

LAKEWOOD BOARD OF EDUCATION
Business Office
200 Ramsey Avenue
Lakewood, NJ 08701

**REQUEST FOR PROPOSAL
(RFP)**

SPECIAL EDUCATION AUDITING SERVICES

RFP 08-1617

Submission Date:

**September 14, 2016
2:00 P.M.**

**LAKEWOOD BOARD OF EDUCATION
REQUEST FOR PROPOSALS (RFP)**

The Board of Education of Lakewood, New Jersey, solicits proposals for the School Year **2016-2017**:

Proposal No. RFP 08-1617

**Title: SPECIAL EDUCATION AUDITING SERVICES FOR
THE 2016-17 SCHOOL YEAR**

All necessary proposal specifications and proposal forms may be secured upon written request to:

Regina Robinson
Interim School Business Administrator, Board Secretary
Lakewood Board of Education
200 Ramsey Avenue
Fax 732-905-3687
E mail: dpiasentini@piners.org

Proposals must be sealed and delivered to the Business Office, Office of the School Business Administrator, Lakewood Public Schools, **on or before** date and time indicated below. The envelope is to bear the following information:

**Title: SPECIAL EDUCATION AUDITING SERVICES FOR
THE 2016-17 SCHOOL YEAR**

Proposal No.: **RFP 08-1617**

Name and Address of the Respondent: _____

Date: **September 14, 2016**

Time: **2:00 P.M.**

The proposal opening process will begin on the above date and time in the Office of the School Business Administrator located in the Administration Building located at 200 Ramsey Ave., Lakewood, New Jersey. Proposals may also be submitted to the School Business Administrator or his designee at the proposal opening meeting, in the Board Meeting Room, prior to the advertised date and time. On the advertised date and time, the School Business Administrator shall receive and open all proposals. **No proposals shall be received after the time designated in the advertisement.** (N.J.S.A. 18A:18A-21(b)). The Board of Education does not accept electronic (e-mail) submission of proposals.

The Lakewood Public School District will hold a **pre-submission of proposal meeting on Wednesday, September 7, 2016 at 10:30 A.M.** in the Conference Room of the Administration Building, located at 200 Ramsey Avenue, Lakewood, NJ. The purpose of this meeting is to review all legal and technical requirements of the proposal. Respondents are **strongly encouraged** to attend this meeting. Addenda to the proposal may be issued as a result of the meeting.

All respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et. seq., Affirmative Action Against Discrimination and N.J.A.C. 17:27-1 et seq.

Corporate respondents are required by law (N.J.S.A. 52:25.24.2) to submit a list of names and addresses of all stockholders owning 10% or more of their stock.

A Non-Collusion Affidavit and a Contractor Questionnaire/Certification also must be filed with the proposal. The proposal package will also include other documents that must be completed and returned with the proposal. Failure to comply complete and submit all required forms, may be cause for disqualification and rejection of the proposal.

The Board of Education reserves the right to reject any or all proposals pursuant to N.J.S.A. 18A:18A-2(s), (t), (x), (y), 18A:18A-4(a), 18A:18A-22, and to waive any informalities.

All proposals solicited and received are done so pursuant to N.J.S.A. 18A:18A-4.1 et seq.

Regina Robinson
Interim School Business Administrator/Board Secretary

LAKEWOOD BOARD OF EDUCATION

Business Office
200 Ramsey Avenue
Lakewood, NJ 08701



**REQUEST FOR PROPOSAL
(RFP)**

**TECHNICAL
SPECIFICATIONS**



Regina Robinson
Interim School Business Administrator
Board Secretary

LAKEWOOD BOARD OF EDUCATION
Business Office
200 Ramsey Avenue
Lakewood, NJ 08701

REQUEST FOR PROPOSAL - RFP 08-1617

SPECIAL EDUCATION AUDITING SERVICES

Purpose of Proposal

It is the intent of the Board to solicit the Proposals from Respondents that have expertise in the provision of **Special Education Auditing Services**. Firms and/or persons responding to this RFP shall be able to demonstrate that they will have the continuing capabilities to perform these services to determine a District's compliance with Federal and state regulations.

A. Scope of Service (Technical Criteria)

The audit should reflect a follow up of district performance as reported the findings of the Special Education Monitoring Report dated October 5, 2011; Consolidated Monitoring Report dated March 19, 2014 and the LRE Monitoring Report dated February 26, 2016 (**See Appendix – B**).

