

**Board of Education of the Township of Clark, New Jersey
Regular/Reorganization Meeting Agenda January 8, 2018**

This meeting will open at 5:30 p.m. in the Media Center of the Arthur L. Johnson High School located at 365 Westfield Avenue in Clark for the swearing in of the newly elected board members, and then immediately go into Executive Session for confidential matters, matters of personnel, litigation or contract matters, and/or attorney/client privilege. The meeting will reconvene in Public at 7:00 p.m. in the Clark Council Chambers located at 315 Westfield Avenue in Clark. At this time, the President and Vice President of the Board of Education will be nominated and elected and then the Regular/Reorganization Meeting will take place.

OPEN PUBLIC MEETINGS STATEMENT

This is a public meeting of the Board of Education of the Clark Public Schools. Adequate notice of this meeting has been given in accordance with PL1975, Chapter 231, in that a special notice was made in conformance with Section 13 of the Act.

PLEDGE TO THE FLAG

BOARD SECRETARY READS RESULTS OF THE ANNUAL SCHOOL ELECTION

The results of the annual school board election, held on November 7, 2017 are as follows:

<u>Candidates</u>	<u>Votes</u>
Laura Caliguire	1,716
Robert Brede	1,566
Steven Donkersloot	1,528
Jerry R. Fogle	1,253

NEWLY ELECTED MEMBERS ARE SWORN INTO OFFICE

ROLL CALL

NOMINATION AND ELECTION OF PRESIDENT

Board Secretary accepts a motion for nominations for the Office of President.

Motion:

Second:

Board Secretary accepts a motion to close nominations for the Office of President.

Motion:

Second:

Be it resolved by the Board of Education of the Township of Clark that _____ is hereby elected President of the Clark Board of Education.

Vote: Ayes –

Nayes –

Abstention –

Absent –

NOMINATION AND ELECTION OF VICE PRESIDENT

Board Secretary accepts a motion for nominations for the Office of Vice President.

Motion:

Second:

Board Secretary accepts a motion to close nominations for the Office of Vice President.

Motion:

Second:

Be it resolved by the Board of Education of the Township of Clark that _____ is hereby elected Vice President of the Clark Board of Education.

Vote: Ayes –

Nayes –

Abstention –

Absent –

BOARD OF EDUCATION MEMBER CODE OF ETHICS

Motion:

Second:

Be it resolved by the Board of Education of the Township of Clark that

this Board of Education acknowledges receipt of the Code of Ethics for School Board Members and each Board Member agrees to abide by the Code of Ethics.

Vote: Ayes –

Nayes –

Abstention –

Absent –

SHOWCASE OF SUCCESS

Distinguished Service as a Board Member Since 2005 – Carmen Brocato

Michael Manzella

Union County Education Association (UCEA) Educational Support Professional of the Year

Nelson Tavares

Student Lifesaver

APPROVAL OF MINUTES

Motion:

Second:

Be it resolved by the Board of Education of the Township of Clark that upon the recommendation of the Superintendent of Schools that

the following minutes are hereby approved:

- Executive and Public Session minutes of the November 28, 2017 Special Workshop Meeting
- Public Session minutes of the December 5, 2017 Regular Board Meeting

Once the need for confidentiality no longer exists, Executive Session minutes may be available to the public.

Vote: Ayes –
Nays –
Abstention –
Absent –

FLOOR OPEN TO THE PUBLIC FOR AGENDA ITEMS ONLY

PERSONNEL

Motion:

Second:

Be it resolved by the Board of Education of the Township of Clark that upon the recommendation of the Superintendent of Schools that

