



State of New Jersey  
DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

KIMBERLEY HARRINGTON  
Acting Commissioner

March 17, 2017

Mr. Paul Saxton, Superintendent  
Oradell Public School District  
350 Prospect Avenue  
Oradell, NJ 07649

Dear Mr. Saxton:

The New Jersey Department of Education has completed a review of funds received and disbursed from one or more federal programs by the **Oradell Public School District**. The funding source reviewed was the Individuals with Disabilities Education Act. The review covered the period July 1, 2015 through January 31, 2017. The resulting report is enclosed. Please provide a copy of the report to each board member. All issued Consolidated Monitoring Reports will be posted on the department's website at <http://www.state.nj.us/education/compliance/monitor/>.

Utilizing the process outlined in the attached "Procedures for LEA/Agency Response, Corrective Action Plan and Appeal Process," the Oradell Public School District is required, pursuant to N.J.A.C. 6A:23A-5.6, to publicly review and discuss the findings in this report at a public board meeting no later than 30 days after receipt of the report. Within 30 days of the public meeting, the board must adopt a resolution certifying that the findings were discussed in a public meeting and approving a corrective action plan which addresses the issues raised in the undisputed findings and/or an appeal of any **monetary** findings in dispute (emphasis added). A copy of the resolution and the approved corrective action plan and/or appeal must be sent to this office within 10 days of adoption by the board. Direct your response to my attention.

Also, pursuant to N.J.A.C. 6A:23A-5.6(c), you must post the findings of the report and the board's corrective action plan on your district's website.

By copy of this report, your auditor is requested to comment on all areas of noncompliance and recommendations in the next certified audit submitted to the New Jersey Department of Education. If you have any questions, please contact Steven Hoffmann at (973) 621-2750.

Sincerely,

Robert J. Cicchino, Director  
Office of Fiscal Accountability and Compliance

RJC/SH/dk:Oradell Public School District CM Cover Ltr. .doc  
Enclosures

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**STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION  
PO BOX 500  
TRENTON, NJ 08625-0500**

**ORADELL PUBLIC SCHOOL DISTRICT**  
350 PROSPECT AVENUE  
ORADELL, NJ 07649  
PHONE: (201) 261-1180



*New Jersey K-12 Education*

**CONSOLIDATED MONITORING REPORT  
MARCH 2017**

**District:** Oradell Public School District  
**County:** Bergen  
**Dates On-Site:** February 27, 2017  
**Case #:** CM-003-16

**FUNDING SOURCES**

IDEA Basic		\$181,415
IDEA Preschool		13,235
	Total Funds	<u>\$194,650</u>

**ORADELL PUBLIC SCHOOL DISTRICT  
CONSOLIDATED MONITORING REPORT  
MARCH 2017**

**BACKGROUND**

The Elementary and Secondary Education Act (ESEA) and the Individuals with Disabilities Act (IDEA) and other federal laws require that districts provide programs and services based on the requirements specified in each of the authorizing statutes (i.e., ESEA, IDEA, and Carl D. Perkins). The laws further require that state education agencies such as the New Jersey Department of Education (NJDOE) monitor the implementation of federal programs by sub recipients and determine whether the funds are being used by the district for their intended purpose and achieving the overall objectives of the funding initiatives. Due to the impending implementation of new Every Student Succeeds Act (ESSA) regulations, only IDEA and Special Education will be reviewed during consolidated monitoring.

**INTRODUCTION**

The NJDOE visited the Oradell Public School District to monitor the district's use of federal funds and the related program plans, where applicable, to determine whether the district's programs are meeting the intended purposes and objectives, as specified in the current year applications and authorizing statutes and to determine whether the funds were spent in accordance with the program requirements, federal and state laws, and applicable regulations. The on-site visit included staff interviews and documentation reviews related to the requirements of the following programs: IDEA Basic and Preschool for the period July 1, 2015, through January 31, 2017.

The scope of work performed included the review of documentation including grant applications, program plans and needs assessments, grant awards, annual audits, board minutes, payroll records, accounting records, purchase orders, and an interview of the program administrator regarding the IDEA grant, as well as, current district policies and procedures. The monitoring team members also conducted interviews with school personnel, reviewed documentation for a sample of expenditures and conducted internal control reviews.

**EXPENDITURES REVIEWED**

The grants reviewed included IDEA Basic and Preschool from July 1, 2015, through January 31, 2017. A sampling of purchase orders and/or salaries was taken from each program reviewed.

**ORADELL PUBLIC SCHOOL DISTRICT  
CONSOLIDATED MONITORING REPORT  
MARCH 2017**

**GENERAL OVERVIEW OF USE OF IDEA FUNDS**

**IDEA Projects**

The FY 2015-2016 and 2016-2017 IDEA Basic and Preschool funds are being used to reduce district tuition costs for students receiving special educational services in approved private schools for students with disabilities. In addition, the district is utilizing funds for services to students in local nonpublic schools.

**DETAILED FINDINGS AND RECOMMENDATIONS**

**IDEA (Grant)**

**Finding 1:** The district contracted with Region V for services to nonpublic students with disabilities for the 2016-2017 school year; however, the contract does not stipulate the rate for the services Region V was billing the district.

**Citation:** 2 C.F.R. Part 200.62 - Internal control over compliance requirements for Federal awards.

**Required Action:** The district must create a valid contract, with signatures from all parties, for the current school year with Region V to include the type of services and associated rates to be provided.

**Finding 2:** The district is utilizing Region V as a vendor for services to preschool students with disabilities for the 2016-2017 school year; however, the district has not entered into a valid contract with Region V.

**Citation:** 2 C.F.R. Part 200.62 - Internal control over compliance requirements for Federal awards.

**Required Action:** The district must create a valid contract, with signatures from all parties, for the current school year with the Region V to include the type of services and associated rates to be provided.

The NJDOE thanks you for your time and cooperation during the monitoring visit and looks forward to a successful resolution of all findings and implementation of all recommendations contained in this report.

If you have any questions, please contact Steven Hoffmann via phone at (973) 621-2750 or via email at [steven.hoffmann@doe.state.nj.us](mailto:steven.hoffmann@doe.state.nj.us).