The audit scope should reflect a review of records, program design and offerings as well as compliance with all aspects of N.J.A.C. Title 6A-Chapter 14-Special Education from the 2013-2014, 2014-2015 and 2015-2016 school years with particular emphasis on:

PROCEDURAL SAFEGUARDS

General Surrogate parents, wards of the state and foster parents
Parental consent, notice, participation and meetings
Native Language
Protection in evaluation procedures
Medication
Due process hearings
Discipline/suspension/expulsion
Student records
Reimbursement for unilateral placement by parents

SERVICES

General Requirement for Child Study Team Members
Case Managers
Location, referral and identification of students who may have a disability
Evaluation Procedures
Determination of eligibility for special education and related services
Determination of eligibility for speech-language services
Individual Education Program
Re-evaluation
Related Services

PROGRAMS AND INSTRUCTION

General requirements

Least Restrictive Environment

Program Options

Program criteria: speech-language services

Program criteria: supplementary aids and services

Program criteria: supplementary instruction and resource programs

Program criteria: special class programs, secondary programs and vocational rehabilitation

Program criteria; home instruction

Exceptions

Statewide assessment

Graduation

PROVIDING EDUCATIONAL AND RELATED SERVICES

General Requirements

Approval procedures for clinics or agencies

REQUIREMENTS FOR SERVICES IN NONPUBLIC SCHOOLS

Equitable participation under IDEA Part B

Provision of programs and services under N.J.S.A. 18A:46A-1 et seq. and 18A:46-19.1 et seq.

Fiscal management provided under N.J.S.A. 18A:46A-1 et seq. and 18A:46A-19.1 et seq.

End of year report provided under N.J.S.A. 18A:46A-1 et seq. and 18A:46-19.1 et seq.

Placement in accredited nonpublic schools which are not specifically approved for the education of students with disabilities

RECEIVING SCHOOLS

General requirements

Approval procedures to establish a new receiving school

Amendment procedures for receiving schools

Annual procedures for private schools for students with disabilities

Responsibilities of district boards of education

Provisions of programs

Termination or withdrawal from receiving school

Fiscal management

Records

Monitoring and corrective action

PROGRAMS OPERATED BY THE DEPARTMENTS OF CORRECTIONS AND HUMAN SERVICES, AND THE JUVENILE JUSTICE COMMISSION

General requirements

Procedural safeguards

Provision of programs

MONITORING, CORRECTIVE ACTION AND COMPLAINT INVESTIGATION

Monitoring and corrective action

Complaint investigation

EARLY INTERVENTION PROGRAMS

Early intervention programs serving children between birth and age three (3)

General requirements when district boards of education contract with early intervention programs under contract with the Department of Health and Senior Services for students age three (3)

Additional Compliance Issues (IDEA and N.J.A.C. 6A:14)

Review and comment on any due process petitions, petitions within the last 36 months, and complaint investigations.

Prepare Spread sheet for each Child Study Team member and related service provider for dates of annuals and reevaluations. Check compliance with dates and provide comments.

Review and comment on referrals to child Study Teams, building support, effectiveness of I&RS, and RTI.

Review and comment on Child Study Team visits to out of district schools, other than annuals/reevaluations.

Review and comment on out of district student attendance and if goals/objectives are being attained for all out of district placements.

Review State and Federal report compliance.

Program Design and Vision for future years

Evaluate and make recommendations on articulation meetings and building level meetings.

Evaluate and make recommendations on projections for the 2016-2017 Budget including types of classes to be offered.

Comment on feasibility of returning out of district students to in district placements.

Evaluate and make recommendations on Language based reading programs.

Evaluate and make recommendations on the establishment of a medically fragile classroom.

Evaluate and make recommendations on providing programs in district for behaviorally disabled students.

Evaluate and make recommendations on Staff Meetings and Professional Development offerings

Evaluate and make recommendations on Professional Development for Special Education Service Staff.

Evaluate and make recommendations on Home Instruction: General Education and Special Education Students.

Evaluate and make recommendations on Supplemental Instruction.

Evaluate and make recommendations for a Department Procedures Manual.

Evaluate and make recommendations on Special Education Transportation.

In addition to the above, the audit should also include a review of the following and contain recommendations based on code, research and best practices:

Staffing patterns

Program delivery

Non-discriminatory identification and evaluation

Use of Real Time

and

Behavioral Services and Student discipline.

B. Qualifications of Respondents (Management Criteria)

Any company submitting a proposal should be able to provide proof that they:

- Have the capacity to provide timely and quality services outlined in the Technical Specifications
- Have measures in place to ensure that the professional reports are cohesive, concise and useful
- Are able to offer a high level of expertise both by the phone and in person
- Are financially stable

- Able to provide services at a reasonable price
- Have been in existence for 5 plus years
- Have provided auditing services to other Public Schools in the United States

C. Contract Period

The term of the contract shall be from date of award through January 30, 2017. The Board of Education may choose to renew this contract for two (2) additional single year increments (July 1, 2017 through June 30, 2018 and July 1, 2018 through June 30, 2019) to produce additional annual comprehensive reports in accordance with N.J.S.A. 18A:18A-42.

