

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
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NEW BRUNSWICK BOARD OF EDUCATION
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American Recovery & Reinvestment Act 2009
New Jersey K-12 Education

ARRA MONITORING REPORT
JANUARY 2011

District: New Brunswick Board of Education
County: Middlesex
Dates On-Site: November 16 and 17, 2010
Case #: ARRA-053-09

FUNDING SOURCES

Program	Funding Award
State Fiscal Stabilization Fund - Education Stabilization Fund	\$16,771,305
State Fiscal Stabilization Fund - Government Services Fund	649,242
ARRA - IDEA Basic	2,060,484
ARRA - IDEA Preschool	73,992
Total ARRA Funds	\$19,555,023
IDEA Basic	2,198,992
IDEA Preschool	73,567
Total Non-ARRA Funds	\$2,272,559
Total Funding	\$21,827,582

**NEW BRUNSWICK SCHOOL DISTRICT
ARRA MONITORING REPORT
JANUARY 2011**

BACKGROUND

The *American Recovery and Reinvestment Act of 2009 (ARRA)* and other federal laws require local education agencies (LEAs) to provide programs and services to their schools based on the requirements specified in each of the authorizing statutes (ESEA, IDEA and ARRA). 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 New Brunswick Board of Education to monitor the district's use of *ARRA* 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: State Fiscal Stabilization Funds (SFSF) including the Education Stabilization Fund (ESF) and Government Services Fund (GSF); IDEA Basic; IDEA Preschool; ARRA-IDEA Basic; and ARRA-IDEA Preschool for the period July 1, 2009 through November 15, 2010. The monitoring also included a review of the district's most recent ARRA section 1512 and SFSF cash management quarterly reports to determine whether ARRA expenditures, jobs estimates and related information were reported accurately.

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 also conducted interviews with district personnel, reviewed the supporting documentation for a sample of expenditures and conducted internal control reviews.

EXPENDITURES REVIEWED

The following dollar amounts of expenditures were reviewed for each program monitored for the period of July 1, 2009 through November 15, 2010:

- ESF salary expenditures totaling \$4,611,405 were reviewed;
- GSF salary expenditures totaling \$150,968 were reviewed;
- ARRA-IDEA Basic expenditures totaling \$612,998 were reviewed;
- ARRA-IDEA Preschool expenditures were not reviewed;
- IDEA Basic expenditures totaling \$531,828 were reviewed; and
- IDEA Preschool expenditures totaling \$49,225 were reviewed.

**NEW BRUNSWICK SCHOOL DISTRICT
ARRA MONITORING REPORT
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GENERAL DISTRICT OVERVIEW OF USES OF TITLE I AND IDEA FUNDS

ARRA-IDEA Basic and ARRA-IDEA Preschool

The district utilized the ARRA-IDEA Preschool funds to contract with the Middlesex Regional Educational Services Commission (MRESC) to provide related services and support for preschool disabled students attending integrated preschool programs. The ARRA-IDEA Basic funds were expended on FY 2010 contractual increases for special education teachers beyond the 2008-2009 contractual amounts. This enabled the district to keep all their special education teachers and save approximately 20 full-time positions. Without the funds the district would have to reduce staff and increase class size beyond optimum levels. Funds were also expended on Coordinated Early Intervening Services (CEIS) to improve instruction. The CEIS services includes an after school program for at-risk students identified through Intervention and Referral Services (I&RS). The program will operate at each elementary school for 55 days. Level Readers was purchased to supplement the My Sidewalk Intervention Kits. The district is also contracting with Behavior Therapy Associates to conduct functional behavioral assessments on at-risk students identified through the I&RS process in order to develop positive behavioral improvement plans. The ARRA-IDEA Basic nonpublic funds were used to contract with the MRESC to provide resource center instruction, in-class support, supplemental instruction, speech and language services, counseling, teacher assistants and instructional materials.

Expectations and Benefits

The district plans to utilize the following in the measurement of student progress/impact due to ARRA funds:

- Maintaining student to teacher ratio at an optimum level.
- Providing each special education classroom program with a paraprofessional.
- Increased test scores on all assessments.
- Benchmarks and data provided by the "Performance Matters" Assessment System.

