

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

SCHOOL DISTRICT NAME: MONMOUTH REGIONAL HIGH SCHOOL
 COUNTY: MONMOUTH
 TYPE OF EXAMINATION CONSOLIDATED MONITORING
 DATE OF BOARD MEETING DECEMBER 13, 2016
 CONTACT PERSON MARIA PARRY, SCHOOL BUSINESS ADMINISTRATOR
 TELEPHONE NUMBER 732-542-1170 X1106
 FAX NUMBER 732-542-5815

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 1	<p>District did not consistently document in the IEPs of students removed from general education setting for more than 20% of the school day, including students placed in separate settings, consideration of placement in the least restrictive environment. Specifically, IEPs did not consistently include:</p> <ul style="list-style-type: none"> • The supplementary aides and services considered • An explanation of why the supplementary aids and services were rejected • A comparison of the benefits provided in the regular class and 	<p>A Least Restrictive Environment workshop will be held with materials provided by the State of NJ. This workshop will be held before June 30th.</p>	<p>Laura Reigelsperger, Director of CST and Special Education</p>	<p>Before June 1, 2017</p>

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Finding 2	<p>the benefits provided in the special education class; and</p> <ul style="list-style-type: none"> For those students placed in separate settings, activities to transition the student to a less restrictive environment <p>The district did not consistently document required participants were in attendance at identification, annual review, reevaluation planning, eligibility and IEP meetings for students eligible for special education and related services.</p>	<p>Ongoing training sessions conducted by the Director with the entire Child Study Team in attendance will address this issue. These training sessions are part of the weekly department meetings.</p>	<p>Laura Reigelsperger, Director of CST and Special Education</p>	<p>Training sessions began in December 2016 and will continue throughout 2017</p>

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Finding 3	The district did not consistently maintain documentation of the description, frequency, duration and effectiveness of the interventions provided in the general education setting through the Intervention and Referral Service (I & RS) process.	An administrative Child Study Team guide will be given to all CST members. The I and RS Forms were re-written and a training session will be conducted by the Principal for all members of the I and RS Team.	Cory Radisch, Principal	Email sent to all staff on 12/8/16 outlining new procedures. Additional training to be completed before June 1, 2017.
Finding 4	The district did not obtain parental consent prior to implementing the initial IEP.	Ongoing training sessions conducted by the Director with the	Laura Reigelsperger, Director of CST and Special Education	All training sessions will be completed before June 1, 2017.

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Finding 5	The district did not consistently conduct reevaluations within three years of the previous classification date for student eligible for special education and related services.	entire Child Study Team in attendance will address this issue. These training sessions are part of the weekly department meetings. An administrative Child Study Team guide will be given to all CST members.	Laura Reigelsperger, Director of CST and Special Education	All training sessions will be completed before June 1, 2017.

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RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 6	The district did not consistently ensure the full child study team was in attendance at identification meetings for students referred for special education and related services.	will address this issue. These training sessions are part of the weekly department meetings. An administrative Child Study Team guide will be given to all CST members.	Laura Reigelsperger, Director of CST and Special Education	All training sessions will be completed before June 1, 2017.

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RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 7	The district did not consistently conduct all required sections of the functional assessment as a component of initial evaluations for students referred for special education and related services. Specifically, evaluation reports did not consistently contain a minimum of one structured observation by one evaluator in	issue. These training sessions are part of the weekly department meetings. An administrative Child Study Team guide will be given to all CST members.	Laura Reigelsperger, Director of CST and Special Education	All training sessions will be completed before June 1, 2017.

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Finding 8	<p>other than a testing session. Noncompliance was due to lack of implementation of district procedures.</p> <p>The district used IDEA funds to pay invoices from MOESC that were not adequately supported by records from the service provider. In particular, the monthly invoices reflected amounts for payroll related costs and administrative fees without adequate records detailing how the figures were derived and/or listings of dates, times, location, specific services and students served. Additionally, the rate charged for the</p>	<p>Board resolution dated 11/1/16 addressed all issues. Business Administrator has also communicated with MOESC regarding records to be attached to billings.</p>	<p>Maria A Parry, School Business Administrator</p>	<p>November 1, 2016</p>

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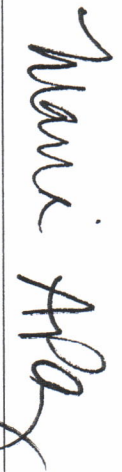
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Finding 9	administrative fee was not agreed upon under the terms of the district's contract with MOESC. Student names were included on district purchase orders and vendor invoices for out of district placements which violated student confidentiality.	Student names have been removed from purchase orders and redacted on private school placement invoices given to the school.	Maria A Parry, School Business Administrator	October 23, 2016

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Finding 10	On several occasions, the district failed to issue a purchase order prior to services being rendered (confirming order) in contravention of state regulations.	Appeal is being submitted	Maria A Parry, School Business Administrator	October 2016

Chief School Administrator

Date

Board Secretary/Business Administrator

Date