

DURAND ACADEMY AND COMMUNITY SERVICES, INC.
FISCAL MONITORING REPORT
JULY 1, 2008 TO JUNE 30, 2009

FINDINGS AND RECOMMENDATIONS

1. Contracts executed by the private school for students with disabilities (PSSD) do not conform to the requirements of N.J.A.C. 6A:23-4.4(c).

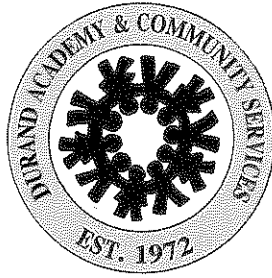
In all cases, job descriptions were not incorporated within the body of employment contracts executed by the PSSD for its staff members.

N.J.A.C. 6A:23-4.4(c) stipulates that an approved school for the disabled shall execute employment contracts annually with each school employee whose position requires a certificate, license or a bachelor's degree, which contains the following information: 1) Name of employee; 2) Dates of employment; 3) Work hours; 4) Certification(s) and/or degree(s) held; 5) Job description; 6) Job title and 7) Salary. It is the department's position that job descriptions must be incorporated within the body of the contract and not attached as a separate document to satisfy the requirements of N.J.A.C. 6A:23-4.4(c). Alternatively, a clause may be added to the employment contract (above the signature lines) which indicates that the job description is attached and incorporated herein as a part of the contract. The PSSD is reminded that the job titles reflected on the Annual Program & Fiscal Information Forms, the staff members' contracts and position descriptions and the audited financial statements must agree.

Recommendation

The PSSD should make every effort to execute employment contracts with each employee whose position requires a certificate, license or bachelor's degree that conform to the requirements of N.J.A.C. 6A:23-4.4(c). Additionally, the PSSD must prepare contracts and job descriptions with position titles that are included on the recognized listing N.J.A.C. 6A:23-4.1, 4.2(o) and (p) or be approved by N.J.A.C. 6A:9-5.5.

Durand Academy & Community Services



Community Services
Administration Offices
111 Gaither Drive, Suite 101
Mt. Laurel, NJ 08054
(856) 235-3540
Fax (856) 235-4120
www.durandac.org

Durand Academy
230 N. Evergreen Avenue
Woodbury, NJ 08096
(856) 845-0666
Fax (856) 848-7659

BOARD RESOLUTION

Be it resolved that all Findings and Recommendations from the fiscal monitoring report for Fiscal Year, July 1, 2008 through June 30, 2009 have been reviewed and discussed by this governing body.

Also, be it resolved that the attached Corrective Action plan has been reviewed and approved for submittal to the Office of Fiscal Accountability and Compliance of the state of New Jersey.

Further be it resolved that all findings and the approved Correction Action Plan will be posted on the Agency website pursuant to N.J.A.C. 6A: 23A-5.6 (c).

Signature of Board Representative

A handwritten signature in black ink, appearing to be 'N. J. ...', written over a horizontal line.

Secretary

1-3-2011
Date of Board Meeting

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

NAME OF SCHOOL: Durand Academy and Community Services COUNTY: Gloucester

TYPE OF EXAMINATION: Fiscal Monitoring

DATE OF BOARD MEETING: January 3, 2011

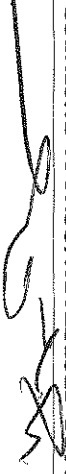
CONTACT PERSON: Paula Pine

TELEPHONE NUMBER: 856-235-3540 x117

RECOMMENDATION NUMBER	CORRECTIVE ACTION REQUIRED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
#1	All Job Descriptions will be incorporated into the body of the employment agreement for certified staff	Beginning 7/1/10 all employment agreements will have the job descriptions included in the body of the document	Paula Pine	7/1/2010


CHIEF SCHOOL ADMINISTRATOR

1-3-2011
DATE



BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

1-3-2011
DATE