IDEA Basic and Preschool

The district utilized the IDEA Preschool funds to contract with MRESC for speech therapy, occupational and physical therapy services for integrated programs not located in public schools. The MRESC is also contracted to provide Preschool and Basic nonpublic services. The IDEA Basic Coordinated Early Intervening Services funds were used to pay for literacy specialists to provide services to at-risk students. The services included additional in-class support, an extended day program and summer school program. Funds were also expended for program supplies. The IDEA Basic funds were used for out-of-district tuition, instructional supplies, non-instructional software and conference and workshop registration for staff and child study team members.

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Expectations and Benefits

The district plans to utilize the following in the measurement of student progress/impact due to IDEA funds:

- Tuition students are monitored by in-district case managers that provide quarterly reports in addition to the progress reports provided by the private school.
- Literacy Coaches will use Side Walk Intervention Kits allowing for the collection of data and tracking of students in need of academic support.
- Targeted students attending the CEIS summer school program will have pre and post tests to assess growth in both reading and mathematics.
- Performance Matters is used throughout the district. This internet based student assessment provides teachers with data to drive instruction.

DETAILED FINDINGS AND RECOMMENDATIONS

ARRA-IDEA Basic and ARRA-IDEA Preschool and IDEA Basic and IDEA Preschool

Finding 1:

Condition: The district's plan narrative on the Electronic Web Enabled Grant (EWEG) system for ARRA-IDEA Basic does not reflect the actual expenditures for services provided to students. The plan does not reference preschool expenditures or nonpublic expenditures at all. Additionally, the use of Coordinated Early Intervening Services activities are identified in the plan but not described.

Citation: 34 CFR § 300.1 §300.202.

Required Action: The ARRA-IDEA plan must be revised to reflect expenditures allowable under ARRA-IDEA. The actual expenditures for basic, preschool and nonpublic programs that should be included in the plan narrative are; new out-of-district tuition for students with disabilities; salaries; instructional supplies; and non instructional supplies. The plan must be revised to include contracted preschool related services with the MRESC for nonpublic expenditures that reflect the grant and service plans for both ARRA-IDEA Preschool and ARRA-IDEA Basic nonpublic services contract with MRESC.

Finding 2:

Condition: The ARRA-IDEA Consolidated Grant for Nonpublic Verification of Child Find Activities has not been acknowledged for zero preschool students parentally placed in nonpublic schools and determined eligible for special education and related services. In addition, the grant does not list the schools that received consultation for students served under the Basic proportionate share with an affirmation of this consultation.

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Citation: 34 CFR § 300.130-300.144.

Required Action: The district must revise the grant to reflect confirmation of zero preschool students parentally placed in nonpublic schools and determined eligible for special education and related services. Nonpublic schools must be identified in the grant and verify that affirmation of consultation has been received.

Finding 3:

Condition: The district provided a list of students that are eligible for both IDEA Basic nonpublic services and ARRA-IDEA nonpublic services. The list of nonpublic services did not match the service plans. The service plans did not specify the services provided by a separate funding source for ARRA-IDEA nonpublic proportionate share.

Citation: IDEA Regulations 34CFR §300.130-300.144.

Required Action: The individual service plans must be revised to reflect all funding sources and services.

Finding 4:

Condition: The district's ARRA-IDEA and IDEA Basic and Preschool nonpublic expenditures under the 200-300 account indicate "Consultants Professional, Technical" rather than "Agreements with approved contract providers." When the information is provided on the correct line a text box will open allowing the district to list the agency used for nonpublic services and any administrative costs.

Citation: EDGAR 80.20.

Required Action: The district's ARRA=IDEA and IDEA Basic and Preschool nonpublic expenditures under the 200-300 account must be revised to reflect "Agreements with approved contract providers" and the associated agency, contracted services and administrative costs must be documented in the text box.

Finding 5:

Condition: The district was not able to produce documentation of completed Child Find activities.

Citation: 34CFR §300.111.

Required Action: The district must implement the board approved Special Education Policy for Child Find and maintain documentation of completed activities.

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Finding 6:

Condition: The district's ARRA-IDEA and IDEA Basic nonpublic tracking procedures for purchased technology were not operating as intended. The list provided by the district titled the Technology Inventory for New Brunswick Board of Education/IDEA-B and Title Funds, did not identify IDEA Basic nonpublic technology expenditures and the list did not include ARRA-IDEA nonpublic technology expenditures.

