



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. Henry McNair, School Lead
Newark Prep Charter School
570 Broad Street
Newark, NJ 07102

Dear Mr. McNair:

The New Jersey Department of Education has completed a review of funds received and disbursed from one or more federal programs by the Newark Prep Charter School. 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 Charter School Response, Corrective Action Plan and Appeal Process," the Newark Prep Charter School Board of Trustees 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 school'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/SII/dk: Newark Prep Charter School CM Cover Letter
Enclosures

www.nj.gov/education

Distribution List

Kimberley Harrington
Robert Bumpus
Susan Martz
Anne Corwell
John Worthington
Kimberly Murray
Michael Yaple
Katherine Czehut
Steven Hoffmann
Joseph Zarra
Stephen M. Eells

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

**NEWARK PREP CHARTER SCHOOL
570 BROAD STREET
NEWARK, NJ 07102
PHONE: (862) 307-7010**



New Jersey K-12 Education

**CONSOLIDATED MONITORING REPORT
MARCH 2017**

District: Newark Prep Charter School
County: Essex
Dates On-Site: February 13, 2017
Case #: CM-020-16

FUNDING SOURCES

| | | |
|------------|-------------|------------------|
| IDEA Basic | | \$101,354 |
| | Total Funds | <u>\$101,354</u> |

**NEWARK PREP CHARTER SCHOOL
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 Newark Prep Charter School to monitor the school's use of federal funds and the related program plans, where applicable, to determine whether the school'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 program: IDEA Basic 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 school 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 IDEA Basic grant was reviewed from July 1, 2015, through January 31, 2017. A sampling of purchase orders and/or salaries were reviewed.

**NEWARK PREP CHARTER SCHOOL
CONSOLIDATED MONITORING REPORT
MARCH 2017**

GENERAL OVERVIEW OF USES OF IDEA FUNDS

IDEA Projects

In FY 2017 the majority of the IDEA Basic funds were used by the school for purchasing instructional supplies/materials and for contracted related service providers.

DETAILED FINDINGS AND RECOMMENDATIONS

IDEA Grant

A review of the expenditures charged to the IDEA grant did not yield any findings.

Administrative

Finding 1: On several occasions, the school failed to issue a purchase order prior to goods being purchased or services being rendered (confirming order). School policy and state regulations require that a properly executed purchase order be issued prior to the purchase of goods or the rendering of services.

Citation: Uniform Grant Guidance 2 CFR §200.302; N.J.S.A. 18A:18A(2)(v) Public School Contracts Law.

Required Action: Purchase orders should be issued to all vendors prior to goods or services being 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.