1. the retirement of Anne Marciano, teacher (11 years of service), from the Clark Public Schools (ALJ) and TPAF, effective July 1, 2018, is hereby accepted with best wishes.
2. the retirement of Charles Silber, teacher (11 years of service), from the Clark Public Schools (ALJ) and TPAF, effective July 1, 2018, is hereby accepted with best wishes.
3. the resignation of Alexandra Nardoza, teacher, from the Clark Public Schools (CHK), is hereby accepted effective February 19, 2018 or sooner pending start date of replacement teacher.
4. the resignation of Laura Lutz, after care site coordinator, from the Clark Public Schools (FKH), is hereby accepted effective November 22, 2017.
5. Kayla Rodrigues is hereby appointed as a maternity leave replacement teacher (Special Education) for the Clark Public Schools (FKH), for the 2017-2018 school year, effective on or about February 1, 2018 to on or about June 21, 2018, at the annual salary of \$52,540.00 (BA Step 4), pro rata, pending a criminal history background check and a complete health physical.
6. Amanda Davidson is hereby appointed as the School Safety Specialist for the Clark Public Schools for the 2017-2018 school year at the stipend amount of \$700.00.
7. Laura Mondì is hereby appointed as an after care site coordinator for the Clark Public Schools (FKH), for the 2017-2018 school year, effective on or about January 9, 2018, at the hourly rate of \$16.50.

8. Kelli Yetsko, teacher for the Clark Public Schools (CHK), is hereby granted a maternity/disability leave commencing on or about March 19, 2018; and
Be it further resolved that Kelli Yetsko shall use thirty-nine (39) accumulated unused sick days at the beginning of this leave; and
Be it further resolved that once the thirty-nine (39) accumulated unused sick days are exhausted, the remaining days of this leave shall be without pay; and
Be it further resolved that this leave shall end on or about June 21, 2018.

9. Resolution #8 of the Board Meeting on July 10, 2017 is hereby amended to reflect use of forty-one (41) accumulated unused sick days and a leave end date of February 14, 2018.

10. the following individuals are hereby approved for the Spring “Athletics” extracurricular positions for the Clark Public Schools (ALJ) 2017-2018 school year as listed:

Arthur L. Johnson High School

APPOINT:

<u>Position</u>	<u>Name</u>	<u>Amount</u>
Head Baseball Coach	David Kennedy	\$7,040.00
Assistant Baseball Coach	Thomas Riccuiti	\$4,765.00
Head Golf Coach	Daniel House	\$4,730.00
Head Lacrosse Coach	Louis VanBergen	\$7,040.00
Assistant Lacrosse Coach	Bryan Klimchak	\$4,765.00
Head Softball Coach	Cristofero DiNucci	\$7,040.00
Assistant Softball Coach	Laura Bundy	\$4,765.00
Head Boys’ Tennis Coach	Christopher Raguseo	\$6,319.00
Head Boys’ Spring Track & Field Coach	Christopher Marcin	\$8,666.00
Head Girls’ Spring Track & Field Coach	Stephen Barry	\$8,666.00
Assistant Spring Track & Field Coach	Anthony DelConte	\$5,342.00
Assistant Spring Track & Field Coach	Joseph Zimbardo	\$5,342.00

11. the following individuals are hereby approved for the Spring “Athletics” extracurricular Non-BOE paid coaching positions for the Clark Public Schools (ALJ) 2017-2018 school year as listed:

Arthur L. Johnson High School

APPOINT:

<u>Position</u>	<u>Name</u>
Baseball	Caleb Bain Gregory Baker Thomas Urban
Golf	Stephen Ciccotelli
Lacrosse	Vincent Mamasia Alexander Torres
Softball	Andrea Ascolese Gary Bundy
Spring Track & Field	Aya Elsekhely Christopher Roberts

12. the following individuals are hereby approved for the Spring “Athletics” extracurricular positions for the Clark Public Schools (CHK) 2017-2018 school year as listed:

Carl H. Kumpf Middle School

APPOINT:

<u>Position</u>	<u>Name</u>	<u>Amount</u>
Head Baseball Coach	Richard Hoos	\$2,889.00 (4+yrs)
Head Lacrosse Coach	Michael Klimchak	\$2,214.00 (yr.3)
Head Softball Coach	Mary Davey	\$2,214.00 (yr.2)

13. the following individuals are hereby approved for the “Other Than Athletics” extracurricular position for the Clark Public Schools (CHK) for the 2017-2018 school year as listed:

