

**NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
CORRECTIVE ACTION PLAN**

NAME OF SCHOOL Riverside Township Board of Education COUNTY Burlington  
 TYPE OF EXAMINATION Education Jobs Consolidated Monitoring Report  
 DATE OF BOARD MEETING January 17, 2013  
 CONTACT PERSON Robin A. Ehrich  
 TELEPHONE NUMBER 856-461-1255 x 1112 FAX NUMBER 856-461-5168

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 1	District must accurately reflect cash drawn down versus cash expended.	Costs were recalculated and interest earned was only \$90.41	Jodi Lennon	November 29, 2012
Finding 2	District must research audit done for 2010-11.	The prior auditor was contacted and confirmed that the correct audit was completed. Anthony Hearn has approved.	Jodi Lennon	December 19, 2012
Finding 3	District must track restricted reserves and verify spending of 2011-12 amounts.	A spreadsheet has been created to track funds and verify spending of the 11-12 reserve amounts	Scott Shumway	December 5, 2012
Finding 4	District must reverse charges for replacement program staff and revise 2012-13 Title I program.	A clarifying description of the program in question has been sent to Mr. Hearn and approved.	Scott Shumway	January 2, 2013

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 5	District should provide technical assistance to schools in development of school level parental involvement policies.	A School level Parent Involvement Policy has been created in collaboration with our School and Family Association. The School Parent Involvement Policy as well as a second copy of the District Parent Involvement Policy has been distributed to the parents of Title I students. The school level Parent Involvement Policy has been posted on the school and district web sites.	Scott Shumway	December 13, 2012 and December 14, 2012
Finding 6	Districts parental involvement policy must be distributed to parents of participating Title I students.	Districts Parent Involvement Policy was distributed to parents of participating Title I students	Scott Shumway	September 6, 2011 and December 14, 2012
Finding 7	District must develop a system to track equipment purchased with federal grants.	A new procedure for tracking Fund 20 equipment has been put in place.	Jodi Lennon	August 10, 2012, retroactive to July 1, 2012
Finding 8	District must reverse charges for unallowable activities and allocate state/local funds to support those expenditures.	The charges were reversed on the unallowable Professional Development Activities.	Jodi Lennon	January 2, 2013

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 9	District must send letters to any nonpublic schools that may enroll their resident children.	District sent letters to nonpublic schools that may enroll resident children.	Scott Shumway	December 4, 2012
Finding 10	District must revise procedures to ensure confidentiality of student information is maintained.	Procedures have been revised to include only student id number and initials on purchase orders.	Jodi Lennon	August 10, 2012, retroactive to July 1, 2012
Finding 11	District must ensure parents are provided notice of a meeting in writing containing all required components, early enough to ensure the parent has an opportunity to attend.	Meeting notices will be revised to include all required components and sent to parents early enough to ensure the parent has an opportunity to attend. Training will be provided.	Patricia Swenson	January, 2013
Finding 12	District must ensure parents are informed of proposed action through the provision of written notice, containing all required components, in the native language of the parent. Also, district must ensure that students eligible for special education and related services receive written notice of graduation.	Notices of proposed actions will be provided to parents in their native language and notices of graduation will be provided. Training will be provided.	Patricia Swenson	January, 2013

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 13	District must ensure parents are provided copies of evaluation report(s) not less than 10 days prior to the determination of eligibility.	Copies of report(s) will be provided to parents not less than 10 days prior to the determination of eligibility. Training will be provided.	Patricia Swenson	January, 2013
Finding 14	District must ensure a special education parent advisory group is available in the district.	District will recruit parents to serve on a parent advisory group regarding special education issues.	Patricia Swenson	April, 2013
Finding 15	District must ensure students are provided with a summary of academic achievement and functional performance prior to graduation that addresses all required components and provide students with written notice of graduation that contains all required components.	Notices of graduation with all required components, inclusive of summary of academic and functional performance, will be provided to eligible special education students prior to graduation. Training will be provided.	Patricia Swenson	May, 2013
Finding 16	District must ensure IEP team meetings are conducted with required participants and documentation of attendance and attempts to obtain parental participation when the parent does not attend the meeting are maintained in student's records.	IEP team meetings will be conducted with required participants and documentation of attendance and attempts to obtain parental participation when the parent does not attend will be maintained in student's records. Training will be provided.	Patricia Swenson	January, 2013

