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JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Colleen Frawley  
Director of Special Education  
(315) 689-8500x5042  
cfrawley@jecsd.org

TO: Mr. James Froio, Superintendent  
Members of the Board of Education

FROM: Colleen Frawley, Director of Special Education 

RE: CSE Determinations for January 16, 2019 Board Meeting

DATE: January 9, 2019

December 14, 2018 CSE Determinations  
Reevaluation Review Meeting

- **Case # 2816** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is that this student does not qualify for Special Education Services.

Requested Review Meeting

- **Case # 2866** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is that all current supports and services are appropriate at this time.

Requested Review Meeting

- **Case # 3043** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to change this student's classification to Other Health Impaired and add Resource Room 5 times per week, Additional Adult Support 5 times per week, Occupational Therapy 2 times per week, and remove Speech Therapy. All other supports and services are appropriate at this time.

December 18, 2018 CSE Determinations  
Reevaluation Review Meeting

- **Case # 2883** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is that all current supports and services are appropriate at this time.

Reevaluation Review Meeting

- **Case # 2657** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to classify this student as Intellectually Disabled and ass Special Class 12:1+1 5 times per week. All other supports and services are appropriate at this time.

Reevaluation Review Meeting

- **Case # 2868** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is that all current supports and services are appropriate.

Reevaluation Review Meeting

- **Case # 2643** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to adjust the location for this students services. All other supports and services are appropriate.

Reevaluation Review Meeting

- **Case # 2689** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is that all current supports and services are appropriate.

December 19, 2018 CSE Determinations

Requested Review Meeting

- **Case # 2347** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Resource Room one time every other day and Special Education Consultant Teacher Indirect. All other supports and services are appropriate at this time.

Requested Review Meeting

- **Case # 2626** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is that all current supports and services are appropriate.

December 19, 2018 CPSE Determinations

Initial Eligibility Determination Meeting

- **Case # 3054** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to classify this student as a Preschooler with a Disability and add Speech Therapy 3 times per week. All other supports and services are appropriate at this time.

Initial Eligibility Determination Meeting

- **Case # 3055** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to classify this student as a Preschooler with a Disability and add Speech Therapy 3 times per week. All other supports and services are appropriate at this time.

Agreement/No Meeting

- **Case # 2940** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to change the ratio for this student's related service. All other supports and services are appropriate at this time.

December 20, 2018 CSE Determinations

Requested Review Meeting

- **Case # 3042** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to change this student's program to Special Class 6:1+1 5 times per week. All other supports and services are appropriate at this time.

December 21, 2018 CPSE Determinations

Requested Review Meeting

- **Case # 2959** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Special Class Inclusive Setting 5 times per week, 1:1 Aide 5 times per week, Speech Therapy 2 times per week, Occupational Therapy 4 times per week, and Physical Therapy 2 times per week. All other supports and services are appropriate at this time.

Initial Eligibility Determination Meeting

- **Case # 3056** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to classify this student as a Preschooler with a Disability and add Speech Therapy 2 times per week and Occupational Therapy 3 times per week. All other supports and services are appropriate at this time.

Initial Eligibility Determination Meeting

- **Case # 3057** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to classify this student as a Preschooler with a Disability and add Speech Therapy 2 times per week and Occupational Therapy 2 times per week. All other supports and services are appropriate at this time.

January 3, 2019 CSE Determinations

Requested Review Meeting

- **Case # 2191** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is that all current supports and services are appropriate at this time.

January 4, 2019 CPSE Determinations

Requested Review Meeting

- **Case # 2978** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to change the delivery of this student's related services. All other supports and services are appropriate at this time.



JAMES FROIO  
JORDAN-ELBRIDGE CSD  
PO BOX 902  
JORDAN, NY 13080

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FINGERPRINT CLEARANCE

FOR EMPLOYMENT

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This is a notice that on 01/03/2019, **JESSE D DOLPH** filed his/her fingerprints with the New York State Education Department and has been cleared for employment in your school. Please note that this clearance is valid only for your school and may not be used for any other purpose, including but not limited to, employment at another school or institution. If your school no longer employs **JESSE D DOLPH**, you are required pursuant to Education Law and Regulations to notify OSPRA. Such notice should be made by submitting an online employment termination request or by filing a paper OSPRA 105 form, which is available on the OSPRA website.

