

# ATLANTIC CITY PUBLIC SCHOOLS



OFFICE OF THE SUPERINTENDENT

Phone: 609-343-7200

## Corrective Action Plan

**Corrective Action Plan Board Approval Date:** August 16, 2022

**Monitoring Type:** NJDOE Collaborative Monitoring of Federal Programs and Grants

**District:** Atlantic City School District

**County:** Atlantic

**Dates Monitored:** April 26, 27, 28 and 29, 2022

**Case Number:** CM-05-22



# **Atlantic City Board of Education Corrective Action Plan**

**Federal Grant: Title I**

**Finding Number: 1**

**Case Number: CM-05-22**

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

NAME OF SCHOOL DISTRICT: Atlantic City Public School COUNTY: Atlantic

TYPE OF EXAMINATION: NJDOE Collaborative Federal Monitoring

DATE OF BOARD MEETING: August 16, 2022

CONTACT PERSON: Dr. La'Quetta S. Small

TELEPHONE NUMBER: (609) 343-7200 ext. 5003 FAX NUMBER: (609) 345-3268

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Title I: Finding #1 The Annual School Plan (ASP) development teams throughout the district do not consistently include all stakeholder groups (e.g., administrators, instructional staff, non-instructional staff, support personnel, parents, other community members, and students, when applicable).	The district will submit evidence of established processes to ensure parents/families and community members, are included on the schoolwide planning team and in the decision-making process for how Title I, Part A funds will be spent in the district.	Through regularly scheduled District Leadership Meetings the district will provide technical assistance and monitoring of stakeholder engagement.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Michael Bird Gabrielle Caldwell Donald Harris Pamela Hennesly Principals	September 2022 - June 2023
ESEA §1114(b)(2): Schoolwide		1. Each school will identify a parent (not a school employee), a community member, and a student (high school only) to serve as a member of the Annual School Planning (ASP) as evident on		

CHIEF SCHOOL ADMINISTRATOR: Dr. La'Quetta S. Small DATE: 8/23/22

BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR: Wanda Ricketts DATE: 8/23/22

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

NAME OF SCHOOL DISTRICT: Atlantic City Public School COUNTY: Atlantic

TYPE OF EXAMINATION: NJDOE Collaborative Federal Monitoring

DATE OF BOARD MEETING: August 16, 2022

CONTACT PERSON: Dr. La'Quetta S. Small

TELEPHONE NUMBER: (609) 343-7200 ext. 5003 FAX NUMBER: (609) 345-3268

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Title I: Finding #1- Continued Programs – Schoolwide Program Plan	The district will submit evidence of established processes to ensure parents/families and community members, are included on the schoolwide planning team and in the decision-making process for how Title I, Part A funds will be spent in the district.	the agendas, sign-ins, and minutes uploaded to the ASPs	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Michael Bird Gabrielle Caldwell Donald Harris Pamela Hennelly Principals	September 2022 - June 2023
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3. The district will hold regular leadership meetings which will include these members.

Dr. L. Small 8/23/22 Wanda Ricketts 8/23/22

CHIEF SCHOOL ADMINISTRATOR      DATE      BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR      DATE

NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
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DATE OF BOARD MEETING: August 16, 2022

CONTACT PERSON: Dr. La'Quetta S. Small

TELEPHONE NUMBER: (609) 343-7200 ext. 5003 FAX NUMBER: (609) 345-3268

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Title I: Finding #1- Continued	The district will submit evidence of established processes to ensure parents/families and community members, are included on the schoolwide planning team and in the decision-making process for how Title I, Part A funds will be spent in the district.	4. The district will regularly provide and invite these members to regular end-of-cycle reporting information at quarterly board of education meetings.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Michael Bird Gabrielle Caldwell Donald Harris Pamela Hennelly Principals	September 2022 - June 2023

