



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

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

KIMBERLEY HARRINGTON
Commissioner

July 18, 2017

Mr. John Russo, Superintendent
Tinton Falls School District
658 Tinton Avenue
Tinton Falls, NJ 07724

Dear Mr. Russo:

The New Jersey Department of Education (NJDOE) has completed a review of funds received and disbursed from one or more federal programs by the **Tinton Falls School District**. The funding source reviewed was the Individuals with Disabilities Education Act. The review covered the period July 1, 2015, through April 26, 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/>.

All findings related to the special education program contain required action the Local Education Agency (LEA) must undertake in order to demonstrate correction of noncompliance. In accordance with federal guidelines, LEAs have one year from the date of the report to correct any findings of noncompliance related to federal or state special education regulations. LEAs are not required to develop corrective action plan (CAP) activities to address these findings of noncompliance. The special education monitor will work directly with the LEA on activities to demonstrate correction.

Utilizing the process outlined in the attached "Procedures for LEA/Agency Response, Corrective Action Plan and Appeal Process," the Tinton Falls 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 CAP 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 CAP 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 CAP 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 NJDOE. If you have any questions, please contact Kathryn Holbrook at (609) 292-0198.

Sincerely,

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

RJC/KH/dk:Tinton Falls School District CM cover letter.doc
Enclosures

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THE TINTON FALLS TOWNSHIP SCHOOL DISTRICT
658 TINTON AVENUE
TINTON FALLS, NJ 07724
PHONE: (732) 460-2400



New Jersey K-12 Education

**CONSOLIDATED MONITORING REPORT
JULY 2017**

District: The Tinton Falls Township School District
County: Monmouth
Dates On-Site: April 26, 2017
Case #: CM-039-16

FUNDING SOURCES

Program	Funding Award
IDEA Basic	\$ 610,056
IDEA Preschool	19,104
Total Funds	<u>\$ 629,160</u>

**THE TINTON FALLS TOWNSHIP SCHOOL DISTRICT
CONSOLIDATED MONITORING REPORT
JULY 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 subrecipients 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 Tinton Falls Township 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 April 26, 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 grants, as well as, current district policies and procedures. The monitoring team members also conducted interviews with district personnel, reviewed documentation for a sample of expenditures and conducted internal control reviews.

EXPENDITURES REVIEWED

The grants reviewed included the IDEA Basic and Preschool programs for the period July 1, 2015, through April 26, 2017. A sampling of purchase orders and/or salaries was taken from each program reviewed.

**THE TINTON FALLS TOWNSHIP SCHOOL DISTRICT
CONSOLIDATED MONITORING REPORT
JULY 2017**

GENERAL DISTRICT OVERVIEW OF USE OF IDEA GRANT FUNDS

IDEA (Special Education)

The majority of FY 2017 IDEA funds were used to reduce district tuition expenditures for students receiving special education services in approved private schools for students with disabilities. IDEA funds were also utilized to provide instructional support to preschool students with disabilities, as well as fund related and professional consultant services to students with disabilities. Additionally, IDEA funds were expended for instructional and non-instructional supplies to support students with disabilities and were also expended to support students with Service Plans (SP) in nonpublic settings.

DETAILED FINDINGS AND RECOMMENDATIONS

IDEA

Finding 1: The district provided supplies to nonpublic students at Ranney School in Tinton Falls, that were are not included in SPs. The IDEA grant requires that all services and/or supplies required for nonpublic students be documented in their SPs.

Citation: 34 CFR §300.130, 144 and 300.

Required Action: Any service or supply provided through the IDEA grant to the nonpublic school must match a specific SP, as well as the IDEA grant application. The district must develop procedures to ensure SPs document supplies and services purchased through the IDEA grant, and that funds are used for the sole purpose of providing support to students with disabilities who attend the Ranney School and whose SP requires a specific service or supply.

Finding 2: As noted above, the district used IDEA funds to reimburse Monmouth Ocean Educational Services Commission (MOESC) for instructional supplies that were not identified in the students SPs. Specifically, the district reimbursed MOESC \$11,826 for two smart tables and \$1,323 for subscriptions to the “Great Body Shop” for grades K-5, both of which MOESC had purchased during FY 2015-2016 and 2016-2017, respectively.

Citation: 2 CFR §200.403: Basic Considerations (Factors affecting allowability of costs).
34 CFR §76.700: Compliance with statutes, regulations, State plan, and applications.

Required Action: The district must reverse the FY 2016-2017 expenditure and submit documentation of the adjusting entry to the NJDOE for review. Going forward, the district must establish a system of internal controls sufficient to provide reasonable assurance that charges to the IDEA grant are allowable and are made in accordance with applicable regulations.

**THE TINTON FALLS TOWNSHIP SCHOOL DISTRICT
CONSOLIDATED MONITORING REPORT
JULY 2017**

The NJDOE thanks you for your time and cooperation during the monitoring visit and looks forward to a successful resolution of the finding and implementation of the recommendation 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.