**DEBORAH A. MARRIOTT**  
OSPRA Fingerprinting Unit

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| Jordan Elbridge Central Schools |                            |        |              |             |  |                            |
|---------------------------------|----------------------------|--------|--------------|-------------|--|----------------------------|
| Date                            | Activity<br>Warrant Number | Checks | Transactions | Check No's  | Findings   | Recommendations            |
| 12/13/2018                      | A-30                       | 7      | 7            | 22722-22728 | No Discrepancies Noted   | Checks Released            |
| 12/13/2018                      | A-30                       | 1      | 1            | 22729       | PO Dated 11/19/18 Invoice dated 11/12/18                                   | Check Released             |
| 12/13/2018                      | A-30                       | 28     | 28           | 22730-22757 | No Discrepancies Noted   | Checks Released            |
| 12/13/2018                      | A-30                       | 1      | 1            | 22758       | PO Dated 10/19/18 Date ordered 09/13/18                                    | Check Released             |
| 12/13/2018                      | A-30                       | 4      | 4            | 22759-22762 | No Discrepancies Noted   | Checks Released            |
| 12/13/2018                      | A-30                       | 1      | 1            | 22763       | PO Dated 11/01/18- Invoice IB Program dated 06/05/18                       | Check Released             |
| 12/13/2018                      | A-30                       | 56     | 56           | 22764-22819 | No Discrepancies Noted   | Checks Released            |
| 12/13/2018                      | A-30                       | 1      | 1            | 22820       | PO Dated 11/29/18 created to reference and pay past due invoices from 2017 | Check Released             |
| 12/13/2018                      | A-30                       | 9      | 9            | 22821-22829 | No Discrepancies Noted   | Checks Released            |
| 12/13/2018                      | A-31                       | 1      | 1            | 1633601     | No Discrepancies Noted   | Wire Transaction- DS pymnt |
| 12/13/2018                      | C-5                        | 2      | 2            | 95-96       | No Discrepancies Noted   | Checks Released            |
| 12/13/2018                      | F-7                        | 3      | 3            | 286-288     | No Discrepancies Noted   | Checks Released            |
| 12/13/2018                      | H-9                        | 3      | 3            | 50395-50397 | No Discrepancies Noted   | Checks Released            |
| 12/13/2018                      | T-13                       |        |              | 71636       | Voided check   |                            |
| 12/27/2018                      |                            |        |              | 21332       | Voided Check reissued ck322839   |                            |
| 12/27/2018                      |                            |        |              | 21565       | Voided Check reissued ck 22913   |                            |
| 12/27/2018                      |                            |        |              | 22326       | Voided Check   |                            |
| 12/27/2018                      | A-32                       | 14     | 14           | 22830-22843 | No Discrepancies Noted   | Checks Released            |
| 12/27/2018                      | A-32                       | 1      | 1            | 22844       | PO dated 11/01/18 Service performed 10/01/18                               | Check Released             |
| 12/27/2018                      | A-32                       | 37     | 37           | 22845-22881 | No Discrepancies Noted   | Checks Released            |
| 12/27/2018                      | A-32                       | 1      | 1            | 22882       | po dated 12/10/18 invoice dated 12/07/18                                   | Check Released             |
| 12/27/2018                      | A-32                       | 5      | 5            | 22883-22887 | No Discrepancies Noted   | Checks Released            |
| 12/27/2018                      | A-32                       | 1      | 1            | 22888       | po dated 11/01/18 Service performed September and October                  | Check Released             |
| 12/27/2018                      | A-32                       | 3      | 3            | 22889-22891 | No Discrepancies Noted   | Checks Released            |
| 12/27/2018                      | A-32                       | 1      | 1            | 22892       | po dated 11/07/18 invoice dated 10/11/18 date of service 12/04/18          | Check Released             |
| 12/27/2018                      | A-32                       | 13     | 13           | 22893-22905 | No Discrepancies Noted   | Checks Released            |
| 12/27/2018                      | A-32                       | 1      | 1            | 22906       | po dated 12/07/18 work order created 12/05/18                              | Check Released             |
| 12/27/2018                      | A-32                       | 4      | 4            | 22907-22910 | No Discrepancies Noted   | Checks Released            |
| 12/27/2018                      | A-32                       | 1      | 1            | 22911       | po dated 12/19/18 date of receipt 12/13/18                                 | Check Released             |
| 12/27/2018                      | A-32                       | 5      | 5            | 22912-22916 | No Discrepancies Noted   | Checks Released            |
| 12/27/2018                      | A-34                       | 1      | 1            | 1633601     | same number 1633601 used as transaction of 12/13/18 DS payment             | Wire Transaction- CC pymnt |
| 12/27/2018                      | C-6                        | 1      | 1            | 97          | po dated 11/29/18 date ordered 11/28/18                                    | Check Released             |
| 12/27/2018                      | F-8                        | 2      | 2            | 289-290     | No Discrepancies Noted   | Checks Released            |