Dr. La'Quetta S. Small

CHIEF SCHOOL ADMINISTRATOR

8/23/22

DATE

Walter Ricketts

BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

8/23/22

DATE



# **Atlantic City Board of Education Corrective Action Plan**

**Federal Grant: Title I - SIA**

**Finding Number: 1**

**Case Number: CM-05-22**

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

NAME OF SCHOOL DISTRICT: Atlantic City Public School COUNTY: Atlantic

TYPE OF EXAMINATION: NJDOE Collaborative Federal Monitoring

DATE OF BOARD MEETING: August 16, 2022

CONTACT PERSON: Dr. La'Quetta S. Small

TELEPHONE NUMBER: (609) 343-7200 ext. 5003 FAX NUMBER: (609) 345-3268

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Title I SIA: Finding #1 The LEA did not provide documented evidence that the development of each ASP involved the participation of parents and families (non-staff), and an outside community representative(s) as stakeholders on the Annual School Planning team. Pursuant to ESEA legislation, all relevant stakeholders, including parents and families, outside community members,	The district will ensure the participation of parents and families (non-staff), students (secondary school), and community representative(s) as stakeholders on the 2022-2023 ASP planning teams.	Through regularly scheduled District Leadership Meetings the district will provide technical assistance and monitoring of stakeholder engagement.  1. Each school will identify a parent (that is not a school employee), a community member, and a student (high school only) to serve as a member of the Annual School Planning (ASP).	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Michael Bird Gabrielle Caldwell Donald Harris Pamela Hennelly Principals	September 2022 - June 2023

Dr. La'Quetta S. Small  
CHIEF SCHOOL ADMINISTRATOR

8/23/22  
DATE

Celeste Pickens  
BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

8/23/22  
DATE

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

NAME OF SCHOOL DISTRICT: Atlantic City Public School COUNTY: Atlantic

TYPE OF EXAMINATION: NJDOE Collaborative Federal Monitoring

DATE OF BOARD MEETING: August 16, 2022


CONTACT PERSON: Dr. La'Quetta S. Small

TELEPHONE NUMBER: (609) 343-7200 ext. 5003 FAX NUMBER: (609) 345-3268

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Title I SIA: Finding #1 - Continued and secondary students from served high schools, must participate actively in the development of the ASP.	The district will ensure the participation of parents and families (non-staff), students (secondary school), and community representative(s) as stakeholders on the 2022-2023 ASP planning teams.	2. Each team will invite and include these members during regularly scheduled school meetings to ensure that these members continue to be part of the monitoring and implementation of the plans.  3. The district will hold regular leadership meetings which will include these members.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Michael Bird Gabrielle Caldwell Donald Harris Pamela Hennesly Principals	September 2022 - June 2023

Citation(s):

ESEA §1111(d)(1)(B) and §1111(d)(2)(B) School Support and Improvement Activities


8/23/22 Wesley Ricketts 8/23/22  
 CHIEF SCHOOL ADMINISTRATOR BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR DATE



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

NAME OF SCHOOL DISTRICT: Atlantic City Public School COUNTY: Atlantic

TYPE OF EXAMINATION: NJDOE Collaborative Federal Monitoring

DATE OF BOARD MEETING: August 16, 2022

CONTACT PERSON: Dr. La'Quetta S. Small

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RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Title I SIA: Finding #1 - Continued	The district will ensure the participation of parents and families (non-staff), students (secondary school), and community representative(s) as stakeholders on the 2022-2023 ASP planning teams.	4. The district will regularly provide and invite these members to regular end-of-cycle reporting information at quarterly board of education meetings.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Michael Bird Gabrielle Caldwell Donald Harris Pamela Hennelly Principals	September 2022 - June 2023

CHIEF SCHOOL ADMINISTRATOR Dr. L. Small DATE 8/23/22 BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR Christa Riccio DATE 8/23/22



# **Atlantic City Board of Education Corrective Action Plan**

**Federal Grant: IDEA**

**Finding Number: 1-13**

**Case Number: CM-05-22**

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

**NAME OF SCHOOL DISTRICT:** Atlantic City Public School      **COUNTY:** Atlantic

**TYPE OF EXAMINATION:** NJDOE Collaborative Federal Monitoring

**DATE OF BOARD MEETING:** August 16, 2022

**CONTACT PERSON:** Dr. La'Quetta S. Small

**TELEPHONE NUMBER:** (609) 343-7200 ext. 5003      **FAX NUMBER:** (609) 345-3268

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 1: The district did not consistently provide parents of students referred and/or eligible for special education and related services notice of a meeting that included the purpose of the meeting.	Finding 1: The district must provide parents notice of a meeting in writing that contains all required components, early enough to ensure they have an opportunity to attend. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citations listed above.	Child Study Team will be receive professional development in September. Director will review meeting invitations and keep track on a created tracking sheet.  Director will work with IEP software to create specialized reports and notifications for IEP timelines.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Pamela Hennelly	September 2022 - June 2023