D. Coordination of Activities

All efforts and assessment of performance shall be coordinated by Terri Sinatra, State Monitor for the Lakewood Public School District.

E. Fee Schedule - Payment

A purchase order will be issued to the successful company. The payment for services will be made on a monthly basis to reflect the level of effort expended provided that any supporting documentation requested by the district to substantiate those efforts, together with an invoice and voucher have been received by the district by the 15th of the month following the effort so claimed.

F. Presentation Package - (Evaluative Criteria)

All proposals will be evaluated on the basis of the district's pre-determined, merit-based evaluative criteria as outlined within the RFP and Technical Specifications. The criteria are:

- I. Technical Criteria
- II. Management Criteria
- III. Cost Criteria

G. Evaluation Process – Weighting and Scoring of Proposals

The weighting of criteria below reflects the district's determination of the respective significance in relationship to each of the criteria areas. The proposals will be evaluated and scored accordingly.

All RFP responses are to be evaluated on the basis of whose response is the most advantageous to the district, price and other factors considered, and whose response will provide the highest quality of service at fair and competitive prices.

The Board of Education will use a one hundred (100) point system in evaluating all proposals. The criteria to be evaluated are identified below:

	<u>Category</u>	<u>Value Points</u>
I.	Technical Criteria	60%
II.	Management Criteria	25%
III.	Cost Criteria	15%

*The office of the School Business Administrator will assist in the evaluation of the cost criteria.

Technical Criteria

Respondents should list all services to be rendered with their explanation in detail on how they will provide the services. Respondents shall also provide evidence of how services of similar type were provided to other schools in the nation and/or in New Jersey. Respondents should submit at least one (1) report recently completed. Success stories only please. Respondents, by submitting a proposal acknowledge that they fully understand the scope of service, and work to be performed. Respondents are to provide evidence of any innovation and successful approaches in providing the services requested.

Management Criteria

a. Business organization

The respondent shall submit a full description of the business organization to include, but not be limited to:

- Name, address, phone, fax, website, email address and other information of the professional firm or individual;
- An organizational chart noting the names of all principals and partners;
- Resumes of key staff members including professional licenses and certifications and
- Other information concerning individual of the professional firm that would assist the school district in the evaluation process.

b. Qualifications; Relevant Experience

Respondents shall submit documentation highlighting qualifications and experience they have that will assist the district in the evaluation and selection process. Such documentation shall include, but not be limited to:

- Evidence of providing services as listed in the specifications for a period of at least three (3) years to other school districts
- Three letters of recommendation from other public school districts;
- Copies of professional or educational licenses of staff that will perform the services as listed in the specifications;
- List of any judgments within the last three years and/or a list of bankruptcy or organization proceedings within the last 5 years;
- Availability of personnel, facilities, equipment and other resources to provide the services requested in the timeframe required, and
- Other information concerning the firm and/or individuals of the firm that would assist the district in the evaluation process

Costs Criteria

Fee proposals

Respondents are to submit a fee proposal schedule that complements the service that is being requested by the school district.

The fee provided by the respondent shall be a significant part of the evaluation process as conducted by the district and respondent should provide a full detailed analysis of their fee proposal.

All incidental expenses related to this contract, such as copying, binding, airfare, hotel, car or travel expenses incurred by the respondent to whom the contract is awarded, shall be the responsibility of the respondent. The board will not reimburse any vendor for any individual or segregated incidental expenses related to the contract. Such incidental and travel expenses should be incorporated into the company's overall proposal price.

There may be a circumstance where a request is made for the respondent to provide services not directly related to the contract. These services not related to the contract **are not** to be provided by the respondent. The district will procure these services separately by an authorized purchase order.

Extraordinary expenses that are incurred by the respondent in the performance of his or her duties may be brought to the Board of Education **prior** to the actual expenditure. The Board of Education upon recommendation of the appropriate administrator **may** consider reimbursing the expense or the Board of Education may procure the services separately.

H. Evaluation of Proposals -- Evaluation Committee

A committee has been selected to evaluate proposals that have been submitted. Committee members are familiar with the need for services to be performed in the request for proposal.

Committee members will be identified in the final report submitted to the Board of Education.

In accordance with the New Jersey Office of State Comptroller's publication:

"Best Practices for Awarding Services Contracts"

Section 4 – (*The Need for an Evaluation Committee*), it has been determined that the evaluators:

- "... are sufficiently qualified to evaluate the strengths and weaknesses of the proposals submitted."
- "... have the relevant experience necessary to evaluate the proposal;" and
- "... are familiar with the need for the services to be performed in the request for proposals."

