

BURLINGTON TWP BD OF ED-00500620 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	BURLINGTON TWP BD OF ED-00500620	806	03/24/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 03/20/2025 05:05 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PAT GOULD 02/24/2025 08:46 AM				
	<p>All staff at the Young School will have Civil Rights training at the beginning of the school year, each year. This will be documented, dated and signed by each staff member.</p> <p>For the remainder of this current school year all staff will be given the Civil Rights handout that is obtained through SNEARS.</p>				
	<p>Flagged by Genel Cook-Wright 02/21/2025 02:42 PM</p> <p>Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found in SNEARS.</p> <p>Teachers/Paraprofessionals who interact with program participants in the classroom must receive annual civil rights training. There was no documentation on file to confirm that this training was received.</p> <p>Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p>Indicate the date of implementation.</p>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	BURLINGTON TWP BD OF ED-00500620	1219	03/24/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 03/20/2025 05:05 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Nicholas Bice 03/14/2025 03:36 PM				
	Beginning with the 2025-2026 school year, teachers/paraprofessionals serving and claiming meals in the classroom will complete annual professional standard training. The SFA will determine the best training method to accomplish this requirement for the teachers/paraprofessionals and documentation will be maintained to confirm the training was received.				
	<p>Flagged by Genel Cook-Wright 02/21/2025 02:42 PM</p> <p>Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: https://theicn.org/.</p> <p>Teachers/Paraprofessionals serving and claiming meals in the classroom must receive at least 4 hours of annual training specifically related to their jobs duties. There was no documentation on file to confirm that the training was received.</p> <p>Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	B. BERNICE YOUNG ELEM SCH-862	13	03/24/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 03/20/2025 04:55 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PAT GOULD 02/24/2025 08:38 AM				
	<p>The Date Of Implementation - 2/19/2025</p> <p>Kitchen Staff will be distributing meals to the students and giving them each their meal, a milk and a fruit.</p> <p>This started the second day of our review after it was brought to my attention that this was being done incorrectly.</p> <p>Thank you for clarifying the correct procedure.</p>				
Corrective Action History	Flagged by Genel Cook-Wright 02/21/2025 02:42 PM				
	At lunch Offer Versus Serve is not an option for pre-school age students. All students must get all five components.				
	During the on-site meal observation, three preschool students did not take the milk component. The SA informed the FSD that all five components must be served to Pre-K students.				
	Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool - Site) (1502H)	B. BERNICE YOUNG ELEM SCH-862	1502	03/24/2025	CAP Accepted

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	CAP Accepted				
	Corrective Action Plan: Submitted by PAT GOULD 02/24/2025 08:46 AM				
Corrective Action History	Date of Implementation: Immediately, 2-19-2025				
	As soon as we were told a separate production record must be kept for all Pre-K breakfast and lunch it was done.				
	Moving forward we are aware that a production record must be kept for Pre-K as well as a separate one for K-1.				
Corrective Action History	Flagged by Genel Cook-Wright 02/21/2025 02:43 PM				
	During the on-site review, the SFA did not provide separate production records for Pre-K students. Pre-K reimbursable meals were included in the K-1 production records.				
	Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				

Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged