

ORANGE BOARD OF EDUCATION PUBLIC SCHOOL DISTRICT

Administrative Office

451 Lincoln Avenue, Orange, New Jersey 07050

June 11, 2013

C13-039

RESOLUTION TO APPROVE AND ACCEPT THE OFAC COMPLIANCE AUDIT FINDINGS, RECOMMENDATIONS AND CORRECTIVE ACTION PLAN FOR ASSA 2010, DRTRS 2010 AND EXTRAORDINARY AID 2011-2012 CASE # SAAU-03-13

WHEREAS, the Department of Education, Office of Fiscal Accountability and Compliance (OFAC) has completed a review of the procedure for LEA/Agency implementation of students on roll full time, On roll shared time, Sent Full Time, Received Shared Time Sent to Regional Day Schools, Sent-Private Schools for Students with Disabilities, Low Income Enrollment, LEP Students, Preschool Disabled, Speech Only as reported on the October 2010 ASSA report; and

WHEREAS, the OFAC has also completed the review and verification of data supporting transportation services provided to students for the completion of the district's 2010 Report of Transported Resident Students as of October 2010 CAP; and

WHEREAS, the OFAC also completed the verification of expenses claimed on the Application for Special Education Extraordinary Aid for the 2011-2012; and

WHEREAS, the Board Secretary has prepared specific action plan and disposition and appeal letter for the OFAC audit recommendation on the attached schedule; and

NOW, THEREFORE, BE IT RESOLVED, that the Orange Board of Education, hereby accepts and approve the OFAC appeal letter, audit Recommendation, Corrective Action Plan; and

BE IT FURTHER RESOLVED, that a copy of the OFAC findings, Audit Recommendations Corrective Action Plan be placed on district website, on file in the Office of Business Administration and a copy forwarded to Essex County Superintendent of Schools office and the to OFAC for record purposes.

ROLL CALL CHECKLIST	YEA	NAY
Dr. Harris Enabulele	✓	
Marion Graves-Jackson	✓	
Dr. Thomas Johnson	✓	
Emily Jukes	✓	
Daniela Small-Bailey S	✓	
Arthur J. Griffa School Board Vice-President M	✓	
Patricia Arthur School Board President	✓	



ORANGE TOWNSHIP PUBLIC SCHOOLS

Administration Building

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Tel: (973) 677-4190 Fax: (973) 673-0535

Website: <http://www.orange.k12.nj.us>

Mr. Ronald C. Lee
Superintendent of Schools

Adekunle O. James
Business Administrator/Board Secretary

June 11, 2013

Robert Cicchino
Director Office of Fiscal Accountability and Compliance
Department of Education
P. O. Box 500
Trenton, New Jersey 08625-0500

Dear Mr. Cicchino:

After reviewing the final report of your review of the Orange Board of Education's enrollment data used for the Application for State Aid as of October 15, 2010, the district is submitting the following appeals and requests for further review of documentation.

Preschool Education Aid:

In the 10-11 school year the district submitted a budget that included opening another classroom to accommodate our wait list. We were not able to do this due to facility restrictions, and the wait list remained. The total overstated amount sited in the report is \$345,619 of which approximately \$200,000 is representative of the 15 student classroom planned but unable to execute. Additionally, as per the NJDOE guidelines, the Early Childhood Department carried over \$135,284 into the 2012-2013 school year. An additional classroom was also implemented during that school year to accommodate the wait list children.

We had a tragic event during the 2012-13 school year in that the roof of our in district Early Childhood center was blown off during Hurricane Sandy. The district leases this building from the YWCA. 120 students and 57 staff had to be relocated to other very temporary locations. Although insurance paid for the majority of the renovation and loss, a substantial part of the replacement, moving, cleaning, etc. came from the Early Childhood budget. The department is just now after 7 months able to move back into the facility and anticipates further expenditures. At this time, to pay back the sited overstatement amount would be a hardship on early Childhood and the district. We are currently just beginning to recover from the catastrophe. We ask that consideration is given to these extraordinary circumstances as you make your determination.

Limited English Proficiency:

The supporting testing documentation for those students not reviewed previously is available at any time in the Department of Bilingual/ESL Education. We request that an on-site review by your office be implemented for those student documentation identified as in need of review.

Transportation Aid:

The supporting documentation for the Transportation Aid is available at any time in the Department of Special Services. We request that an on-site review by your office be implemented for the documentation identified as in need of review.

Equalization and Security Aid: after your review of all above mentioned available supporting documentations, the district believes that a readjustment to eliminate or lower your proposed reductions of the district's state aid will be required.

We look forward to having you back into the district for further review of the open supporting documentations, and feel free to contact my office if you have any question or need additional information.

