

**Brentwood UFSD
Corrective Action Plan**

Finding	Contact Person	Corrective Action	Ant. Completion Date
Adopt budgets with realistic expenditure estimates	BOE, Superintendent, Asst. Superintendent for Finance and Operations	The BOE will discuss its budgeting strategy at the upcoming budget development meetings.	Winter/Spring 2017
Use surplus funds as a financing source	BOE, Superintendent, Asst. Superintendent for Finance and Operations	The BOE will discuss the use of surplus funds at the upcoming budget development meetings.	Winter/Spring 2017
Discontinue the practice of adopting budgets that result in the appropriation of fund balance not needed	BOE, Superintendent, Asst. Superintendent for Finance and Operations	The BOE will discuss its budgeting strategy at the upcoming budget development meetings.	Winter/Spring 2017
Update fund balance policy to indicate the extent to which fund balance can be used	BOE, Superintendent, Asst. Superintendent for Finance and Operations	The fund balance policy will be revised accordingly.	Spring 2017
Ensure that all reserve funds are properly established by resolution	BOE	The Board adopted several resolutions on March 17, 2016 that properly established the reserve funds.	March 2016
Ensure reserve funds are funded in accordance with District standards	Superintendent, Asst. Superintendent for Finance and Operations, Accounting Supervisor	Following the passage of the above-mentioned resolutions, reserve levels were adjusted to be within District standards.	March 2016
Adhere to District policy when hiring a Superintendent by choosing the most qualified candidate.	BOE	The Board will develop procedures on how to hire its next Superintendent.	Summer 2017
Consider revising the policy to address the use of interim administrators if it intends to continue to permit such appointments.	BOE, Superintendent, Administrator in charge of Policy and Programs	Policy is being revised to address interim administrators. The Board adopted resolutions at its December 22, 2016 and January 19, 2017 meetings to address interim administrators.	Summer 2017
Ensure that positions are properly identified on the table of organization before appointing individuals to the titles.	BOE, Superintendent, Asst. Superintendent of Personnel, Coordinator of Human Resources	The table of organization will continue to be monitored to ensure positions exist before advertising and appointment.	February 2016
Ensure that all candidates have completed disclosure forms prior to voting and appointing administrators.	Superintendent, Administrator, Asst. Superintendent of Personnel, Coordinator of Human Resources	Procedures are now in place for all candidates to complete disclosure forms prior to recommendation for appointments.	December 2016

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Ensure compliance with District policy when posting job openings and appointing administrators.	BOE, Superintendent, Administrator in charge of Policy and Programs	Policy is reviewed, revised and monitored to ensure compliance with all job postings.	Summer 2017
Ensure that all employees, including retired administrators rehired on a temporary basis, complete disclosure forms and are in compliance with criminal background checks.	BOE, Superintendent, Asst. Superintendent of Personnel, Coordinator of Human Resources	Procedures are in place for all candidates hired to complete disclosure forms and criminal background checks.	December 2016