Carl H. Kumpf Middle School

APPOINT:

<u>Position</u>	<u>Name</u>	<u>Amount</u>
Chaperones	Suzanne Hamilton Thomas Ricciuti Nicole Viola	\$69.00 per event

14. the following individuals are hereby approved for the “Other Than Athletics” extracurricular position for the Clark Public Schools (CHK) for the 2017-2018 school year as listed:

Carl H. Kumpf Middle School

RESCIND:

<u>Position</u>	<u>Name</u>	<u>Amount</u>
Set Design for Play	Margo Rosenmeier	\$1,624.00

APPOINT:

<u>Position</u>	<u>Name</u>	<u>Amount</u>
Set Design for Play	Thomas Peitz	\$1,624.00

15. the following individuals are hereby appointed as substitutes for the Clark Public Schools for the 2017-2018 school year:

Substitute Teacher

Claudia Jaimes Amado	(UC)
Miloslava Butalova	(UC-MA)
Heather Diliberto	(NJ Elem. School/Teacher of Art)
Megan Dougherty	(UC)
Jenna Koppel	(UC)
Kirsten Mahler	(UC)
Kayla Rodrigues	(NJ TOSD)
Amanda Schroder	(UC)

Substitute Nurse

Krista O'Connor

Substitute Aide

Clarinda Cruz
Megan Dougherty
Amany Zakry

Vote: Ayes –
Nays –
Abstention –
Absent –

CURRICULUM/EDUCATION

Motion:

Second:

Be it resolved by the Board of Education of the Township of Clark that upon the recommendation of the Superintendent of Schools that

16. the District's *2017-2018 Memorandum of Agreement Between Education and Law Officials* (on file in the Office of the Superintendent) is hereby approved.

17. WHEREAS, the employees listed below are requesting Board of Education authorization to attend the conferences/workshops listed below; and

WHEREAS, the attendance at stated functions was previously approved by the chief school administrator as work related within the scope of the work responsibilities of the attendees and within the funds budgeted for this purpose; and

WHEREAS, the attendance at these functions was approved as promoting delivery of instruction or furthering efficient operation of the school district; and fiscally prudent; and

THEREFORE, BE IT RESOLVED, that the Board authorizes attendance at the stated conferences/workshops and reimbursement for the related expenses in accordance with Board policy on conference and workshop attendance:

Teachers College, Columbia University Online College Advising Program on January 22, 2018 – May 7, 2018 at the cost of \$350.00 – Erica Stasio

NJMEA 2018 Music Conference on Thursday, February 22, 2018 and Friday, February 23, 2018, 8:00 a.m. – 4:00 p.m. at East Brunswick Hilton, East Brunswick, NJ at the cost of \$170.00 – Rachel Bollaro

18. the following educational field trip requests are hereby approved as listed:

Destination: Bridgewater Raritan Middle School

Bridgewater, NJ

Date: 01/18/2018, 01/25/2018, and 02/01/2018 **Grade(s):** 6, 7, and 8

School: Carl H. Kumpf Middle School
ATOMS Club

No. of Adults: 1 **No. of Students:** 12

Cost to BOE: \$1,113.90

Destination: Mary Graydon Center, American University/Capitol Hill
Washington, DC

Date: 2/10/2018 – 2/12/2018 **Grade(s):** 9-12

School: Arthur L. Johnson High School
Holocaust Class

No. of Adults: 1 **No. of Students:** 3

Cost to BOE: Approx. \$1,000.00

Destination: Disney and Universal Studios
Orlando, FL

Date: 04/12/2018–04/15/2018 **Grade(s):** 9-12

School: Arthur L. Johnson High School
ALJ Music

No. of Adults: 15 **No. of Students:** 53

Cost to BOE: None

Destination: Six Flags - Safari
Jackson, NJ

Date: 05/15/2018 **Grade(s):** 4

School: Frank K. Hehnly School

No. of Adults: 16 **No. of Students:** 100

Cost to BOE: \$1,500.00

- Vote: Ayes –
- Nays –
- Abstention –
- Absent –

POLICY

Motion:

Second:

Be it resolved by the Board of Education of the Township of Clark that upon the recommendation of the Superintendent of Schools that

- 19. the Clark Board of Education adopts the following regulation on second reading. A copy of this document is on file in the Board Office.