**CHIEF SCHOOL ADMINISTRATOR** *D. J. Small*      **DATE** 8/23/22

**BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR** *Wanda Lickel*      **DATE** 8/25/22

**NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
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**NAME OF SCHOOL DISTRICT:** Atlantic City Public School **COUNTY:** Atlantic

**TYPE OF EXAMINATION:** NJDOE Collaborative Federal Monitoring

**DATE OF BOARD MEETING:** August 16, 2022

**CONTACT PERSON:** Dr. La'Quetta S. Small

**TELEPHONE NUMBER:** (609) 343-7200 ext. 5003 **FAX NUMBER:** (609) 345-3268

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 2: The district did not consistently obtain written parental consent for students referred and/or eligible for special education and related services. The district did not consistently obtain parental consent prior to conducting assessments as part of an initial evaluation, prior to the implementation of the initial IEP and prior to waiving the three-year reevaluation process. In order to demonstrate correction of noncompliance the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above.	The district must obtain written parental consent prior to conducting assessments as part of an initial evaluation, prior to implementation of the initial IEP and prior to waiving the three-year reevaluation process. In order to demonstrate correction of noncompliance the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above.	Child Study Team will be receive professional development in September. Director will review meeting consent for signatures and keep track on a created tracking sheet. Director will work with IEP software to create specialized reports and digital signature options.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Pamela Hennelly Principals	September 2022 - June 2023

**CHIEF SCHOOL ADMINISTRATOR** Dr. J. Small **DATE** 8/23/22

**BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR** Crista Ricketts **DATE** 8/25/22

**NEW JERSEY DEPARTMENT OF EDUCATION  
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**CONTACT PERSON:** Dr. La'Quetta S. Small

**TELEPHONE NUMBER:** (609) 343-7200 ext. 5003 **FAX NUMBER:** (609) 345-3268

<b>RECOMMENDATION NUMBER</b>	<b>CORRECTIVE ACTION</b>	<b>METHOD OF IMPLEMENTATION</b>	<b>PERSON RESPONSIBLE FOR IMPLEMENTATION</b>	<b>COMPLETION DATE OF IMPLEMENTATION</b>
Finding 3: The district did not consistently maintain documentation of the description, frequency, duration and effectiveness of interventions. In order to demonstrate correction of noncompliance, the district must conduct training for administrators and I&RS staff and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above.	The district must ensure that when the I&RS team identifies interventions to meet the needs of a struggling learner that the team identifies and maintains documentation of the description, frequency, duration and effectiveness of the interventions. In order to demonstrate correction of noncompliance, the district must conduct training for administrators and I&RS staff and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above.	I&RS forms are being revised to document descriptions, frequency, duration and effectiveness of interventions. Professional development will be provided to the I&RS teams and administrators. Director will create an over-site spreadsheet to record random I&RS document checks and meeting reviews.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Pamela Hennelly Principals	September 2022 - June 2023

**CHIEF SCHOOL ADMINISTRATOR** *Dr. La'Quetta S. Small* **DATE** 8/23/22

**BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR** *Claudia Dickus* **DATE** 8/25/22

**NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
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RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 4: The district did not consistently conduct identification meetings within 0 calendar days of receipt of a written request for an initial evaluation for students referred for special education and related services.	The district must ensure identification meetings are conducted within 20 calendar days of receipt of a written request for an initial evaluation. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citations listed above.	Child Study Team will be receive professional development in September. Director will review meeting invitations and keep track on a created tracking sheet.  Director will work with IEP software to create specialized reports and notifications for IEP timelines.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Pamela Hennelly Principals	September 2022 - June 2023

**CHIEF SCHOOL ADMINISTRATOR** *Dr. La'Quetta S. Small* **DATE** 8/23/22

**BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR** *Quetta Licketts* **DATE** 8/25/22

**NEW JERSEY DEPARTMENT OF EDUCATION  
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**NAME OF SCHOOL DISTRICT:** Atlantic City Public School **COUNTY:** Atlantic