Citation: 34CFR §300.111.

Required Action: The district must implement the tracking procedures for purchased nonpublic schools technology equipment. The district must be able to at anytime locate all the equipment that was purchased with ARRA-IDEA and IDEA Basic nonpublic funds.

Financial Management and Reporting

The review in this area yielded no findings or recommendations.

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 Ronald Fisher at (609) 777-3723 or via email at ronald.fisher@doe.state.nj.us.

State of New Jersey
Department of Education
Office of Fiscal Accountability and Compliance

PROCEDURES FOR LEA/AGENCY RESPONSE
CORRECTIVE ACTION PLAN AND APPEAL PROCESS

Resolution:

Pursuant to N.J.A.C. 6A:23A-5.6, within 30 days of receipt of the report, the board of education must discuss the findings of the report at a public meeting of the board. Within 30 days of the public meeting, the board must adopt a resolution certifying that the findings were discussed in a public board meeting and approving a corrective action plan to address issues raised in the undisputed findings and/or appeal of any findings in dispute. Within 10 days of adoption of the resolution by the board, such resolution together with the approved corrective action plan and/or appeal must be submitted to the Office of Fiscal Accountability and Compliance. The findings of the Office of Fiscal Accountability and Compliance's report and the board of education's corrective action plan must be posted on the district's website.

Corrective Action Plan:

The corrective action plan is to be used when the LEA/Agency is in agreement with any of the findings. To contest a finding the appeal process must be used. After the appeal is settled a corrective action plan must be filed for any finding upheld during the appeal process.

The corrective action plan must be prepared by completing the attached form. The LEA/Agency must submit the following information:

- Recommendation number
- Corrective action (approved by the board)
- Method of implementation
- Person responsible for implementation
- Completion date of implementation

If the corrective action plan is acceptable, a letter will be sent to the LEA/Agency indicating that it has been accepted.

If the corrective action plan is not acceptable, a letter will be sent to the LEA/Agency indicating whether further clarification is required or further action is necessary.

**NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN**

SCHOOL DISTRICT NAME _____ COUNTY _____

TYPE OF EXAMINATION: _____

DATE OF BOARD MEETING: _____

CONTACT PERSON _____

TELEPHONE NUMBER _____ FAX NUMBER _____

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION

Chief School Administrator _____ Date _____ Board Secretary/Business Administrator _____ Date _____

**NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN**

NAME OF DISTRICT: New Brunswick

COUNTY: Middlesex

TYPE OF AUDIT: ARRA, ESF, GSF, IDEA MONITORING

DATE OF BOARD MEETING: February 15, 2011

CONTACT PERSON: Richard D. Jannarone, Business Administrator/Board Secretary

TELEPHONE NUMBER: (732) 745-5300 Ext. 5429 **FAX NUMBER** 732-418-2210

Recommendation Number	Correction Action Approved by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
1-The plan narrative on EWEG system did not reference preschool expenditures or non public expenditures.	The EWEG system plan will be updated to include "the grant will also use the funding for preschool and non public schools"	The School Business Administrator will make the required revisions on EWEG system	School Business Administrator	3/15/2011


Chief School Administrator

Date: 2/28/11


Board Secretary/School Business Administrator

Date: 2/18/11

**NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN**

NAME OF DISTRICT: New Brunswick **COUNTY:** Middlesex

TYPE OF AUDIT: ARRA, ESF, GSF, IDEA MONITORING

DATE OF BOARD MEETING: February 15, 2011

CONTACT PERSON: Richard D. Jannarone, Business Administrator/Board Secretary

TELEPHONE NUMBER: (732) 745-5300 Ext. 5429 **FAX NUMBER** 732-418-2210

Recommendation Number	Correction Action Approved by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
2-The ARRA-IDEA grant did not include non public verification for child find activities.	The EWEG system plan will be updated to include the verification or affirmation that consultation has been received.	The School Business Administrator will make the required revisions on EWEG system	School Business Administrator	3/15/2011


Chief School Administrator

Date: 2/15/11


Board Secretary/School Business Administrator

Date: 2/16/11

**NEW JERSEY DEPARTMENT OF EDUCATION
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NAME OF DISTRICT: New Brunswick

