



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*

April 12, 2017

Dr. James Lavender, Superintendent  
Kingsway Regional School District  
213 Kings Highway  
Woolwich Township, NJ 08085

Dear Dr. Lavender:

The New Jersey Department of Education has completed a review of funds received and disbursed from one or more federal programs by the **Kingsway Regional School District**. The funding source reviewed was the Individuals with Disabilities Education Act. The review covered the period July 1, 2015 through March 27, 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," Kingsway Regional 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 Carla States at (609 984-5909).

Sincerely,

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

RJC/CS/dk:Kingsway Regional School District CM Cover Letter  
Enclosures

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**STATE OF NEW JERSEY  
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TRENTON, NJ 08625-0500**

**KINGSWAY REGIONAL SCHOOL DISTRICT  
213 KINGS HIGHWAY  
WOOLWICH TOWNSHIP, NJ 08085  
PHONE: (856) 467-4600**



*New Jersey K-12 Education*

**CONSOLIDATED MONITORING REPORT  
APRIL 2017**

**District:** Kingsway Regional School District  
**County:** Gloucester  
**Dates On-Site:** March 27, 2017  
**Case #:** CM - 026 - 16

**FUNDING SOURCES**

Program	Funding Award
IDEA Basic	\$ 428,663
Total Funds	<u>\$ 428,663</u>

**KINGSWAY REGIONAL SCHOOL DISTRICT  
CONSOLIDATED MONITORING REPORT  
APRIL 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 will be reviewed during consolidated monitoring.

**INTRODUCTION**

The NJDOE visited the Kingsway Regional 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 IDEA Basic program for the period July 1, 2015, through March 27, 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 FY 2016-2017 IDEA Basic grant was reviewed from July 1, 2015, through March 27, 2017. A sampling of purchase orders and/or salaries was taken from each program reviewed.

**KINGSWAY REGIONAL SCHOOL DISTRICT  
CONSOLIDATED MONITORING REPORT  
APRIL 2017**

**GENERAL DISTRICT OVERVIEW OF USES OF IDEA GRANT FUNDS**

**IDEA Projects (Special Education)**

The majority of the FY 2016-2017 IDEA Basic funds are being used to reduce district tuition costs for students receiving special educational services in other public school districts and approved private schools for students with disabilities.

**DETAILED FINDINGS AND RECOMMENDATIONS**

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

**IDEA (Special Education)**

**Finding 1:** The district included students' names on purchase orders for students educated in tuition placements which violates student confidentiality.

**Citation:** IDEA Regulations 34 CFR §99; N.J.A.C. 6A:32-7.1(b).

**Required Action:** The district must revise procedures to ensure confidentiality of student's information is maintained and only persons having educational responsibility for those students have access to this information. Revised procedures must be submitted to the NJDOE for review.

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

If you have any questions, please contact Carla Spates via phone at (609) 984-5909 or via email at [carla.spates@doe.state.nj.us](mailto:carla.spates@doe.state.nj.us).