Regina Robinson, Interim School Business Administrator/Board Secretary will review and evaluate all proposals as they pertain to the procurement process.

I. Award of Contract

It is the intention of the Board of Education to award the contract to the respondent whose response is the most advantageous to the board, price and other factors considered; and who will provide the highest quality service at fair and competitive prices.

LAKEWOOD BOARD OF EDUCATION
Business Office
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REQUEST FOR PROPOSAL

Model Evaluation Criteria Scoring Form



Regina Robinson
Interim School Business Administrator
Board Secretary

LAKEWOOD BOARD OF EDUCATION
Business Office
 200 Ramsey Avenue
 Lakewood, NJ 08701

Evaluation Criteria - Scoring Form

RFP 08-1617

Date: September 14, 2016 @ 2:00 P.M.

SPECIAL EDUCATION AUDITING SERVICES

Name of Respondent _____

	<u>Category</u>	<u>Value Points</u>
I.	Technical Criteria A. Description of Services	_____
II.	Management Criteria A. Business Organization _____ B. Qualifications; Relevant Experience _____	_____
III.*	Cost Criteria -- (Completed by Business Office)	_____
	<i>TOTAL SCORE</i>	_____

*The Office of the School Business Administrator will assist in the evaluation process of the cost criteria.

AWARD OF CONTRACT

It is the intention of the Board of Education to award the contract to the respondent whose response is the most advantageous to the board, price and other factors considered; and who will provide the highest quality service at fair and competitive prices.

Reviewer: _____

Points: _____

LAKEWOOD BOARD OF EDUCATION
Business Office
200 Ramsey Avenue
Lakewood, NJ 08701



REQUEST FOR PROPOSAL

GENERAL SPECIFICATIONS



Regina Robinson
Interim School Business Administrator
Board Secretary

A. AFFIRMATIVE ACTION REQUIREMENTS

Each respondent shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- i. Appropriate evidence that the respondent is operating under an existing federally approved or sanctioned affirmative action program; or
- ii. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; or
- iii. An employee information report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C. 17:27-4.

Please note: A completed and signed Affirmative Action Questionnaire is required with submission of proposal. However, the Board will accept in lieu of the Questionnaire, Affirmative Action Evidence stapled to the Affirmative Action Questionnaire form.

"If awarded a contract your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et. seq."

B. AUTHORIZATION TO WORK – PURCHASE ORDER REQUIRED

No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.

C. PROPOSAL GUARANTEE AND BONDING REQUIREMENTS (N.J.S.A. 18A:18A-24)

Please note: The name, address, and phone number of the Bond Underwriter as well as the Bond Number shall be included with all bonds submitted to the Board of Education.

1. Proposal Guarantee ☐ REQUIRED ☒ NOT REQUIRED

When required, each proposal shall be accompanied by a bond, cashiers or certified check for ten per cent (10%) of the amount of the total contract, but not in excess of \$20,000. This guarantee shall be made payable to the Lakewood Board of Education. Such deposit shall be forfeited upon refusal of a proposer to execute a contract; otherwise, checks shall be returned when the contract is executed and surety (performance) bond is filed with the Lakewood Board of Education.

The security check for unsuccessful respondents will be returned as soon after the proposal closing as possible but in no event later than (10) days after said date.

Uncertified business checks, personal checks or money orders are not acceptable.

All bonds submitted must be signed and witnessed with original signatures. The Board will not accept facsimile or rubber stamp signatures on the bond. Failure to sign the bond by either the Surety or Principal shall be deemed cause for disqualification of the proposal. The Attorney-in-Fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the Power of Attorney.

The Lakewood Board of Education will only accept bonds from companies that are licensed and qualified to do business in the State of New Jersey. Such a list (Approved Surety Companies) may be available upon

request to the State of New Jersey, Department of Banking and Insurance, P.O. Box 325, Trenton, New Jersey 08625.

The board **will not** accept a proposal with multiple proposal/bid numbers listed on the bond.

Failure to submit a bond guarantee when required shall be cause for disqualification and rejection of proposal.

2. Certificate (Consent) of Surety

☐ REQUIRED

☒ NOT REQUIRED

When required, each proposer shall submit with its proposal a certificate from a surety company stating that the surety company will provide the contractor with a performance bond in an amount equal to the amount of the contract (N.J.S.A. 18A:18A-25). Such surety company must be licensed and qualified to do business in the State of New Jersey. The certificate (consent) of Surety, together with a power of attorney, must be submitted with the proposal. ***Failure to submit the certificate (consent) of Surety will be cause for disqualification and rejection of proposal.***

3. Performance Bond

☐ REQUIRED

☒ NOT REQUIRED

When required, the successful respondent shall furnish a Performance, Payment and Completion Bond in a sum of at least one hundred percent (100%) of the total amount payable by the terms of this Contract. Such written guarantee shall be made payable to the Lakewood Board of Education and shall be in the form required by Statute.

