

**State of New Jersey  
Department of Education  
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**Mercer County Technical Schools**  
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*New Jersey K to 12 Education*

**Perkins Monitoring Report  
July 2019**

**District:** Mercer County Technical Schools  
**County:** Mercer  
**Dates On-Site:** May 29, 2019 and June 4, 2019  
**Case #:** PM-0003-19

**Funding Sources**

Program – Carl D. Perkins	Funding Award
Federal Funds	\$185,533
Reserve Funds	29,204
<b>Total Funds</b>	<b>\$214,737</b>

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**Background**

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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**

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The NJDOE visited the Mercer County Technical 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 24, 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**

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A sampling of purchase orders and/or payroll costs allocated to the Perkins grant during the period July 1, 2018 through May 24, 2019 were reviewed.

**General District Overview of Uses of Perkins Funds**

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

**Detailed Findings and Recommendations**

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**Finding 1:**

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.

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**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.

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](mailto:jane.griesinger@doe.nj.gov) or Graylin Diggs at (609) 376-3896 or [graylin.diggs@doe.nj.gov](mailto:graylin.diggs@doe.nj.gov).