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 17	District must ensure each IEP contains the required considerations and statements. The district must conduct annual review meetings and revise IEP's for the specific students whose IEP's were identified as noncompliant during monitoring.	IEP's will be reviewed to ensure that all required statements are present and meetings will be scheduled to revise IEP's for the specific students whose IEP's were identified as noncompliant during monitoring. Training will be provided.	Patricia Swenson	January, 2013
Finding 18	District must ensure when determining the educational placement of a child with a disability, the IEP team considers the general education class first and that all required decisions regarding the placement are documented in the IEP for each student removed from general education for more than 20 percent of the school day. The district must also ensure that for students placed in separate settings, the IEP team identifies activities to transition the student to a less restrictive environment and document them in each IEP.	District will conduct annual review meetings and revise the IEP's for specific students with IEP's that were identified as noncompliant. Training will be provided.	Patricia Swenson	January, 2013

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 19	District must ensure each student with an IEP, age 14 or above, is provided with a written invitation to any IEP meeting where transition to adult life will be discussed.	Students with an IEP, age 14 or above, will be provided with a written invitation to any IEP meeting where transition to adult life will be discussed.	Patricia Swenson	January, 2013
Finding 20	District must ensure a meeting is conducted within 20 calendar days of receipt of a written request for evaluation to determine if an evaluation is warranted.	Meetings will be scheduled to be conducted within 20 days of receipt of a written request for evaluation. Training will be provided.	Patricia Swenson	January, 2013
Finding 21	District must ensure a vision and audiometric screening is conducted for each student referred to the child study team with a copy of the results maintained in students' files, along with available health/medical summaries.	Vision and audiometric screenings will be conducted for each student referred to the child study team and a copy of the results, along with available health/medical summaries, will be maintained in students' files. Training will be provided.	Patricia Swenson	January, 2013

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 22	District must ensure a mutidisciplinary evaluation is conducted for students referred for speech-language services by obtaining the education impact statement from the general education teacher that indicates the educational impact of the speech problem on the student's progress in general education.	Speech-Language specialists will obtain an educational impact statement from the general education teacher after receipt of parental consent to evaluate. Training will be provided.	Patricia Swenson	January, 2013
Finding 23	The district must ensure all components of the functional assessment are conducted as part of all intial evaluations for students referred for special education and related services and for students referred for speech-language services.	Initial evaluations will include all of the required sections of the functional assessment. Parent interviews and observation of the student in other than a testing setting will be conducted. Training will be provided.	Patricia Swenson	January, 2013
Finding 24	District must ensure all reevaluations are conducted with three years of the previous classificat date for students eligible for special education and related services and that eligibility determination meetings are held within 60 days of parental consent.	Reevaluations will be conducted within three years of the previous classification date and eligibility determination meetings will be conducted within 60 days of parental consent.	Patricia Swenson	January, 2013

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Administrative Rec 1	District should update internal control policies to prevent errors from potentially occurring	Purchasing manual has been revised to include policy.	Jodi Lennon	December 3, 2012
Administrative Rec 2	District must have a formal board policy concerning reimbursement of grant funds.	Board policy 6112 was adopted by board.	Jodi Lennon	October 14, 2010
Administrative Rec 3	District should review 34 CFR Part 80.36 and use open and competitive procedures where possible.	Purchasing manual has been revised to include procedure.	Jodi Lennon	December 3, 2012

\_\_\_\_\_  
CHIEF SCHOOL ADMINISTRATOR

\_\_\_\_\_  
BOARD SECRETARY/BUSINESS ADMINISTRATOR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date