Such bond shall further carry a stipulation that no advance, premature, excessive or delayed payments by the Owner shall in any way affect the obligation of the Surety on its bond.

Such bond shall further stipulate that no payments made to the Contractor, nor partial or entire use of occupancy of the work by the Owner shall be an acceptance of any work or materials not in accordance with this Contract and the Surety shall be equally bound to the same extent as the Contractor.

It is expressly stipulated that the Surety for the Contractor on the project shall be obligated to make periodic inquiries of the Owner at reasonable times, to determine whether its Principal has performed or was performing the Contract in accordance with all of its terms and conditions, particularly in relation to the progress payments scheduled under said Contract with the Owner.

In the event the Contractor defaults or fails to perform or finish the work prescribed under the Contract for any reason whatsoever, it shall become the unqualified obligation of the Surety for the defaulting contractor to complete the Contract in accordance with its terms following receipt of notice from the owner of such default.

The Contractor shall execute a formal contract with the Board in the form required and in such number of counterparts as the Board may request. Such Performance, Payment and Completion Bond shall be furnished and such Contracts shall be executed and delivered by the contractor within ten (10) days after the receipt by the contractor of notice accepting his proposal by the Board.

The Lakewood Board of Education will only accept performance bonds from surety companies that are licensed and qualified to do business in the State of New Jersey.

D. BUSINESS REGISTRATION CERTIFICATE (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:32-44 as amended by P.L. 2004 – Chapter 57, all respondents shall submit with their proposal package a copy of their "New Jersey Business Registration Certificate" as issued by the Department of Treasury of the State of New Jersey. Failure to provide the New Jersey

Business Registration Certification with the proposal package, or prior to the award of contract, will be cause for the rejection of the entire proposal.

Goods and Services Contracts

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract: **1)** The contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; **2)** prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; **3)** during the term of this contract, the contractor and its affiliates shall collect, remit, and notify all subcontractors and their affiliates that they must collect and remit to the Director of the New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

E. CONTRACTS

Upon notification of award of contract by the Lakewood Board of Education, the successful respondent shall sign and execute a formal contract agreement with the Board of Education.

The successful respondent shall sign and execute said contract and return it together with documents required by the district such as but not limited to:

- Professional Liability Certificate;
- Criminal History Background evidence;
- Other required documents as may be outlined in the proposal specifications.

Within ten (10) days of receipt of notification of award of contract, the executed contracts and related documents must be returned to:

Regina Robinson
Interim School Business Administrator, Board Secretary
Lakewood Board of Education
200 Ramsey Ave.
Lakewood, NJ 08701

F. DISCLOSURE of ACTIVITIES IN IRAN FORM - N.J.S.A. 18A18A-49.4

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Respondents must review this list prior to completing the below certification. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

In addition, respondents must provide a detailed, accurate and precise description of the activities of the respondent person/entity, or one of its parents, subsidiaries or affiliates, engaging in the

investment activities in Iran outlined above by completing the boxes on the lower portion of the enclosed form.

Failure to complete, sign and submit the Disclosure of Investment Activities in Iran form with the proposal shall be cause for rejection of the proposal.

G. DOCUMENTS, MISSING/ILLEGIBLE

The respondent shall familiarize himself with all forms* provided by the Board that are to be returned with the proposal. If there are any forms either missing or illegible, it is the responsibility of the respondent to contact Mrs. Diane Plasentini, Assistant Purchasing Agent, at 732-364-2400 X7019 for duplicate copies of the forms. This must be done before the proposal submission. The Board accepts no responsibility for duplicate forms that were not received by the respondent in time for the respondent to submit with his proposal.

All documents returned to the Board shall be signed with an original signature in ink (blue). Failure to sign and return all required documents with the RFP package may be cause for disqualification and for the proposal to be rejected pursuant to N.J.S.A. 18A:18A-2(y) (non-responsive). The Board will not accept facsimile or rubber stamp signatures.

H. DOCUMENT SIGNATURES – ORIGINAL; BLUE INK

All documents returned to the Board shall be signed with an original signature in **BLUE INK**. Failure to sign and return all required documents with the RFP package may be cause for disqualification and for the proposal to be rejected pursuant to N.J.S.A. 18A:18A-2(y) (non-responsive). The Board **will not** accept facsimile or rubber stamp signatures.

*Forms provided by the Board of Education that must be returned with proposal.

