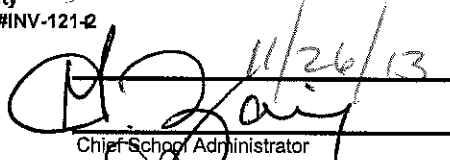


**PLEASANTVILLE SCHOOL DISTRICT
 REVIEW OF BOARD ATTORNEY PRACTICE: OFAC CASE #INV-12142
 CORRECTIVE ACTION PLAN**

Pleasantville Board of Education - Atlantic County
 Review of Board Attorney Practices OFAC Case#INV-12142

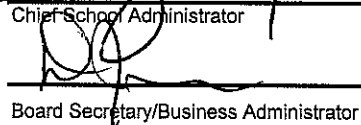
Date of Board Meeting

Reviewed and Approved

 11/26/13
 Chief School Administrator

11/22/13
 Date

Reviewed and Approved


 Board Secretary/Business Administrator

11-22-2013
 Date

	MANAGEMENT REPORT FINDING	RECOMMENDATION	CORRECTIVE ACTION Method Of Implementation	Person Responsible	Final Outcome	Completion Date
OFAC-1	<u>Pleasantville School district generated excess legal fees by having Board attorney work on cases in which the district was being represented by their insurance company:</u> The district had insurance through NJSBAIG and should have utilized NJSBAIG rather than in-house council	<u>Recommendation:</u> The Board attorney must not work on cases which are covered by the insurance companies	The District will utilize the insurance carrier as a first priority to cover any legal matter per the Board Policy. Any and all cases will be referred to insurance company by the Board Secretary	Business Administrator	Cases will be referred to Insurance by the Board Secretary	1-Dec-13
OFAC-2	<u>Pleasantville School District generated excessive legal fees and did not follow procedures mandated by N.J.A.C.6A:23A-5.2</u>	<u>Recommendation:</u> The district must adhere to regulations according to N.J.A.C.6A:23A-5.2(a)3..	The District will develop a procedure that does allow for excess cost for legal fees in excess of 130% of Statewide average per pupil amounts. This will include a review of all legal items by the Monitor, Superintendent and the board to reduce legal filings and a review of policy and procedures to mitigate hiring and termination practices. Utilize the insurance carrier as a first priority to cover any legal matter per the Board Policy. Any and all cases will be referred to insurance company by the Board Secretary	Superintendent, Director of Personnel and Business Administrator	The Board and Administration will reduce legal claims against the district and refer legal matters to the insurance provider before seeking legal opinions outside of the insurance carriers	30-Jun-14
OFAC-3	<u>The board attorney represented board members for personal, non-board related cases. In addition, the board paid legal fees to another attorney for personal, non-board related issues that occurred prior to board member's swearing-in to the board</u>	<u>Recommendation:</u> As a result of the district's payment of non-allowed legal fees, the Dept. of Education requires a recovery of general fund state aid.	The district will refrain from paying attorney fees that are outside the scope of school business. All matters where board members or staff are not indemnified will not be paid by the district in the future.	Board Secretary and Business Administrator, State Appointed Monitor, Director of Finance, Director of Human Resources	All legal bills will be reviewed to ensure only district matters are included in the legal bills	30-Jun-13