Sincerely,

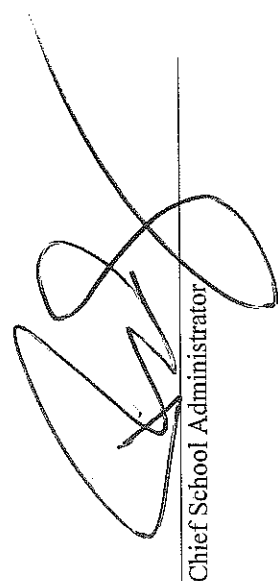

Adekunle James
Business Administrator/Board Secretary

New Jersey Department of Education
Office of Fiscal Accountability and Compliance
Corrective Action Plan

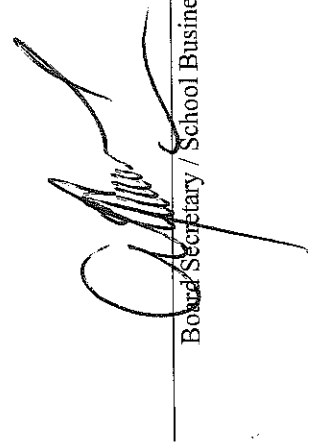
Name of School District: Orange Board Of Education County: Essex
 Type of Examination: Office of Fiscal Accountability and Compliance: ASSA, DRTRS EX AID and Preschool 2010-2011 - SY
 Date of Board Meeting: June 11, 2013
 Contact Person: Adekunle James, Business Administrator / Board Secretary
 Telephone Number: (973) 677-4190

Recommendation Number	Corrective Action Required By The Board	Method Of Implementation	Person Responsible For Implementation	Completion Date Of Implementation
<p>1. Recommendation: The LEA must fully utilize the system of New Jersey School Registers that are maintained at the time of the annual October 15, ASSA submission. This is to be retained as supporting documentation for future audits of the On Roll counts.</p>	<p>The LEA will ensure that all registers utilized for compiling the ASSA counts will be retained for audit purposes.</p>	<p>The district Data management and IT team will make sure that all registers generated from the Genesis student record keeping system for the completion of the ASSA reports will be properly retained and unmodified after the report is submitted.</p>	<p>Director of Special Programs, District Student Data Manager & Business Administrator</p>	<p>June 2014</p>
<p>2. Recommendation: the district ensures that only those students who are actively enrolled as of October 15, each year be reported on ASSA or its NJSMART equivalent data submission.</p>	<p>The district will continue its endeavor in making sure that only students that are enrolled on October 15 are only reported on the ASSA or NJSMART.</p>	<p>The district IT and Data management team will review and analyze the student enrollment information as obtained in the Genesis student database to make sure that only actively enrolled students are provided for the completion of the ASSA report.</p>	<p>Director of Special Programs, District Student Data Manager & Business Administrator</p>	<p>June 2014</p>
<p>3. Recommendation: The district ensures that all procedure uses to report Charter School and Alternative Program student are in compliance with annual Instructions for Submission of The ASSA or its NJSMART equivalent data submission.</p>	<p>The district will ensure that the procedure used to report Charter School and Alternative Program students are in compliance State instructions for completing ASSA and or NJSMARTS report.</p>	<p>The Business Office will review all instructions as provided by the State and make sure that the district IT and Student Data base management team adhere to all its components as related the submission of the ASSA and or NJSMART report.</p>	<p>Director of Special Programs, District Student Data Manager & Business Administrator</p>	<p>June 2014</p>
<p>Recommendation Number</p>	<p>Corrective Action Required By The Board</p>	<p>Method Of Implementation</p>	<p>Person Responsible For Implementation</p>	<p>Completion Date Of Implementation</p>
<p>4. Recommendation: The districts obtain copies of all free and reduce price school meals household application for all sent</p>	<p>The district will continue its endeavor in obtaining all free</p>	<p>The business office will continue its relentless effort to make sure</p>	<p>Business Administrator</p>	<p>June 2014</p>

students.	and reduce price lunch household application.	that lunch application and the applicable incentives programs are continued to help increase student participation.	Assistant Business Administrator & Manager of Food Services	June 2014
5. Recommendation: The districts revise the method of cross referencing each student to the household numbers for the free and reduced price school meals household application.	The district will develop an alternate method for cross referencing household numbers.	The business office will evaluate the current method used for cross referencing the household numbers for free and reduce price school meals and make appropriate changes.	Business Administrator	June 2014
6. Recommendation: The district includes the student identification numbers on each application, to help in cross referencing between the student's free and reduced price school meals household application and the individual student.	The district will make sure all student identification numbers are included on all application forms for easy referencing purposes.	The business office will review all applications to make sure that student ID numbers are included.	Assistant Business Administrator & Manager of Food Services	June 2014
7. Recommendation: The district maintains supporting testing documentation for all students receiving LEP services and that the documentation is available for review.	The district will intensify its testing process to make sure that all documents associated with LEP testing are maintained and available upon request.	The department of special programs will emphasize on the importance of maintaining LEP test supporting documentations for proper record keeping. All test documents will be reviewed by the director of Special Programs.	Director of Special Programs, & Supervisor of Bilingual/ESL	June 2014
8. Recommendation: The district should make sure that only students who are transported as of October 15 are to be categorized and reported according to the Special Needs requirements as reflected in IEP information.	The district will intensify its effort to make sure that only students who are transported as of October 15 and categorized and reported according to Special Needs with IEP are included on the DRTRS	The special services department will review each student's IEP and category to make sure that only those that meets the Special Needs and transported as of October 15 are included on the DRTRS.	Director of Special Services & Supervisor of Student Services	June 2014


 Chief School Administrator

6/18/13
 Date


 Board Secretary / School Business Administrator

6/18/13
 Date