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**TELEPHONE NUMBER:** (609) 343-7200 ext. 5003 **FAX NUMBER:** (609) 345-3268

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 5: The district does 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 and for students referred for speech-language services. For students eligible for special education and related services, initial evaluation	The district must ensure all components of the functional assessment are conducted as part of all initial evaluations. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and speech-language specialists and develop an oversight mechanism to ensure compliance with the requirements in the citations listed above.	Child Study Team and speech-language specialists will be receive professional development in September. Director will review initial evaluation meeting notes and reports and keep track on a created tracking sheet.  Director will work with IEP software to create specialized reports and notifications for IEP timelines.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Pamela Hennelly	September 2022 - June 2023

**CHIEF SCHOOL ADMINISTRATOR** *[Signature]* **DATE** 8/23/22 **BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR** *[Signature]* **DATE** 8/25/22

**NEW JERSEY DEPARTMENT OF EDUCATION  
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Finding 5: (cont.) reports did not consistently contain observations outside of the testing situation or a teacher interview. For students eligible for speech-language services, initial evaluation reports did not consistently contain parent interviews.	The district must ensure all components of the functional assessment are conducted as part of all initial evaluations. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and speech-language specialists and develop an oversight mechanism to ensure compliance with the requirements in the citations listed above.	Child Study Team and speech-language specialists will be receive professional development in September. Director will review initial evaluation meeting notes and reports and keep track on a created tracking sheet.  Director will work with IEP software to create specialized reports and notifications for IEP timelines.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Pamela Hennelly	September 2022 - June 2023
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**CHIEF SCHOOL ADMINISTRATOR** *Dr. La'Quetta S. Small* **DATE** 8/23/22  
**BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR** *Celeste Ricketts* **DATE** 8/25/22



**NEW JERSEY DEPARTMENT OF EDUCATION  
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Finding 6:	The district must ensure a multidisciplinary evaluation is conducted for students referred for speech-language services by obtaining a written statement from the general education teacher that details the educational impact of the speech problem on the student's progress in general education. In order to demonstrate correction of noncompliance, the district must conduct training for speech-language specialists and develop an oversight mechanism to ensure compliance with the requirements in the citations listed above.	Speech-language specialists will be receive professional development in September. Director will review initial evaluation meeting notes and reports for impact statements and keep track on a created tracking sheet. Educational impact statement form will be created for classroom teacher use.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Pamela Hennelly	September 2022 - June 2023

**CHIEF SCHOOL ADMINISTRATOR** *Dr. La'Quetta S. Small* **DATE** 8/23/22

**BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR** *Celvesta Ricketts* **DATE** 8/25/22

**NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
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**NAME OF SCHOOL DISTRICT:** Atlantic City Public School **COUNTY:** Atlantic

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RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 6:	The district must ensure a multidisciplinary evaluation is conducted for students referred for speech-language services by obtaining a written statement from the general education teacher that details the educational impact of the speech problem on the student's progress in general education. In order to demonstrate correction of noncompliance, the district must conduct training for speech-language specialists and develop an oversight mechanism to ensure compliance with the requirements in the citations listed above.	(cont.) Director will work with IEP software to create specialized reports and notifications for IEP timelines.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Pamela Hennelly	September 2022 - June 2023

The district does not consistently conduct multidisciplinary initial evaluations for students referred for speech-language services by obtaining a written educational impact statement from the classroom teacher.

Dr. L. Small 8/23/22 Christa Pickett sls/bs  
**CHIEF SCHOOL ADMINISTRATOR** **DATE** **BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR** **DATE**

**NEW JERSEY DEPARTMENT OF EDUCATION  
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RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 7:  The district does not consistently document all required considerations and statements in the Individualized Education Programs (IEPs) of students eligible for special education and related services. Specifically, IEPs developed did not consistently document: <ul style="list-style-type: none"> <li>parental concerns</li> </ul>	The district must ensure each IEP contains required considerations and statements. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citations listed above. To demonstrate correction of the individual instances of noncompliance, the district must conduct annual review meetings and revise IEPs for specific students whose IEPs were identified as noncompliant.	Child Study team members will be receive professional development in September. Director will review random IEPs for parental concerns, documentation of measurable goals and objective for social studies, science, occupation therapy and speech therapy, frequency, location and duration of special education program and age 14 transition components.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Pamela Hennelly	September 2022 - June 2023

