

Belfast Central School District Corrective Action Plan
in response to the
recommendations made through the
State of New York Comptroller's report,
Internal Controls Over Selected Financial Operations, Report of Examination
Period Covered: July 1, 2006 – July 31, 2008

Corrective Action for Recommendation #1:

- The Board of Education of the Belfast School district (BOE) will review and record current payroll policies and procedures.
- The BOE will seek advice on policy and procedure development from Erie 1 BOCES Policy Services.
- The BOE will develop comprehensive payroll policies and procedures to be included in the accompanying regulations.

Corrective Action for Recommendation #2:

- In regard to the position of IT Coordinator.
 - Historically, the BOE finds that payment of the IT Coordinator's salary for summer work days has been consistent with the intent of the Teacher's Association contract. The BOE will work with the Teacher's Association to modify contract language with the goal of eliminating ambiguity.
- In regard to the positions of Secretary to the Principal and District Clerk:
 - For the 2006-2007 school year, the intent of the BOE was for employees under the Managerial/Confidential employment agreement to be given the option to receive the health insurance buyout, thereby helping to potentially reduce obligatory district costs incurred due to payment of health insurance coverage benefits which might be paid to these employees instead.
 - For the 2007-2008 school year, the paragraph "Employees in Group A who choose the buyout for insurance will follow the stipend in the Teacher's contract. Employees in Group B who choose the buyout for insurance will follow the SRP contract" was added to the Managerial/Confidential employment agreement under Article III—Benefits, 3.7 with the intent to incorporate language into the agreement which only pertained to the buyout stipend amount. While the Board of Education does not believe there was any wrongdoing on the part of the employee, after review of all documents, the Board of Education has accepted the offer of reimbursement for the buyout stipend for the 2007-2008 school year.
 - The Board has confirmed the initial intent of the buyout provision and will amend the 2008-2009 Managerial/Confidential Terms and Conditions of Employment contract accordingly so as to reflect the intent of the language and eliminate any and all ambiguity regarding eligibility requirements and stipend value.
- In regard to the positions of Account Clerk and IT Coordinator:
 - The BOE has investigated the compensations paid to these district employees and has determined that the employees were eligible for these compensations. Even though these compensations were not brought to the attention of the BOE for formal approval, they were determined to be justified.
- In regard to various School Related Personnel (SRP) employee positions:
 - The BOE has investigated the payment of several health insurance shared savings stipends made to various district employees and has found these stipends to be accurate according to the intent of the SRP contract. The BOE will work with the SRP association to clarify current contract language.

Corrective Action for Recommendation #3:

- The BOE Audit committee will perform random reviews on a substantial sampling of compensations paid to district employees on a quarterly basis. This will be done by comparing salary agreements with payroll records.

Corrective Action for Recommendation #4:

- The Board took action by resolution to appoint the employee to the position of Technology Coordinator. Further, the Technology Coordinator position now appears in the list of Extra-Curriculum advisor positions which is regularly brought before the Board for consideration.

Corrective Action for Recommendation #5:

- The BOE will use the corrective actions which pertain to health insurance stipend payments found in the corrective action plan for recommendation #2.

Corrective Action for Recommendation #6:

- The Board has reviewed the conflict of interest provisions and accompanying requirements cited in General Municipal Law, Article 18. The BOE has seen that the required notice be posted on several bulletin boards used by the district staff as well as including the notice in the district Administrative manual which is given to the district staff and to the BOE at the beginning of each school year.

Corrective Action for Recommendation #7:

- The BOE will review this document at our annual re-organizational meeting each year, allowing district employees and BOE members to declare any conflicts of interest.

Corrective Action for Recommendation #8:

- Our District is working with the Cattaraugus-Allegany-Erie-Wyoming BOCES. Since the Regents Committee has acknowledged various BOCES for taking the current approach as it is the most cost effective way for districts to meet specific requirements as we strive to use taxpayer dollars in the most judicious manner possible, and since the Cattaraugus-Allegany-Erie-Wyoming BOCES has recently been pursuing a model used by another BOCES in which the Internal Auditor hired by that BOCES is reviewing all district activity except for the BOCES billing, the BOE of Belfast resolves to continue to work with BOCES to derive a solution that will be beneficial to all parties involved, especially the district taxpayers. The BOE will also review responses made to this recommendation by other school districts which have been using similar methods of internal auditing.