

TOWNSHIP OF UNION PUBLIC SCHOOLS

2369 Morris Avenue

Union, New Jersey 07083

CORRECTIVE ACTION PLAN IN RESPONSE TO THE SOCIAL SECURITY NUMBER BREACH

On September 13, 2013 a document containing the Social Security numbers of employees and former employees of the Township of Union Public Schools was mistakenly included with a Board of Education agenda that was made available to the public through the internet.

The following is the school district's plan to ensure such a breach of secure information does not occur in the future:

1. The school district's Systems 3000 database was adjusted so that only the school district's Business Administrator has the ability to produce a report that includes Social Security numbers. The production of such a report for an expressed purpose will be safeguarded by the Business Administrator.
2. Items for the Board of Education agenda and documents that are added to a Board of Education agenda to provide reference information for items on the agenda must contain only the pertinent information necessary for Board of Education review. Extraneous information, including but not limited to names of former employees, Social Security numbers, and personal addresses and telephone numbers is prohibited. All employees who propose additions to a Board of Education agenda must adhere to this guideline.
3. Department administrators, prior to the meeting of the Agenda Review Committee cited in #4 below, will review agenda items and associated back-up documents for the agenda section associated with their department for each upcoming Board of Education Work session meeting. The Human Resources Manager will review the Personnel section, the Business Administrator will review the Fiscal section, the Assistant Superintendents will review the Education section and the Technology

section, and the Board Secretary/Attorney for the Board of Education will review the Operations section and the Legal section.

4. At a standing meeting at 8AM on the Thursday morning preceding each Board of Education Work session meeting, the Board of Education agenda in total will be reviewed and approved by a committee in an Agenda Review Meeting prior to making the agenda available to the public. The school district administrators composing the Agenda Review Meeting are: the Superintendent, the Assistant Superintendents, the Director of Special Services, The Director of Special Projects, the Business Administrator, and the Board Secretary/Attorney for the Board of Education. The committee members participating in the Agenda Review Meeting referenced above will be charged with ensuring compliance for the agenda materials associated with the departments.

5. Once an agenda has been reviewed and approved by the Agenda Review Committee, no new items are to be added to the agenda before it is made available to the public. In the instance that the Board of Education requests that an item be added to the Board of Education agenda between its Work session meeting and Regular session meeting, or in the event of a situation where an item is added to the agenda during this time period, the Agenda Review Committee will reconvene at 8AM on the Thursday morning preceding the Board of Education business meeting to review the additions prior to their being made public. The Board Secretary/Attorney for the Board of Education will be charged with ensuring compliance.