- Acknowledgement of Addenda (if applicable)
- Affirmative Action Questionnaire or Affirmative Action Evidence
- Chapter 271 – Political Contribution Disclosure Form
- Contractor/Vendor Questionnaire and Certification
- Disclosure of Investment Activities in Iran
- Non Collusion Affidavit
- Proposal Form
- Stockholders' Disclosure/ Ownership Declaration

*Please check your RFP package for these forms!

I. EVALUATION OF CRITERIA

The school district intends to evaluate all proposals on the basis of the responses that are most advantageous to the district, price and other factors considered. Included in the evaluation process, but not limited to, are:

- Experience and ability to perform services;
- Qualifications and references;
- Organization; staffing; facilities;
- Cost proposal;
- Ability to meet the Technical Specifications;
- Knowledge of the Instructional Practices and Services of a New Jersey school district;
- Other factors demonstrated in the respondent's presentation package that may be in the best interests of the school district.

J. FALSE MATERIAL REPRESENTATION – N.J.S.A. 2C:21-34-97(b)

A person commits a crime if the person knowingly makes a material representation that is false in connection with the negotiation, award or performance of a government contract. If the contract amount is for \$25,000.00 or above, the offender is guilty of a crime of the second degree. If the contract amount exceeds \$2,500.00, but is less than \$25,000.00, the offender is guilty of a crime of the third degree. If the contract amount is for \$2,500.00 or less, the offender is guilty of a crime of the fourth degree.

K. INCIDENTAL EXPENSES

All incidental expenses related to the services provided are the responsibility of professional service provider. The school district will not reimburse any provider for any incidental expenses related to the contract.

Travel – The total proposal cost submitted by respondents shall include any or all costs pertaining to travel to and from any site where the services are to be performed. The Lakewood Board of Education will not pay any segregated costs for travel or incidentals.

L. INSURANCE AND INDEMNIFICATION ☒ REQUIRED ☐ NOT REQUIRED

The respondent to whom the contract is awarded for any service work or construction work shall secure, pay the premiums for and keep in force until the contract expires, insurance of the types and amounts listed below:

General Liability -- \$2,000,000. General Aggregate
\$1,000,000. Products
\$1,000,000. Personal Injury
\$1,000,000. Each Occurrence
\$50,000. Fire Damage
\$5,000. Medical Expense

(A) Insurance Certificate – When Required

- a. The Service Provider must present to the Lakewood Board of Education an insurance certificate in the above types and amounts before any work or service begins.
- b. Automobile liability insurance shall be included to cover any vehicle used by the insured.
- c. The certificate holder shall be as follows:

Lakewood Board of Education
c/o The Business Office
200 Ramsey Avenue, Lakewood, NJ 08701

- d. Additional Insured Claim -- The Service Provider must include the following clause on the insurance certificate.

“Lakewood Board of Education is named as an additional insured”

OTHER INSURANCES

WORKERS COMPENSATION Evidence of adequate Workers Compensation Insurance as required by the laws of the State of New Jersey and the United States, must be available for perusal. The minimum limits are the following, unless a greater amount is required by law:

Bodily Injury by Accident	\$1,000,000. Each Accident
Bodily Injury by Disease	\$1,000,000. Policy Limit
Bodily Injury by Disease	\$1,000,000. Each Employee

Contract Liability

Same as General Liability

Automobile Liability

\$1,000,000 Per Occurrence

(B) Indemnification

The Service Provider shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the Board and its agents, employees and Board members, from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses (including, but not limited to, attorney's fees) in connection therewith on account of the loss of life or property or injury or damage to any person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract or the performance of services by the Service Provider under the agreement or by a party for the whole contract is liable. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this agreement.

The Service Provider is to assume all liability of every sort incident to the work, including property damage caused by him or his men or by any Service Provider employed by him or any of the Service Provider's men.

INSURANCE; PROFESSIONAL LIABILITY – CERTIFICATE REQUIRED

☒ **REQUIRED**

☐ **NOT REQUIRED**

The successful respondent to whom the contract is awarded shall provide to the Board of Education with contract documents a Professional Liability Insurance Certificate with the following limits:

\$1,000,000 Each Incident; Occurrence; Wrongful Act
\$3,000,000 Aggregate

The insurance certificate name as to the certificate holder shall be as follows:

The Lakewood Board of Education
c/o The Business Office
200 Ramsey Ave.
Lakewood, NJ 08701

and remain in full force during the term of contract.

M. INTERPRETATIONS AND ADDENDA

No interpretation of the meaning of the specifications will be made to any Respondent orally. Every request for such interpretations should be made in writing to the School Business Administrator and must be received at least ten (10) days prior to the date fixed for the opening of proposals to be given consideration. Any and all interpretations and any supplemental instructions will be distributed in the form of written addenda to the specifications. The addenda will be provided in accordance with N.J.S.A. 18A:18A-21(c) to the respondents by certified mail or certified fax no later than seven (7) days Saturdays, Sundays, and holidays excepted, prior to the date for acceptance of proposals. All addenda so issued shall become part of the contract document.