Regulation

R 3415

Employment of Substitute Teachers

Vote: Ayes –
Nays –
Abstention –
Absent –

BOARD GOVERNANCE

Motion:

Second:

Be it resolved by the Board of Education of the Township of Clark that upon the recommendation of the Superintendent of Schools that

- 20. the list of Clark Board of Education Meeting Dates for 2018-2019 is hereby approved. (Attachment A)
- 21. the following individuals are hereby approved as delegates for the Clark Board of Education for the 2018 calendar year:
 - a. Christine Guerriero: New Jersey School Boards Association
 - b. Henry Varriano: Union County School Boards Association
 - c. Lorraine j. Aklonis: Union County Educational Services Commission
- 22. approval is hereby granted for the Clark Public Schools to offer the Camp Invention Program from July 23-July 27, 2018. at a cost of \$250.00 for each participating student entering grades one to six.
- 23. the following student from Kean University is hereby approved for an Internship/Practicum in the Clark Public Schools as listed:

Student	Dates	School
Ruby Carter	Jan. 16, 2018 – May 12, 2018	FKH (Elementary)

- 24. WHEREAS, the Clark Board of Education has received the Superintendent’s report of Incident(s) of Harassment/Intimidation/Bullying (“HIB”) within the District; and

WHEREAS, the Board has had the opportunity to review the Superintendent’s recommendations with respect to the incident(s) of HIB.

NOW, THEREFORE BE IT RESOLVED, that the Board accepts the Superintendent’s recommendations.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A.18A:37-15(d), the Superintendent of Schools shall inform the applicable parents/guardians of the students involved in these incidents with the following information within five (5) school days of this Board meeting:

- 1. The nature of the investigation;
- 2. Whether the District found evidence of HIB;

- 3. Whether discipline was imposed;
- 4. Whether services were provided to address the incident of HIB.

Vote: Ayes –
 Nays –
 Abstention –
 Absent –

FINANCE

Motion:
 Second:

Be it resolved by the Board of Education of the Township of Clark that upon the recommendation of the Superintendent of Schools that

- 25. approval is hereby given to enter into an agreement with Robert Wood Johnson University Hospital Somerset to provide educational services for student #020786 (high school), from December 8, 2017 to on or about January 18, 2018 at a tuition rate of \$47.00 per hour for 5 hours per week, not to exceed \$1,450.00.
- 26. approval is hereby given for the following out-of-district placement and tuition for the remaining 2017 -2018 school year, retroactive from January 2, 2018:

Student #	Placement	Tuition
6787401305 (Elementary)	Allegro School	\$52,109.00

- 27. approval is hereby given to enter into an agreement with New Hope I.B.H.C., Marlboro, NJ, to provide subject specific educational needs through the New Jersey Virtual School, for student #4454992818 (high school), four hours per day, with approximate length of stay 2-6 months at a rate of \$550.00 per partial or full week, retroactive from December 15, 2017.
- 28. approval is hereby given to Brett DiNovi & Associates, L.L.C., to provide ABA (Applied Behavior Analysis) therapy services beginning in December for the 2017 – 2018 school year, as needed, at the following rates:

Clinical Associate	\$52.50 per hour
Travel time	\$26.25 per hour
Behavior Consultant	\$125.00 per hour
Travel time	\$62.50 per hour

If the frequency of service is daily, travel costs will be removed.

