



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

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER D. CERF
Commissioner

October 11, 2012

Dr. Frank Deo, Superintendent
Hillside Board of Education
195 Virginia Street
Hillside, NJ 07205

Dear Dr. Deo:

The New Jersey Department of Education has completed a review of funds received and disbursed from one or more federal programs by **Hillside Board of Education**. The funding sources reviewed include titled programs for the Education Jobs Act of 2010 (Ed Jobs) in particular, and/or Elementary and Secondary Education (ESEA) and the Individuals with Disabilities Education Act (IDEA). The review covered the period July 1, 2010 through June 11, 2012. The resulting report is enclosed. Please provide a copy of the report to each board member. All issued Ed Jobs monitoring reports will be posted on the department's website at <http://www.state.nj.us/education/finance/jobs/monitor/>.

Utilizing the process outlined in the attached "Procedures for LEA/Agency Response, Corrective Action Plan and Appeal Process," Hillside Board of Education 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 Patricia Lagarenne at (609) 777-2168.

Sincerely,

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

RJC/PL/dk:Hillside BOE Cover Letter/ Ed Jobs
Enclosures

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TRENTON, NJ 08625-0500**

HILLSIDE PUBLIC SCHOOLS
195 VIRGINIA STREET
HILLSIDE, NJ 07205
PHONE: (908) 352-7664



Education Jobs Fund Program
New Jersey K-12 Education

**EDUCATION JOBS CONSOLIDATED MONITORING REPORT
OCTOBER 2012**

District: Hillside Public Schools
County: Union
Dates On-Site: June 11, 12 and 13, 2012
Case #: Ed Jobs-064-11

FUNDING SOURCES

Program	Funding Award
Ed Jobs	\$ 731,597
Title I	630,767
Title IIA	112,757
Title III	64,131
IDEA Basic	848,475
IDEA Preschool	24,049
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Total Funds:	<u>\$ 2,411,776</u>

**HILLSIDE PUBLIC SCHOOLS
EDUCATION JOBS CONSOLIDATED MONITORING REPORT
OCTOBER 2012**

BACKGROUND

The *Education Jobs Act of 2010 (Ed Jobs)* 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 (ESEA, IDEA, and Ed Jobs). 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 Hillside Public Schools to monitor the district's use of *Ed Jobs* 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: Ed Jobs; Title I; Title IIA; Title III; and IDEA for the period July 1, 2010 through June 11, 2012.

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, 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, interviews of child study team members, speech-language specialists 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 district personnel, reviewed the supporting documentation for a sample of expenditures and conducted internal control reviews.

EXPENDITURES REVIEWED

The grants that were reviewed included Education Jobs Act, Title I, Title IIA, Title III and IDEA from July 1, 2010 through June 11, 2012. A sampling of purchase orders was taken from the entire population and later identified as to the grant that was charged.

**HILLSIDE PUBLIC SCHOOLS
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GENERAL DISTRICT OVERVIEW OF USES OF TITLE I AND IDEA FUNDS

Title I Projects

The district operates Targeted Assistance Programs in four of its funded schools. The district has identified Language Arts Literacy and Mathematics for all students as priority problems.

IDEA Projects

The majority of the FY 2011-2012 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. The nonpublic proportionate share of the grant was used to provide supplemental instruction and instructional supplies through a vendor, Union County Educational Services Commission (UCESC), to students with disabilities attending nonpublic schools in the district.

DETAILED FINDINGS AND RECOMMENDATIONS

Ed Jobs Act

A review of the expenditures charged to the Ed Jobs grant yielded no findings.

Title I

Finding 1: The district's parental notification letters are not consistent with regard to establishing entrance and exit criteria for its elementary and secondary funded schools.

Citation: ESEA §1115(B): *Targeted Assistance Programs (Eligible Children from Eligible Population)*.

Required Action: The district must include in its parental notification letter the multiple measures used to identify students, as well as clearly defined exit criteria. The district must provide a copy of its revised parental notification letter to the NJDOE for review.

Finding 2: The district could not verify when its Title I written parental involvement policy was distributed.

Citation: NCLB §1118(b): *Parental Involvement (School Parental Involvement Policy)*

Required Action: For FY 2012-2013, the district must ensure that each Title I funded school distributes its parental involvement policy to parents of the Title I students. The district must send a copy of the policy to the NJDOE for review prior to distributing it to parents.

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Finding 3: The district's Walter O. Krumbiegel Middle School school-parent compacts did not contain all the legislative components; specifically, the school's, parents, and students' role in sharing the responsibility for improved student academic achievement.

Citation: NCLB §1118(d): *Parental Involvement (Shared Responsibilities for High Student Academic Achievement)*.

Required Action: The Middle School must amend its Title I school-parent compact to specify the respective roles of the school, parent, and students in increasing student achievement. The school must distribute the updated compact to parents in FY 2012-2013 and send a copy of the school-parent compact to the NJDOE for review.

Finding 4 : The district could not provide evidence of convening its annual Title I parent meeting.

Citation: NCLB §1118(c)(1): *Parental Involvement (Policy Involvement)*.

Required Action: The district must convene its FY 2012-2013 annual Title I meeting for the parents/guardians of identified Title I students and submit evidence of the meeting to the NJDOE for review (e.g., invitational letter/flyer, agenda, meeting minutes, and sign in sheets must be obtained).

Finding 5: The district's third party provider was providing Title I services to non-funded grade spans. Currently, the district does not service students in grades PreK,1 and 9-12.

Citation: NCLB §1120 (b)(E): *Participation of Children Enrolled in Private Schools: Consultation*.

Required Action: Through its consultation process, the district must ensure that its contracted third party provider services only students in grade level(s) funded by the district.

Title IIA

Finding 6: The district's use of Title IIA funds for professional development expenditures, which include Harassment, Intimidation and Bullying training and related supplies, were not identified in the district's needs assessment that drives the approved program and budget, nor were they part of the district's approved Title IIA program and budget.

Citation:, NCLB §2123(b): *Fiscal Requirements (Federal Funds to Supplement, Not Supplant, Non-Federal Funds)*. Title II, Part A Non-Regulatory Guidance (p. 29, G. Private School Participation).

Required Action: The district must reverse the charges for these unallowable activities and allocate state/local funds, rather than Title IIA funds, to support these expenditures.

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Finding 7: The district's human resources files did not contain updated, accurate and complete documentation of teachers' highly qualified teacher status.

Citation: EDGAR, PART 80--*Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, Section 20, Standards for financial management systems.

Required Action: The district must immediately update its human resource files to include copies of certifications and verification of teachers' highly qualified status.

Title III

A review of the expenditures charged to the Title III grant yielded no findings.

IDEA

A review of the expenditures charged to the IDEA grant yielded no findings.

Administrative

Recommendation 1: The district did not adopt a board policy to prevent contracting with disbarred vendors.

Citation: EDGAR, PART 80--*Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, Section 36, Procurement.

Recommended Action: The district should follow the internal control policies to prevent errors from potentially occurring and show evidence of such on the purchase orders.

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 Patricia Lagarenne via phone at (609) 777-2168 or via email at patricia.lagarenne@doe.state.nj.us.