N. NON COLLUSION AFFIDAVIT (N.J.S.A. 2A:93-6)

A notarized Non-Collusion Affidavit must be submitted with the proposal package.

O. POLITICAL CONTRIBUTION DISCLOSURE STATEMENT – PAY TO PLAY

A business entity as defined by law is advised of its responsibility to file an annual disclosure statement on political contributions with the **New Jersey Election Law Enforcement Commission** pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005 Chapter 271 section 3) if the business entity receives contracts in excess of \$50,000 from public entities in a calendar year. It is the business entity's responsibility to

determine if filing is necessary. Additional information on this requirement is available from the New Jersey Election Law Enforcement commission at 1-888-313-3532 or at www.elec.nj.us.

Pursuant to N.J.A.C. 6A:23A-6.3 (a1-4) please note the following:

Award of Contract -- Reportable Contributions -- N.J.A.C. 6A:23A-6.3 (a)(1)

"No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L.1973, c83 (codified at N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one year period."

Contributions During Term of Contract -- Prohibited -- N.J.A.C. 6A:23A-6.3 (a)(2,3)

"Contributions reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract."

When a business entity referred in 4.1(e) is a natural person, contribution by that person's spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity."

Chapter 271 Political Contribution Disclosure Form -- Required -- N.J.A.C. 6A:23A-6.3 (a) (4)

All respondents shall submit with their proposal package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6A:23A-6.3 (a) (2) Award of Contract.

P. PRE-PROPOSAL MEETING ☒ APPLICABLE ☐ NOT APPLICABLE

A pre-proposal meeting has been scheduled as follows: **September 7, 2016 at 10:30 A.M.** in the Conference Training Room of the Administration Building located at 200 Ramsey Ave., Lakewood, NJ 08701. All potential respondents are strongly encouraged to attend this very important meeting. Addenda to the proposal may be issued as a result of the meeting.

Q. SUBCONTRACTING; ASSIGNMENT OF CONTRACT

Contractors, services providers, and all vendors with whom the Board of Education has an executed contract may not subcontract any part of any work done or consign any contract for goods or materials for the Board without first receiving written permission from the School Business Administrator.

R. SUBMISSION DEADLINE

The deadline to submit all RFP Packages is **September 14, 2016 at 2:00 P.M.**

Submissions received after the date and time noted in the RFP Package shall not be considered.

S. SUBMISSION OF RFP PACKAGE -- (Original and THREE (3) Copies)

All RFP Proposal Packages including the Letter of Transmittal and the Presentation Package are to be in a **sealed envelope** bearing the title of the proposal and number of the proposal in front and are to be delivered to:

Regina Robinson
Interim School Business Administrator, Board Secretary
Lakewood Board of Education
200 Ramsey Ave.

Respondents are to include:

- One original RFP Package with original signatures
- Three (3) copies of the RFP Package

T. TERMINATION OF CONTRACT

If the Board determines that the contractor has failed to comply with the terms and conditions of the proposal upon which the issuance of the contract is based or that the contractor has failed to perform said service, duties and or responsibilities in a timely, proper, professional and/or efficient manner, then the Board shall have the authority to terminate the contract upon written notice setting forth the reason for termination and effective date of termination.

Termination by the Board of the contract does not absolve the contractor from potential liability for damages caused the District by the contractor's breach of this agreement. The Board may withhold payment due the contractor and apply same towards damages once established. The Board will act diligently in accordance with governing statutes to mitigate damages. Damages may include the additional cost of procuring said services or goods from other sources.

The contractor further agrees to indemnify and hold the District harmless from any liability to subcontractors or suppliers concerning work performed or goods provided arising out of the lawful termination of this agreement.

U. WITHDRAWAL OF PROPOSALS

Before the Proposal Due Date

The School Business Administrator may consider a written request from a respondent to withdraw a proposal if the written request is received by the School Business Administrator before the proposal due date. Any respondent who has been granted permission by the School Business Administrator to have his/her proposal withdrawn **cannot re-submit** a proposal for the same project.

After the Proposal Due Date

The Board of Education may consider a written request from a respondent to withdraw a proposal if the written request is received by the School Business Administrator within five (5) business days after the proposal opening. A request to withdraw a proposal after the specified number of days will not be honored.

The respondent who wishes to withdraw a proposal must provide a certification supported by written factual evidence that an error or omission was made by the respondent and that the error or omission was a substantial computational error or an unintentional omission or both.

The request to withdraw a proposal after the proposal due date may be reviewed by the School Business Administrator, the interested administrators; and/or the Board Attorney and a recommendation will be made to the Board of Education.