- 29. approval is hereby given to Summit Speech School for a teacher of the deaf to provide assessment of auditory skill development, technical support for equipment use, auditory verbal therapeutic techniques to maximize use of audition, instruction strategies and resources, pre and post teaching of vocabulary and content for the following student at a cost of \$155.00 per hour, from January 2018 – June 2018:

<u>Student #</u>	<u>Total Minutes per week</u>
4352107650	2 sessions/80 minutes
(Elementary)	

- 30. approval is hereby given to accept the proposal from Statewide Fence Contractors to repair and replace a portion of the fence at the Arthur L. Johnson High School at a cost of \$3,284.00.
- 31. approval is hereby given to purchase the following food service equipment from CM Mechanical at a total cost of \$29,009.94 which will be funded from the Cafeteria Account:

Carl H. Kumpf

3 Door Refrigerator Unit	\$4,949.17
Range/Stove (4 burner range/standard oven)	\$2,672.00
27" Open Display	\$3,280.60

Frank K. Hehnly

3 Door Refrigerator Unit	\$4,949.17
Dishwasher	\$8,389.00

Valley Road School

Range/Stove (Convection Oven)	\$2,923.00
-------------------------------	------------

Shipping and Labor for all of the above	\$1,847.00
---	------------

- 32. the Auditor’s Management Report and Comprehensive Annual Financial Report for the Clark Public Schools for the Fiscal Year Ended June 30, 2017, have been received from our Auditors, Lerch, Vinci & Higgins, LLP; and,

Be it further resolved that audit rules and regulations promulgated by the New Jersey Department of Education (N.J.S.A. 18A:23-5) require the Board of Education to read and discuss the audit recommendations made by the Auditors in the annual audit; and,

Be it further resolved that a copy of the minutes of the Board meeting, together with a Corrective Action Plan (Attachment B) be submitted within 30 days after the audit is received by the Board, to the State Department of Education through the Union County Superintendent of Schools; and,

Be it further resolved the Clark Board of Education accepts the Auditor’s Management Report, Comprehensive Annual Financial Report for the fiscal year ended, June 30, 2017 and the recommendations included therein, and the Corrective Action Plan as submitted.

- 33. the Clark Public School District hereby accepts the grant award of the Elementary and Secondary Education Act (ESEA) funds for fiscal year 2018 at the following totals which consist of public and nonpublic allocations:

	Public	Nonpublic
Title I-A	\$70,896.00	\$ 3,271.00
Title II-A	\$35,858.00	\$11,393.00
Title III-Immigrant	\$ 1,969.00	N/A

Title IV Part A \$ 7,589.00 \$ 2,411.00

- 34. the Board of Education accepts the financial reports, as submitted, which include the monthly Board Secretary’s report and the Treasurer of School Monies report for the month ended November 30, 2017. The Board notes that the Secretary’s and Treasurer’s reports are in balance for the cash receipts and disbursements for the month ended November 30, 2017 and

BE IT FURTHER RESOLVED, that pursuant to N.J.A.C. 6A:23A-16.10 (c), I, R. Paul Vizzuso, Board Secretary, certify that as of November 30, 2017 no budgetary line item Account has obligations and payments which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A. 18A:22-8 and 18A:22-8.1, and that the District financial accounts have been reconciled and are in balance, and

BE IT FURTHER RESOLVED, that through the adoption of this resolution, we, the Clark Board of Education, pursuant to N.J.A.C. 6A:23A-16.10, certify that as of November 30, 2017, after review of the Board Secretary’s monthly financial report (appropriation section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

- 35. the Board of Education hereby approves the Monthly Transfer Report for the month ended November 30, 2017. (Attachment C)
- 36. the Bill List submitted in the amount of \$1,988,031.48 for January 9, 2018 is hereby approved and payment authorized as funds of the board are made available following this meeting.