|            |      |   |   |       |                        |                |
|------------|------|---|---|-------|------------------------|----------------|
| 12/27/2018 | H-10 | 1 | 1 | 50398 | No Discrepancies Noted | Check Released |
|------------|------|---|---|-------|------------------------|----------------|

| <b>Jordan Elbridge Central Schools</b> |                 |               |                     |                   |  |                        |
|--|-----------------|---------------|---------------------|-------------------|--|------------------------|
| <b>Date</b>                            | <b>Activity</b> | <b>Checks</b> | <b>Transactions</b> | <b>Check No's</b> | <b>Findings</b>  | <b>Recommendations</b> |
| 11/15/2018                             | A-24            | 17            | 17                  | 22525-22541       | No Discrepancies Noted   | Checks Released        |
| 11/15/2018                             | A-24            | 1             | 1                   | 22542             | Order dated 10/12/18 PO Dated 10/17/18 Invoice dated 11/01/18  | Check Released         |
| 11/15/2018                             | A-24            | 41            | 41                  | 22543-22583       | No Discrepancies Noted   | Checks Released        |
| 11/15/2018                             | A-24            | 1             | 1                   | 22584             | Ship date reflects 10/05/18 PO Dated 10/09/18 Invoice dated 10/23/18   | Check Released         |
| 11/15/2018                             | A-24            | 9             | 9                   | 22585-22593       | No Discrepancies Noted   | Checks Released        |
| 11/15/2018                             | A-24            | 1             | 1                   | 22594             | PO Dated 11/6/18 Conference registration receipt reflect 11/05/18  | Check Released         |
| 11/15/2018                             | A-24            | 1             | 1                   | 22595             | No Discrepancies Noted   | Checks Released        |
| 11/15/2018                             | A-24            | 1             | 1                   | 22596             | PO Dated 11/05/10 - 2019 NYS SBA Membership invoice dated 11/01/18   | Check Released         |
| 11/15/2018                             | A-24            | 5             | 5                   | 22597-22601       | No Discrepancies Noted   | Checks Released        |
| 11/15/2018                             | A-24            | 1             | 1                   | 22602             | PO Dated 10/24/18-Customer Agreement dated 7/6/18 signed 10/22/18  | Check Released         |
| 11/15/2018                             | A-24            | 8             | 8                   | 22603-22610       | No Discrepancies Noted   | Checks Released        |
| 11/15/2018                             | A-24            | 1             | 1                   | 22611             | PO Dated 09/18/18 Conference registration receipt reflect 09/12/18   | Check Released         |
| 11/15/2018                             | A-24            | 7             | 7                   | 22612-22618       | No Discrepancies Noted   | Checks Released        |
| 11/15/2018                             | A-24            | 1             | 1                   | 22619             | PO Dated 10/30/19-- Invoice for Activity dated 10/19/18  | Check Released         |
| 11/15/2018                             | A-24            | 3             | 3                   | 22620-22622       | No Discrepancies Noted   | Checks Released        |
| 11/15/2018                             | A-24            | 1             | 1                   | 22623             | PO Dated 10/25/18 Invoice dated 10/24/18   | Check Released         |
| 11/15/2018                             | A-24            | 5             | 5                   | 22624-22628       | No Discrepancies Noted   | Checks Released        |
| 11/15/2018                             | A-24            | 1             | 1                   | 22629             | PO Dated 10/01/18- Inv dated 09/30/18  | Check Released         |
| 11/15/2018                             | A-24            | 17            | 17                  | 22630-22646       | No Discrepancies Noted   | Checks Released        |
| 11/15/2018                             | C-3             | 1             | 1                   | 88                | No Discrepancies Noted   | Checks Released        |
| 11/15/2018                             | C-3             | 1             | 1                   | 89                | PO Dated 09/4/19 for 1,500.00 requested PO to be increased to 2,351.65 estimated costs low   | Check Released         |
| 11/15/2018                             | C-3             | 1             | 1                   | 90                | PO Dated 09/24/18 - 1 invoice reflects request date of 09/21/18 with invoice date of 09/30/18- 2nd invoice has no issues request date and invoice dated are after date of PO | Check Released         |
| 11/15/2018                             | C-3             | 2             | 2                   | 91 -92            | No Discrepancies Noted   | Checks Released        |
| 11/15/2018                             | F-5             | 4             | 4                   | 275-278           | No Discrepancies Noted   | Checks Released        |
| 11/15/2018                             | H-7             | 5             | 5                   | 50386-50390       | No Discrepancies Noted   | Checks Released        |
| 11/15/2018                             | T-10            | 1             | 1                   | 71614             | No Discrepancies Noted   | Check Released         |
| 11/29/2018                             | A-27            | 10            | 10                  | 22647-22653       | No Discrepancies Noted   | Checks Released        |
| 11/29/2018                             | A-27            | 1             | 1                   | 22657             | Invoice date prior to date of PO   | Check Released         |
| 11/29/2018                             | A-27            | 4             | 4                   | 22658-22661       | No Discrepancies Noted   | Checks Released        |

