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New Jersey K to 12 Education

Perkins Monitoring Report
July 2019

District: Bridgeton Public Schools
County: Cumberland
Dates On-Site: May 20 and 21, 2019
Case #: PM-0002-19

Funding Sources

Program	Funding Award
Carl D. Perkins	\$83,145
Total Funds	<u>\$83,145</u>

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Background

The Carl D. Perkins Act requires grant recipients to provide career and technical education programs to eligible secondary students and postsecondary students. 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 Bridgeton Public Schools 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 application 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 Perkins program for the period July 1, 2018 through May 13, 2019.

The scope of work performed included the review of documentation including the grant application, grant award, articulation agreements, programs of study, advisory committee meeting records, student demographics, district professional development plan, board minutes, payroll records, accounting records, purchase orders, most recent Comprehensive Annual Financial Report, an interview of the program administrator regarding the Perkins 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

A sampling of purchase orders and/or payroll costs allocated to the Perkins grant during the period July 1, 2018 through May 13, 2019 were reviewed.

General District Overview of Uses of Title I and IDEA Funds

The district used Perkins funds for costs including but not limited to: equipment, materials/supplies, laptops, and stipends.

Detailed Findings and Recommendations

Finding 1:

The district has internal control policies and procedures to prevent contracting with debarred or suspended vendors; however, there was no evidence of implementation. This finding was also noted in the district's previous Consolidated Monitoring Report dated May 13, 2014.

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Citation:

Federal Acquisition Regulations Subpart 9.4; Uniform Grant Guidance,
2 C.F. R. § 213.

Required Action:

The district must update its procedures to demonstrate implementation of the internal control policies to prevent errors from potentially occurring.

Recommendation:

It is recommended that the district implement a system for tracking student progress, which includes dates of assessments. The data for the Demarest school suggests that students would benefit from math interventions as well as interventions at all grade levels, which is not currently offered, as well. Additionally, the district should consider applying for schoolwide status at this school, which would allow the school to serve all students.

Programmatic Findings

Finding 2:

The district advisory committees did not include all required members at each of the two yearly meetings during the project period(s) for each of approved career and technical education (CTE) program.

Citation:

Perkins Act §134(b)(5) and N.J.A.C. 6A:19-3.1

Required Action:

The district must ensure that at least two advisory board meetings are held each project period for all approved CTE programs. The advisory boards must include the required membership as indicated in the New Jersey Administrative Code listed above. The district must maintain evidence that meetings took place including sign-in sheets and meeting minutes. The sign-in sheet must indicate the name, organizational affiliation of each member, and signatures of those in attendance at the meetings.

Finding 3:

The district did not provide evidence that all students have the opportunity to participate in structured learning experiences for all CTE programs with the exception of its Radio and Television program.

Citation:

Carl D. Perkins P.L. 109-270 §135 (b)3.

Required Action:

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The district must offer students enrolled in Career and Technical Education programs opportunities to explore all aspects of their career programs through participation in structured learning experiences linked to the New Jersey Student Learning Standards in all approved CTE programs. The district may contact its Perkins program officer for technical assistance.

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 Jane Griesinger at (609) 376-3896 or jane.griesinger@doe.nj.gov or Graylin Diggs at (609) 376-3896 or graylin.diggs@doe.nj.gov.