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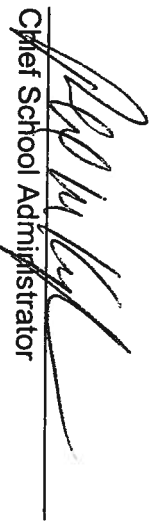
TYPE OF AUDIT: ARRA, ESF, GSF, IDEA MONITORING

DATE OF BOARD MEETING: February 15, 2011

CONTACT PERSON: Richard D. Jannarone, Business Administrator/Board Secretary

TELEPHONE NUMBER: (732) 745-5300 Ext. 5429 **FAX NUMBER** 732-418-2210

Recommendation Number	Correction Action Approved by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
3-The individual service plans did not match the non public services.	The students individual service plans of the non public students will be revised to reflect all funding sources and services.	Our non public provider MRESC will revise all service plans to reflect all funding sources and activities.	Pupil Personnel Services Director and MRESC coordinator	5/15/2011


Chief School Administrator

Date: 2/20/11


Board Secretary/School Business Administrator

Date: 2/16/11

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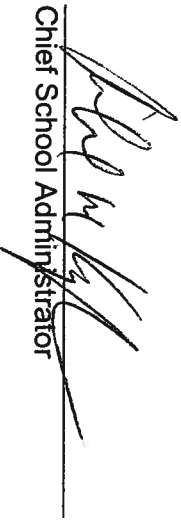
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DATE OF BOARD MEETING: February 15, 2011

CONTACT PERSON: Richard D. Jannarone, Business Administrator/Board Secretary

TELEPHONE NUMBER: (732) 745-5300 Ext. 5429 **FAX NUMBER** 732-418-2210

Recommendation Number	Correction Action Approved by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
4-The ARRA IDEA and IDEA grant utilized the consultants Professional, Technical line rather than the "Agreement with approved providers" box in the 200-300 category.	The EWEG system plan will be updated to utilize the "agreement with approved providers" tab.	The School Business Administrator will make the required revisions on EWEG system	School Business Administrator	3/15/2011


Chief School Administrator

Date: 2/28/11


Board Secretary/School Business Administrator

Date: 2/16/11

**NEW JERSEY DEPARTMENT OF EDUCATION
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NAME OF DISTRICT: New Brunswick

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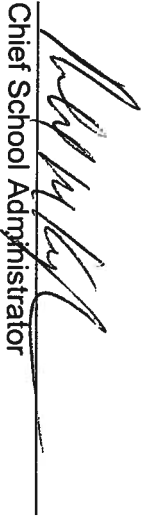
TYPE OF AUDIT: ARRA, ESF, GSF, IDEA MONITORING

DATE OF BOARD MEETING: February 15, 2011

CONTACT PERSON: Richard D. Jannarone, Business Administrator/Board Secretary

TELEPHONE NUMBER: (732) 745-5300 Ext. 5429 **FAX NUMBER** 732-418-2210

Recommendation Number	Correction Action Approved by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
5-The district was not able to produce documentation of completed Child Find activities.	The district will implement the Child find activities and maintain the proper documentation.	The Pupil Personnel Services director will establish a process to implement, and document activities.	Pupil Personnel Services Director	5/15/2011


Chief School Administrator

Date: 2/28/11


Board Secretary/School Business Administrator

Date: 2/14/11

**NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN**

NAME OF DISTRICT: New Brunswick

COUNTY: Middlesex

TYPE OF AUDIT: ARRA, ESF, GSF, IDEA MONITORING

DATE OF BOARD MEETING: February 15, 2011

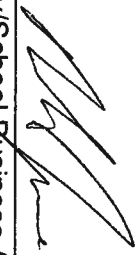
CONTACT PERSON: Richard D. Jannarone, Business Administrator/Board Secretary

TELEPHONE NUMBER: (732) 745-5300 Ext. 5429 **FAX NUMBER** 732-418-2210

Recommendation Number	Correction Action Approved by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
6-The non public expenditures for technology did not identify whether they were IDEA or IDEA ARRA expenditures.	The non public technology inventory list will delineate between the IDEA and IDEA ARRA Grants.	MRESC will delineate the expenditures on the non public list.	MRESC non public coordinator.	5/15/2011


Chief School Administrator

Date: 2/15/11


Board Secretary/School Business Administrator

Date: 2/16/11