Vote: Ayes –
 Nays –
 Abstention –
 Absent –

REPORT OF THE SUPERINTENDENT

REPORT OF THE COMMITTEES

UNFINISHED BUSINESS

NEW BUSINESS

STUDENT BOARD MEMBER UPDATE

HEARING OF THE PUBLIC

ADJOURNMENT

Motion to go into Executive Caucus:

WHEREAS, the Open Public Meetings Act allows for the exclusion from discussion at the public portion of a meeting certain matters as outlined below, and
WHEREAS, the Clark Township Board of Education wishes to discuss such matters made and will make such discussion public when a proper conclusion has been reached:
NOW, THEREFORE, BE IT RESOLVED, that the Clark Township Board of Education will hold a closed Executive Session on this date for the purpose(s) as outlined and described below:

- _____ 1. Confidential Matters per Statute or Court Order _____
- _____ 2. Impact Rights to Receive Federal Funds _____
- _____ 3. Unwarranted Invasion of Individual Privacy _____
- _____ 4. Collective Bargaining _____
- _____ 5. Acquisition of Real Property or Investment of Funds _____
- _____ 6. Public Safety Procedures _____
- _____ 7. Litigation or Contract Matters or Attorney/Client Privilege _____
- _____ 8. Personnel Matters _____
- _____ 9. Imposition of Penalties Upon an Individual _____

This closed session may be followed by an open session where action may be taken.

tr

Attachment A – Clark Board of Education Meeting Dates for 2018-2019

Attachment B – Corrective Action Plan

Attachment C – November Monthly Transfer Report

CLARK PUBLIC SCHOOLS
Clark, New Jersey 07066

2018-2019 BOARD MEETING DATES

<u>MONTH</u>		<u>DATES</u>
January	Regular Meeting/Reorganization	Monday, January 8*
February	Regular Meeting	Monday, February 5*
March	Regular Meeting	Monday, March 12*
April	Regular Meeting	Tuesday, April 10**
May	Regular Meeting	Wednesday, May 2*
June	Regular Meeting	Monday, June 11*
July	Regular Meeting	Monday, July 9*
August	Regular Meeting	Monday, August 13*
September	Regular Meeting	Wed., September 12*
October	Regular Meeting	Monday, October 1*
November	Regular Meeting	Monday, November 5*
December	Regular Meeting	Monday, December 3*
January 2018	Annual Organization & Regular Meeting	Monday, January 7***

*These meetings will open at 5:30 p.m. in the Media Center of the Arthur L. Johnson High School located at 365 Westfield Avenue, and immediately go into Executive Session. Public Sessions will begin at 7:00 p.m. and will be held in the Clark Council Chambers located at 315 Westfield Avenue.

**This meeting will open at 5:30 p.m. in the Media Center of the Arthur L. Johnson High School located at 365 Westfield Avenue, and immediately go into Executive Session. The Public Session of this meeting will begin at 7:00 p.m. and will be held in the Arthur L. Johnson High School Auditorium located at 365 Westfield Avenue.

***This meeting will open at 5:30 p.m. in the Media Center of the Arthur L. Johnson High School located at 365 Westfield Avenue for the swearing in of the newly elected board members, and then immediately go into Executive Session. The meeting will reconvene in Public at 7:00 p.m. (still in the Media Center of the Arthur L. Johnson High School). This Public Session will be the Regular/Reorganization Meeting.

****Whenever the need arises, an additional meeting will be held during a given month with at least 48 hours of Public Notice.

**CORRECTIVE ACTION PLAN
FISCAL YEAR ENDED
JUNE 30, 2017**

Name of School District:	Clark BOE	County: Union	
Type of Audit:	Financial Planning, Accounting and Reporting		
Date of Board Meeting:	January 8, 2018		
Telephone:	732-574-9600		
Recommendations	Corrective Action Approved by the Board	Method of Implementation	Person Responsible for Implementation
Financial Planning, Accounting and Reporting			
<p>Certain payroll expenditures for employees' salaries were not charged to the proper budget line accounts in accordance with the Uniform Minimum Chart of Accounts.</p>	<p>January 8, 2018</p>	<p>Changes have been made in CSI payroll system to reflect the proper accounts.</p>	<p>Business Administrator</p>
<p>Our audit of year end open purchase orders in the General and Special Revenue Funds revealed certain encumbrances should of have classified as accounts payable.</p>	<p>January 8, 2018</p>	<p>Will work with CSI at year-end to ensure that open items in accounts payable are classified properly.</p>	<p>Business Administrator</p>
			<p>December 2017</p>
			<p>June/July 2018</p>

