those approved in accordance with N.J.A.C. 6A:9-5.5 are utilized for employment contracts and job descriptions. The PSSD should make every effort to execute employment contracts with each employee whose position requires a certificate, license or bachelor's degree that conforms to the requirements of N.J.A.C. 6A:23-4.4(c).	All employees whose position requires a certificate, license or bachelor's degree will be issued a contract that conforms to N.J.A.C. 6A:23-4.4(c). All contracts and job descriptions will contain recognized position titles set forth by N.J.A.C. 6A:23A-18.2(r) and N.J.A.C. 6A:23A-18.4(j) or those approved in accordance with N.J.A.C. 6A:9-5.5.	All contracts and job descriptions will be reviewed annually to ensure compliance and conformity to N.J.A.C. 6A:23-4.4(c), N.J.A.C. 6A:23A-18.2(r), N.J.A.C. 6A:23A-18.4(j) and N.J.A.C. 6A:9-5.5.	Business Manager	Completed and On-Going

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Stephen S. Bruce, Exec. Dir.                      Date

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Gregg J. Sweetman, Bus. Mgr.                      Date