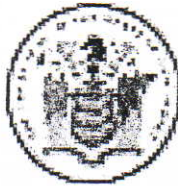


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*New Jersey K-12 Education*

CONSOLIDATED MONITORING REPORT  
APRIL 2015

**District:** Monmouth County Vocational School District  
**County:** Monmouth  
**Dates On-Site:** April 2, 3 and 4, 2014  
**Case #:** CM-041-13

**FUNDING SOURCES**

Program	Funding Award
Title I, Part A	\$ 93,956
Title II, Part A	38,413
IDEA Basic	269,897
Race To The Top	8,166
Carl D. Perkins	493,575
Total Funds	<u>\$ 904,007</u>

**MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT  
CONSOLIDATED MONITORING REPORT  
APRIL 2015**

**BACKGROUND**

The Elementary and Secondary Education Act (ESEA) and the Individuals with Disabilities Act (IDEA) 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, Race to the Top 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 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 Monmouth County Vocational 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 following programs: Title I, Part A (Title I); Title II, Part A (Title II); IDEA Basic; Race to the Top; and Carl D. Perkins (Perkins) for the period July 1, 2012 through April 4, 2014.

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 reviewed the supporting documentation for a sample of expenditures and conducted internal control reviews, as well as conducted interviews with program administrators and other district personnel as required. Additionally, the IDEA grant review included 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, and interviews of child study team members and speech-language specialists.

**EXPENDITURES REVIEWED**

The grants that were reviewed included Title I, Title II, IDEA Basic, Race to the Top, and Carl D. Perkins for the period July 1, 2012 through April 4, 2014. A sampling of purchase orders was taken from the entire population and later identified as to the grant that was charged.



**MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT  
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**GENERAL DISTRICT OVERVIEW OF USES OF TITLE I, TITLE II, IDEA, RACE TO THE TOP AND CARL D. PERKINS FUNDS**

**Title I**

The district operates a targeted assistance program at its Title I funded school: Monmouth County Vocational Technical Center. The district identified Mathematics for youth at risk of dropping out as a priority problem.

**Title II**

The district used its Title II allocation to partially fund two teachers for Class Size Reduction.

**IDEA (Special Education)**

Fiscal year 2014 IDEA funds were used for salaries of staff who work with students with disabilities. The remainder of the IDEA funds were used to enhance technology education with equipment and supplies for programs supporting students with disabilities.

**Race to the Top**

The district used Race to the Top funds for online teacher evaluation systems and professional development to accompany this.

**Carl D. Perkins**

The district used Perkins funds to support Career and Technical Educational (CTE) programs throughout the district's six career academies and three specialty schools located in Neptune, Freehold, Wall, Lincroft, Sandy Hook, and Long Branch. The district has a total of 31 NJDOE approved secondary programs, classified under 13 of 16 career clusters. There are six programs of study aligned to articulation agreements with postsecondary institutions. The CTE programs support Career and Student Organizations and align with Standard 9.4 of New Jersey Career and Technical Education Standards.

**DETAILED FINDINGS AND RECOMMENDATIONS**

**Title I**

**Finding 1:** The district did not fully comply with required timekeeping standards for federally funded grants. Employees with 100 percent of their salary paid with Title I funds must complete a semi-annual certification attesting to their performance of Title I related duties. Employees with less than 100 percent of their salary paid with Title I funds must complete monthly personal activity reports.