

## LONG BRANCH BD OF ED-02502770 - 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)	LONG BRANCH BD OF ED-02502770	806		CAP Accepted	
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 12/15/2025 12:32 PM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Lorraine Potter 12/04/2025 08:09 AM					
	<p>I advised my supervisors on November 21, 2025, in writing that the Civil Rights training needs to be done before September 30 of each year. That it is a mandatory annual training.</p> <p>I will keep track of the training dates and times for each individual involved.</p>					
<b>Corrective Action History</b>	Flagged by Corinne Santos-Hernandez 12/01/2025 10:29 AM					
	<p>The administrative review identified that the mandatory annual civil rights training was not completed by September 30th for all required staff, including board office personnel with access to student meal information. 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. 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>					
	Professional Standards	Professional Standards (Off-Site Assessment Tool) (1200H)	LONG BRANCH BD OF ED-02502770	1208		CAP Accepted
	<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 12/15/2025 12:32 PM				
CAP Accepted						
Corrective Action Plan: Submitted by Lorraine Potter 12/04/2025 08:10 AM						
<p>I had advised my supervisors on November 25, 2025, via email - when they do a state training to let me know so that I can complete each board office employee's training in The Primero Edge Teamwork training tracker tool. I will also keep records of each person's training so that this will not reoccur in the future</p>						
<b>Corrective Action History</b>	Flagged by Corinne Santos-Hernandez 12/01/2025 10:29 AM					
	<p>SFAs must track and record the annual training hours completed by each board office employee who interact with program participants or applicants. At a minimum, records should list the employee name, training title, topics/objectives, training source, dates and total training hours to demonstrate training completion. The Primero Edge Teamwork training tracker tool (accessed through SOARS) can be used. 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>					

### **Report Selections**

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