|            |      |    |    |             |   |                            |
|------------|------|----|----|-------------|---|----------------------------|
| 11/29/2018 | A-27 | 1  | 1  | 22662       | Invoice date prior to date of PO                        | Check Released             |
| 11/29/2018 | A-27 | 17 | 17 | 22663-22679 | No Discrepancies Noted                                  | Checks Released            |
| 11/29/2018 | A-27 | 1  | 1  | 22680       | invoice dated 10/31/18 -PO Dated 11/01/18               | Check Released             |
| 11/29/2018 | A-27 | 7  | 7  | 22681-22687 | No Discrepancies Noted                                  | Checks Released            |
| 11/29/2018 | A-27 | 1  | 1  | 22688       | Invoice dated 11/01/18 PO Dated 11/14/18                | Check Released             |
| 11/29/2018 | A-27 | 33 | 33 | 22689-22721 | No Discrepancies Noted                                  | Checks Released            |
| 11/29/2018 | A-26 | 1  | 1  | 1633599     | No Discrepancies Noted                                  | Wire Transaction- CC pymnt |
| 11/29/2018 | A-28 | 1  | 1  | 163300      | No Discrepancies Noted                                  | Wire Transaction-DS Pymnt  |
| 11/29/2018 | F-6  | 2  | 2  | 279-280     | No Discrepancies Noted                                  | Checks Released            |
| 11/29/2018 | F-6  | 2  | 2  | 281-282     | Inv dated 10/01/18 PO Dated 11/6/18; Inv dated 09/30/18 | Checks Released            |
| 11/29/2018 | F-6  | 3  | 3  | 283-285     | No Discrepancies Noted                                  | Checks Released            |
| 11/29/2018 | C-4  | 2  | 2  | 93-94       | No Discrepancies Noted                                  | Checks Released            |
| 11/29/2018 | H-8  | 4  | 4  | 50391-50394 | No Discrepancies Noted                                  | Checks Released            |






## JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

District Office: 9 Chappell Street, Jordan, NY 13080 • Mail: P.O. Box 902, Jordan, NY 13080  
T: (315) 689-8500 • F: (315) 689-0084 • www.jecsd.org

TO: Board of Education  
James Froio, Superintendent

FROM: Roxanne Miller, Treasurer 

RE: Corrective Action Plan  
2017-18 Extracurricular Activity Funds audit

DATE: January 4, 2019

In connection with the auditors' findings and evaluation received from Raymond F. Wager, CPA, P.C. for the audit of the Extraclassroom Activity Funds for the fiscal year ended June 30, 2018 the following Corrective Action Plan will be implemented.