**CHIEF SCHOOL ADMINISTRATOR** *Dr. LaQuetta S. Small*      **DATE** *8/13/22*

**BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR** *C. L. Ricketts*      **DATE** *8/15/22*

**NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
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**NAME OF SCHOOL DISTRICT:** Atlantic City Public School **COUNTY:** Atlantic

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<b>RECOMMENDATION NUMBER</b>	<b>CORRECTIVE ACTION</b>	<b>METHOD OF IMPLEMENTATION</b>	<b>PERSON RESPONSIBLE FOR IMPLEMENTATION</b>	<b>COMPLETION DATE OF IMPLEMENTATION</b>
Finding 7: (cont.) <ul style="list-style-type: none"> <li>documentation of measurable goals and objective for social studies, science, occupation therapy and speech therapy</li> <li>frequency, location and duration of special education program</li> <li>age 14 transition components</li> </ul>	The district must ensure each IEP contains required considerations and statements. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citations listed above. To demonstrate correction of the individual instances of noncompliance, the district must conduct annual review meetings and revise IEPs for specific students whose IEPs were identified as noncompliant.	(cont.)  Director will review IEP components and keep track on a created tracking sheet.  Director will work with IEP software to create specialized reports and notifications for IEP timelines.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Pamela Hennelly	September 2022 - June 2023

**CHIEF SCHOOL ADMINISTRATOR** *Dr. J. Small* **DATE** 8/23/22

**BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR** *Christa Ricketts* **DATE** 8/25/22

**NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
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RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 8: The district did not consistently provide students eligible for special education and related services with written notice of graduation containing all required components within required timelines.	The district must ensure that parents/adult students are provided with written notice of graduation containing all required components prior to graduation. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above.	Child Study team members will be receive professional development in September. Director will review random IEPs of graduating students for written notice of graduating. Director will review IEP graduation components and keep track on a created tracking sheet. Director will work with IEP software to create specialized reports and notifications for IEP timelines.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Pamela Hennelly Principals	September 2022 - June 2023

**CHIEF SCHOOL ADMINISTRATOR** Dr. La'Quetta S. Small **DATE** 8/23/22

**BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR** Christa Ricketts **DATE** 8/25/22

**NEW JERSEY DEPARTMENT OF EDUCATION  
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**NAME OF SCHOOL DISTRICT:** Atlantic City Public School **COUNTY:** Atlantic

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**TELEPHONE NUMBER:** (609) 343-7200 ext. 5003 **FAX NUMBER:** (609) 345-3268

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 9:  The district does not consistently convene meetings with required participants for students referred and/or eligible for special education and related services and for students referred and/or eligible for speech-language services.	The district must ensure all meetings are conducted with required participants and documentation of participation is maintained in student records. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and speech-language specialists and develop an oversight mechanism to ensure compliance with the requirements in the citations listed above.	Child Study team members and speech-language specialists will be receive professional development in September. Director will speak to building administrators for assistance in securing substitutes for IEP meetings. Director will review random IEP participation signature sheets and keep track on a created tracking sheet.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Pamela Hennelly Principals	September 2022 - June 2023

**CHIEF SCHOOL ADMINISTRATOR** Dr. L. Small **DATE** 8/23/22 **BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR** Christie Lickert **DATE** 8/25/22

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

**NAME OF SCHOOL DISTRICT:** Atlantic City Public School      **COUNTY:** Atlantic

**TYPE OF EXAMINATION:** NJDOE Collaborative Federal Monitoring

**DATE OF BOARD MEETING:** August 16, 2022

**CONTACT PERSON:** Dr. La'Quetta S. Small

**TELEPHONE NUMBER:** (609) 343-7200 ext. 5003      **FAX NUMBER:** (609) 345-3268

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 9:  The district does not consistently convene meetings with required participants for students referred and/or eligible for special education and related services and for students referred and/or eligible for speech-language services.	The district must ensure all meetings are conducted with required participants and documentation of participation is maintained in student records. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and speech-language specialists and develop an oversight mechanism to ensure compliance with the requirements in the citations listed above.	(cont.)  Director will work with IEP software to create specialized reports and notifications for IEP timelines.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Pamela Hennelly Principals	September 2022 - June 2023

