

OFFICE OF THE
SUPERINTENDENT
PROSPECT PARK BOARD OF EDUCATION
290 NORTH 8TH STREET
PROSPECT PARK, NJ 07508

PHONE: (973) 720-1981 FAX: (973) 720-1992
District Website: www.prospectparknj.com

May 14, 2019

Ms. Yvonne Tierney, CPA
Director, Audit Division
Office of the State Comptroller
P.O. Box 024
Trenton, NJ 08625-0024

Re: Prospect Park Performance Audit

Dear Ms. Tierney,

We are in receipt of the audit findings dated April 17, 2019. As such, please be advised of the following:

Information Technology

Prospect Park does sub-contract with Northern Region Educational Services Commission (NRESC) for its technology staff and services.

The entire district's financial and personnel data is compiled and stored with Computer Solutions Inc. and all student information with Realtime Information Technology, Inc.

The district does need to improve upon and create a more thorough disaster plan. The district will research and contract with a disaster recovery company.

As for the technology inventory, the district agrees that a more concise inventory system must be put in place and include better checks and balances. This was not maintained appropriately by the current contracted technology services. Therefore, the district will complete the inventory procedure within the scheduled timeframe identified to ensure accuracy. Moving forward, this procedure will be undertaken on a regular basis with documentation maintained.

Substitute Teachers

Prospect Park does contract with Northern Regional Educational Services Commission for Substitute Teachers. The district does pay an annual fee to NRESC to create a pool of substitute teachers that are made available to us on a daily basis. As part of that fee, NRESC performs all criminal background checks and required training on our behalf before declaring an individual eligible to substitute teach in Prospect Park or any school district that they serve. This service saves the school district a great deal of time and money not having to perform the necessary hiring practices. During the audit, a sampling did initially uncover some background checks were not available within the NJDOE. Fortunately, each substitute in question was eventually determined to be eligible and background checks had been completed.

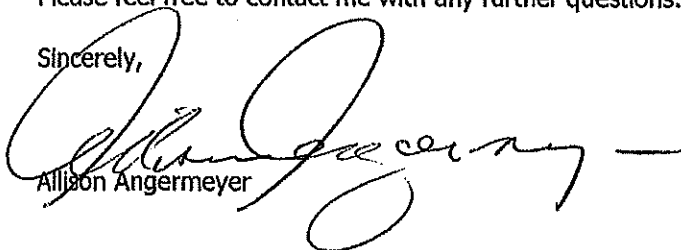
Moving forward, the district will confirm a substitute is an approved applicant through the Office of Student Protection and keep a copy of the approval with all documents required for district employees.

Longevity Payments

Longevity payments are part of the negotiated contract with the Teachers Association of Prospect Park and have been a part of the agreement for many years. As noted in the audit, tenured employees do receive credit for service from other districts prior to being employed by Prospect Park. As the current teachers' contract is expiring, it will be suggested to the Board of Education to temper longevity in future contracts as recommended in this audit.

Please feel free to contact me with any further questions.

Sincerely,


Allison Angermeyer