### **Profit and Loss Statements –**

Observation: One instance in the Class of 2018, three instances in the Class of 2019, one instance in the Class of 2021, one instance in the JE Musical Players Club, and one instance in the High School Yearbook profit and loss statements were not prepared. Also, some of the items listed on the profit and loss statements which were prepared, could not always be clearly traced to the general ledger.

Corrective Action Plan: The District Treasurer and Principals will provide direction to the Faculty Advisors to assist the Student Treasurer in preparing profit and loss statements at the close of each fund-raising event. The Central Treasurer will be directed to retain these statements and trace deposits and disbursements to the general ledger.

### **Disbursements -**

#### Observations:

1. There was one instance in the Class of 2018, one instance in the Art Club, and one instance in the High School Yearbook where the payment order lacked one or more of the three required authorizing signatures.
2. There was one instance in the Middle School Honor Society where disbursements lacked sufficient supporting documentation such as an original vendor invoice or receipt.

Correction Action Plan: The Central Treasurer's will be directed to require all 3 authorizing signatures and appropriate supporting documentation prior to checks being processed.

### **Gift Cards, Gifts, and Donations -**

Observation: the Student Council, Class of 2019, and the Art Club purchased gift cards and/or gifts during the year. There was no indication that a majority of the club members approved these purchases. In addition, the Class of 2019 had no signed documentation by the recipients acknowledging receipt.

Corrective Action Plan: The Central Treasurer's will notify their advisors of the requirement to document the club members approval of gift cards and/or donations, and

that signatures must be obtained from the recipient acknowledging receipt of such. In addition, a template will be developed to assist the student secretaries in preparing meeting minutes.

**Receipts -**

Observation: The Advisor for the Class of 2021 took cash receipts home before they were submitted to the Central Treasurer for deposit.

Corrective Action Plan: The District Treasurer will remind all Faculty Advisors that cash receipts must be properly safeguarded on District property and submitted in a timely manner to the Central Treasurer for deposit.

**Student Involvement –**

Observation: Students were not involved in the preparation of profit and loss statements for the Class of 2021 and the Middle School Musical.

Corrective Action Plan: The District Treasurer and Principals will remind all faculty advisors that the Student Treasurer should be directly involved in all financial transactions of the organization including the preparation of profit and loss statements for all fundraisers.



JAMES FROIO  
JORDAN-ELBRIDGE CSD  
PO BOX 902  
JORDAN, NY 13080

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This is a notice that on 01/09/2019, **KAITAYA M BARRETT** filed his/her fingerprints with the New York State Education Department and has been cleared for employment in your school. Please note that this clearance is valid only for your school and may not be used for any other purpose, including but not limited to, employment at another school or institution. If your school no longer employs **KAITAYA M BARRETT**, you are required pursuant to Education Law and Regulations to notify OSPRA. Such notice should be made by submitting an online employment termination request or by filing a paper OSPRA 105 form, which is available on the OSPRA website.

**DEBORAH A. MARRIOTT**  
OSPRA Fingerprinting Unit

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This is a notice that on 12/05/2018, **MITCHELL POLLOCK** filed his/her fingerprints with the New York State Education Department and has been cleared for employment in your school. Please note that this clearance is valid only for your school and may not be used for any other purpose, including but not limited to, employment at another school or institution. If your school no longer employs **MITCHELL POLLOCK**, you are required pursuant to Education Law and Regulations to notify OSPRA. Such notice should be made by submitting an online employment termination request or by filing a paper OSPRA 105 form, which is available on the OSPRA website.

**DEBORAH A. MARRIOTT**  
OSPRA Fingerprinting Unit

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