**CHIEF SCHOOL ADMINISTRATOR** *[Signature]*      **DATE** 8/23/22      **BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR** *[Signature]*      **DATE** 8/25/22

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

**NAME OF SCHOOL DISTRICT:** Atlantic City Public School **COUNTY:** Atlantic

**TYPE OF EXAMINATION:** NJDOE Collaborative Federal Monitoring

**DATE OF BOARD MEETING:** August 16, 2022

**CONTACT PERSON:** Dr. La'Quetta S. Small

**TELEPHONE NUMBER:** (609) 343-7200 ext. 5003 **FAX NUMBER:** (609) 345-3268

<b>RECOMMENDATION NUMBER</b>	<b>CORRECTIVE ACTION</b>	<b>METHOD OF IMPLEMENTATION</b>	<b>PERSON RESPONSIBLE FOR IMPLEMENTATION</b>	<b>COMPLETION DATE OF IMPLEMENTATION</b>
Finding 10:	The district must ensure that IEP meetings are conducted annually or more often if necessary, to review and revise the IEP. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above.	Child Study team members and speech-language specialists will be receive professional development in September. Director will review random IEP annual review dates and keep track on a created tracking sheet.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Pamela Hennelly	September 2022 - June 2023
The district does not consistently conduct annual review meetings within required timelines for students eligible for special education and related services.		Director will work with IEP software to create specialized reports and notifications for IEP timelines.		

Dr. La'Quetta S. Small 8/23/22 La'Quetta S. Small 8/23/22

**CHIEF SCHOOL ADMINISTRATOR** **DATE** **BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR** **DATE**



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

**NAME OF SCHOOL DISTRICT:** Atlantic City Public School **COUNTY:** Atlantic

**TYPE OF EXAMINATION:** NIDOE Collaborative Federal Monitoring

**DATE OF BOARD MEETING:** August 16, 2022

**CONTACT PERSON:** Dr. La'Quetta S. Small

**TELEPHONE NUMBER:** (609) 343-7200 ext. 5003 **FAX NUMBER:** (609) 345-3268

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 11: The district does not consistently ensure child study team participation at the planning conference for students transitioning from an early intervention program to preschool.	The district must ensure at least one child study team member attends planning conferences for students transitioning from an early intervention program to preschool and documentation of that participation is maintained in students' records. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above.	Child Study team members will be receive professional development in September. Director will review random preschool transition meeting sign-in sheets and keep track on a created tracking sheet. Director will work with IEP software to create specialized reports and notifications for IEP timelines.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Pamela Hennelly	September 2022 - June 2023

**CHIEF SCHOOL ADMINISTRATOR** Dr. La'Quetta S. Small **DATE** 8/23/22  
**BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR** Alwata Ricketts **DATE** 8/23/22

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

**NAME OF SCHOOL DISTRICT:** Atlantic City Public School **COUNTY:** Atlantic

**TYPE OF EXAMINATION:** NJDOE Collaborative Federal Monitoring

**DATE OF BOARD MEETING:** August 16, 2022

**CONTACT PERSON:** Dr. La'Quetta S. Small

**TELEPHONE NUMBER:** (609) 343-7200 ext. 5003 **FAX NUMBER:** (609) 345-3268

<b>RECOMMENDATION NUMBER</b>	<b>CORRECTIVE ACTION</b>	<b>METHOD OF IMPLEMENTATION</b>	<b>PERSON RESPONSIBLE FOR IMPLEMENTATION</b>	<b>COMPLETION DATE OF IMPLEMENTATION</b>
Finding 12: The district does not have a special education parent advisory group to provide input to the district on issues concerning students with disabilities.	The district must ensure a special education parent advisory group is in place. In order to demonstrate correction of noncompliance, the district must organize and establish a parent advisory group	Parent Advisory Group meetings, for the year, will be planned during the summer. the special education department will work in conjunction with the Parent Center to facilitate the meetings throughout the year. Director will work with the special education coordinator to keep sign-in sheets and agendas from the meetings. Surveys will also be conducted for future topics/interests.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Pamela Hennelly	September 2022 - June 2023