**CORRECTIVE ACTION PLAN
FISCAL YEAR ENDED
JUNE 30, 2017**

Recommendations	Corrective Action Approved by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
<p>School Purchasing Program</p> <p>Our audit of purchases and procedures related to compliance with the Public School Contracts Law revealed the following: Two contract awards to State contract and cooperative purchasing vendors were not approved by Board resolution. Certain contracts awarded for professional and education services in excess of the bid threshold were not advertised in the official newspaper.</p>	<p>January 8, 2018</p>	<p>All vendors including State contracts for forty thousand (\$40,000) or more will be approved by the Board and advertised in the local newspaper.</p>	<p>Business Administrator</p>	<p>Throughout the year.</p>
<p>Preschool Program</p> <p>Our audit of collections by the Before and After Care and Preschool Education programs revealed that detailed cash receipts journals are not maintained.</p>	<p>January 8, 2018</p>	<p>Daily cash receipts journal for both Before Care/After Care and Preschool will be maintained on a monthly basis.</p>	<p>Director BC/AC, Preschool Secretary</p>	<p>December 2017</p>
<p>Student Body Activities</p> <p>Our audit with regards to the various accounts revealed that pre-numbered receipts detailing the composition of deposit for each receipt are not utilized.</p>	<p>January 8, 2018</p>	<p>Pre-numbered receipts will be utilized by each school.</p>	<p>School secretaries</p>	<p>January 2018</p>
<p>Our audit with regards to the Athletic Account disbursements revealed that payment approval vouchers were not available for audit.</p>	<p>January 8, 2018</p>	<p>Payment vouchers will be used for paying sports officials</p>	<p>Athletic Director</p>	<p>December 2017</p>

**CORRECTIVE ACTION PLAN
FISCAL YEAR ENDED
JUNE 30, 2017**

Recommendations	Corrective Action Approved by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
<p>Facilities and Capital Assets The District's Capital Asset appraisal report was not updated to reflect capital asset additions for building improvements and the acquisition of equipment.</p>	<p>January 8, 2018</p>	<p>Capital asset's report will be updated at year end to reflect any capital improvements or purchases of \$2,000 or more.</p>	<p>Business Administrator</p>	<p>Year End.</p>
<p><i>Edw...</i> Chief School Administrator</p> <p>cc: County Superintendent</p>	<p><i>01/02/18</i> Date</p>	<p><i>[Signature]</i> Business Administrator/Board Secretary</p>	<p><i>1/2/18</i> Date</p>	

Clark Board of Education

Transfers by Transfer Number

Start date 11/1/2017 End date 11/30/2017

TR#	Transfer Description	Amount	To Account	From Account
2266	11/30/17 BUDGET TRANSFERS	5,000.00	11-000-213-100-00-000A HEALTH SERVICES-SUBSTITUTE	- - - - -
		10,000.00	11-000-216-100-00-000A STUDENT RELATED SERVICES	- - - - -
		3,000.00	11-000-221-104-00-0000 SALARIES OTHER PROF STAFF	- - - - -
		1,078.42	11-000-230-590-00-0000 OTHER PURCHASED SERVICES	- - - - -
		5,000.00	- - - - -	11-000-213-100-00-0000 SALARIES
		10,000.00	- - - - -	11-000-216-100-00-0000 STUDENT RELATED SERVICES
		3,000.00	- - - - -	11-000-221-102-00-0000 SALARIES OF SUPERVISORS OF
		1,078.42	- - - - -	11-000-230-530-00-0000 COMMUNICATIONS/TELEPHONE
2267	11/30/17 BUDGET TRANSFER	135.00	11-190-100-800-00-0002 OTHER OBJECTS - CPA	11-190-100-610-00-0002 TEACHING SUPPLIES-CPA
2268	11/30/17 BUDGET TRANSFER	774.83	11-401-100-500-00-0006 EXTRACURR PURCH	11-401-100-800-00-0006 EXTRACURR OTHER OBJECTS-AI

39,066.67 Report Total