

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

NAME OF SCHOOL: Bridgeton Board of Education

COUNTY: Cumberland

TYPE OF Examination: Board of Education Member's Actions -- OFAC Case #INV-004-16

DATE OF BOARD MEETING: May 3, 2016

CONTACT PERSON: Nicole Albanese, School Business Administrator/Board Secretary

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Recommendation Number	Correction Action Approved By the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation	vote
1	Mandatory Ethics training will be completed by all board members, administrators, and staff.	A field representative from NJSBA will provide ethics training to the full board. Staff members and administrators will receive training through either ETTC, Safe Schools, or Legal One based on availability of training. Sign in sheets and completion certificates will be maintained.	Board Members and Board Secretary	September 30, 2016	
2	Mandatory training will be completed by board members and board employees on board/employee relations and explaining the role of the board and administration.	A field representative from NJSBA will provide ethics training to the full board. Staff members and administrators will receive training through either ETTC, Safe Schools, or Legal One based on availability of training. Sign in sheets and completion certificates will be maintained.	Board Members and Board Secretary	September 30, 2016	
3	The board will update policy number 3514 to state that specific items of equipment may be loaned or rented for community use, <b>excluding members of the board of education and employees of the board</b> , after written request is made to and approval granted by the superintendent.	The policy modification will be presented to the board and approved after the second reading. Each administrator will be required to review the modified policy with their staff and maintain sign in sheets and agendas documenting the review.	Board Members and Superintendent	June 30, 2016	

Bridgeton Board of Education  
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Recommendation Number	Correction Action Approved By the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation	Vote
4	The board will reinstate policy 9001 – Consecutive Length of the Term of Board President. In addition, they will add the length of the term for the Board Vice President. Finally, the policy will prohibit the Board President from being the Vice President in the following year.	A policy will be proposed to limit the term of the Board President and Vice President to two consecutive terms of one year by any one individual. After the second reading, the new policy will be adopted.	Board Members and Superintendent	June 30, 2016	
5	The Board directs the Business Administrator to update the standard operating procedures and custodial and maintenance procedure manual to ensure it is prohibited to use district tools for personal use, a trip log is utilized and monitored, and time and attendance is verified.	The Business Administrator will update the SOP manual as well as the custodial and maintenance procedure manual. The manual will be distributed to each custodial and maintenance staff member as well as the supervisor. A meeting will be scheduled to review the manual with staff and a sign in sheet and agenda will be maintained.	School Business Administrator	September 30, 2016	

*Thomas J. [Signature]* 5/14/16  
 Chief School Administrator

Date

*[Signature]*  
 Board Secretary/School Business Administrator

Date

5/14/16