**CHIEF SCHOOL ADMINISTRATOR** Dr. La'Quetta S. Small **DATE** 8/23/22

**BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR** Celuta Ricketts **DATE** 8/25/22

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

**NAME OF SCHOOL DISTRICT:** Atlantic City Public School **COUNTY:** Atlantic

**TYPE OF EXAMINATION:** NJDOE Collaborative Federal Monitoring

**DATE OF BOARD MEETING:** August 16, 2022

**CONTACT PERSON:** Dr. La'Quetta S. Small

**TELEPHONE NUMBER:** (609) 343-7200 ext. 5003 **FAX NUMBER:** (609) 345-3268

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 13: The district does not conduct Child Find activities to locate and identify students age 3 through 21 who may need special education services.	The district must ensure Child Find information is posted and made available to parents throughout the community who may suspect their child is in need of special education services. In order to demonstrate correction of noncompliance, the district must develop an oversight mechanism to ensure compliance with the requirements in the	District website has been updated to include all required information. Student Services department will create posters to hang in pediatrician offices, libraries and other public areas for viewing. Director will work with the student services department to maintain a list of all public areas Child Find posters have been hung and checked periodically throughout the year.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Pamela Hennelly	September 2022 - June 2023

**CHIEF SCHOOL ADMINISTRATOR** *Dr. La'Quetta S. Small* **DATE** 8/23/22  
**BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR** *C. Wick* **DATE** 8/23/22



# **Atlantic City Board of Education Corrective Action Plan**

**Federal Grant: IDEA Grant**

**Finding Number: 1**

**Case Number: CM-05-22**

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

**NAME OF SCHOOL DISTRICT:** Atlantic City Public School      **COUNTY:** Atlantic

**TYPE OF EXAMINATION:** NJDOE Collaborative Federal Monitoring

**DATE OF BOARD MEETING:** August 16, 2022

**CONTACT PERSON:** Dr. La'Quetta S. Small

**TELEPHONE NUMBER:** (609) 343-7200 ext. 5003      **FAX NUMBER:** (609) 345-3268

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 1:  The district does not consistently document nonpublic IDEA services in Individualized Service Plans (ISP). As a result, it could not be determined whether appropriate services are being provided or whether proper accounting of the expenditure of IDEA funds is occurring.	IDEA nonpublic services must be listed in the ISPs and documented services must match the services listed in the approved IDEA grant application. The district must develop procedures to ensure ISPs document services provided through IDEA funds. A special education monitor will conduct activities to verify the development and implementation of the procedures.	IEPs that were written for private schools will be rewritten as an ISP. ISP software will be purchased for compliance. Director will research ISP software and purchase appropriate software or add on to current software. Director will create a spreadsheet of students in private schools with all yearly dates, review ISPs and track compliance.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Pamela Hennelly	September 2022 - June 2023

**CHIEF SCHOOL ADMINISTRATOR** Dr. La'Quetta S. Small      **DATE** 8/25/22

**BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR** Crista Lickets      **DATE** 8/25/22

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

**NAME OF SCHOOL DISTRICT:** Atlantic City Public School      **COUNTY:** Atlantic

**TYPE OF EXAMINATION:** NIDOE Collaborative Federal Monitoring

**DATE OF BOARD MEETING:** August 16, 2022

**CONTACT PERSON:** Dr. La'Quetta S. Small

**TELEPHONE NUMBER:** (609) 343-7200 ext. 5003      **FAX NUMBER:** (609) 345-3268

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	IBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
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Finding #1 The district did not have formal written procedures which address Uniform Grant Guidance requirements, such as: determining the allowability of costs in accordance with federal cost principles and the terms and conditions of the federal award. The mandatory disclosure of all violations of federal criminal law involving fraud, bribery or gratuity violations potentially affecting the federal award.	The district must implement a process to ensure that appropriations of all federal grants are recorded appropriately in the financial records.	The district will develop formal written procedures to ensure that appropriations of all Federal grants are recorded in the financial records in compliance with the Uniform Grant Guidance requirements. Procedures will also be included in the district's purchasing manual.	Dr. La'Quetta S. Small Dr. Lakecia Hyman Atiba Rose Celeste Ricketts	September 30, 2022
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**CHIEF SCHOOL ADMINISTRATOR** *Dr. La'Quetta S. Small*      **DATE** *8/25/22*

**BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR** *Celeste Ricketts*      **DATE** *8/25/22*