



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

December 22, 2016

Dr. Richard R. Labbe, Superintendent  
Sayreville School District  
PO Box 997  
Sayreville, NJ 08871

Dear Dr. Labbe:

The New Jersey Department of Education has completed a review of funds received and disbursed from one or more federal programs by the Sayreville School District. The funding source reviewed was the Individuals with Disabilities Education Act. The review covered the period July 1, 2015 through November 30, 2016. 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 Sayreville 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 Kathryn Holbrook at (609-292-0198).

Sincerely,

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

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Enclosures

[www.nj.gov/education](http://www.nj.gov/education)

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

**SAYREVILLE SCHOOL DISTRICT  
PO BOX 997  
SAYREVILLE, NJ 08871  
PHONE: (732) 525-5200**



*New Jersey K-12 Education*

**CONSOLIDATED MONITORING REPORT  
JANUARY 2017**

**District:** Sayreville School District  
**County:** Middlesex  
**Dates On-Site:** November 30, 2016  
**Case #:** CM-035-16

**FUNDING SOURCES**

Program	Funding Award
IDEA Basic	\$ 1,451,214
IDEA Preschool	59,801
Total Funds	<u>\$ 1,511,015</u>

**SAYREVILLE SCHOOL DISTRICT  
CONSOLIDATED MONITORING REPORT  
JANUARY 2017**

**BACKGROUND**

The Individuals with Disabilities Act of 2004 (IDEA) and other federal laws require local education agencies (LEAs) to provide programs and services to their districts based on the requirements specified in each of the authorizing statutes. 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.

**INTRODUCTION**

The NJDOE visited the Sayreville 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 and Preschool programs for the period July 1, 2015 through November 30, 2016.

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 current district policies and procedures. The monitoring team members reviewed the supporting documentation for a sample of expenditures and conducted internal control reviews as well as interviews with program administrators and other district personnel as required. Additionally, the IDEA grant reviews included a review of student records, classroom visitations and interviews with instructional staff to verify implementation of Individualized Education Programs (IEP), a review of student class and related service schedules, and interviews of child study team members and speech-language specialists.

**EXPENDITURES REVIEWED**

The IDEA Basic and Preschool grant reviews included a sampling of purchase orders taken from the entire population and later identified as to the IDEA grant for the period July 1, 2015 through November 30, 2016.

**SAYREVILLE SCHOOL DISTRICT  
CONSOLIDATED MONITORING REPORT  
JANUARY 2017**

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

**IDEA Projects**

The FY 2016 IDEA funds were used to reduce district tuition expenditures for students receiving special education services in approved private schools for students with disabilities, and support students with service plans in a nonpublic setting. Additionally, IDEA funds were utilized to provide literacy tutoring to students with disabilities, as well as behavioral consultation from a contracted Board Certified Behavior Analyst to teachers who support students with disabilities.

**DETAILED FINDINGS AND RECOMMENDATIONS**

**IDEA (Special Education)**

A review of the IDEA grant yielded no findings.

**Administrative**

**Finding 1:** Student names were included on vendor invoices for out-of-district placements which violates student confidentiality.

**Citation:** 34 CFR Part 99: Family Educational Rights and Privacy. 34 CFR §300.610-627: Confidentiality of Information. N.J.A.C. 6A:32-7: Student Records.

**Required Action:** The district should adopt/revise procedures to ensure that confidentiality of student information is maintained and that only persons having educational responsibility for those students have access to this information.

**Finding 2:** Certain board approved policies and standard operating procedures maintained by the district are out-of-date and in need of revision.

**Citation:** 2 CFR §200.302(b)(3): Financial management and 200.318: General procurement standards. N.J.A.C. 6A:23A-6.6: Standard operating procedures for business functions.

**Required Action:** The district should revise/adopt its written policies and procedures to ensure compliance with current state and federal regulations.

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 Kathryn Holbrook via phone at (609) 292-0198 or via email at [kathryn.holbrook@doe.state.nj.us](mailto:kathryn.holbrook@doe.state.nj.us).