The Board of Education will be the final determining authority in permitting the proposal to be withdrawn.

ETHICS IN PURCHASING

Statement to Vendors

School District Responsibility

Recommendation of Purchases

It is the desire of the Lakewood Board of Education to have all Board employees and officials practice exemplary ethical behavior in the procurement of goods, materials, supplies, and services.

School district officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et seq.

Solicitation/Receipt of Gifts – Prohibited

School district officials and employees are prohibited from soliciting and receiving funds, gifts, materials, goods, services, favors, and any other items of value from vendors doing business with the Lakewood Board of Education or anyone proposing to do business with the Lakewood School District.

Vendor Responsibility

Offer of Gifts, Gratuities -- Prohibited

Any vendor doing business or proposing to do business with the Lakewood Public School District, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Lakewood Public School District or to any member of the official's or employee's immediate family.

Vendor Influence -- Prohibited

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Lakewood Public School District, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

Vendor Certification

Vendors or potential vendors will be asked to certify that no official or employee of the Lakewood Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Lakewood Board of Education.

Regina Robinson
Interim School Business Administrator
Board Secretary

LAKEWOOD BOARD OF EDUCATION

Business Office
200 Ramsey Avenue
Lakewood, NJ 08701

TO: All Vendors

UNAUTHORIZED ORDERS

Official Notification

Authorized Purchases

The Lakewood Board of Education only recognizes purchases made through the approved purchase order process. All purchases require a:

Written Purchase Order with **authorized signatures** and a **Purchase Order Number**.

Unauthorized Purchases

Any Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

Vendors' Responsibility

- **Do NOT Honor Requests!**

Vendors are not to honor or accept any requests for goods or services unless the vendor receives a **written purchase order** with **authorized signatures** and a **purchase order number**.

- **Contact the Business Office!**

Please alert Diane Piasentini at 732-364-2400 X7019, if any Board employee attempts to place an order without an authorized purchase order.

- **You will NOT Get Paid!**

The Lakewood Board of Education will not be held responsible for any unauthorized orders or purchases.

Authorized Signatures

The Lakewood Board of Education will only recognize purchase orders signed by:

Regina Robinson
Interim School Business Administrator
Board Secretary

LAKEWOOD BOARD OF EDUCATION

Business Office

200 Ramsey Avenue

Lakewood, NJ 08701

Proposal Form

RFP 08-1617

**Title: SPECIAL EDUCATION AUDITING SERVICES FOR THE
2016-17 SCHOOL YEAR**

Proposal Date: September 14, 2016 at 2:00 P.M.

I/we hereby submit the following cost proposal for SPECIAL EDUCATION AUDITING SERVICES FOR THE 2016-17 SCHOOL YEAR in accordance with the Technical Specifications and the RFP requirements:

Total Cost for an acceptable comprehensive report: \$_____

Final payment will be made upon acceptance of the report by the Superintendent of Schools.

Name_____

Address_____ P.O. Box_____

City, State, Zip Code_____

Federal Tax ID Number_____

Phone Number ()_____ Extension_____

Fax No. ()_____ E-Mail_____

Authorized Agent_____ Title_____

Agent's Signature_____ **Date**_____

All proposals must be received no later than **September 14, 2016, 2:00 P.M.** All proposals are to be sent to:

Regina Robinson
Interim School Business Administrator
Board Secretary
200 Ramsey Ave.
Lakewood, NJ 08701

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L.1975, .127)

N.J.A.C. 17:27 et eq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulation promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

EXHIBIT A (Cont)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at:
[http:// www.state.nj.us/treasury/contract_compliance/](http://www.state.nj.us/treasury/contract_compliance/).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

EXHIBIT – B

Special Education Monitoring Report – 10/5/2011 - (7 pages)

Consolidated Monitoring Report – March 2014 - (24 pages)

LRE Monitoring Report – 02/26/2016 – (3 pages)

All three (3) reports follow this page.



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER D. CERF
Acting Commissioner

October 5, 2011

Ms. Lydia Silva, Superintendent
Lakewood Township School District
1771 Madison Avenue, Rt. 9
Lakewood, NJ 08701-2895

Dear Ms. Silva:

Subject: Special Education Monitoring Report – Lakewood Township School District

This correspondence has been sent to inform you of the results of the New Jersey Department of Education, Office of Special Education's onsite monitoring regarding the Lakewood Township School District's implementation of federal and state special education requirements. The New Jersey Department of Education, Office of Special Education (NJOSE), conducted an onsite monitoring visit in the Lakewood Township School District to determine compliance with federal and state special education requirements. The members of the monitoring team were Patricia Fair, Caryl Carthew and Kenneth Richards.

The special education monitoring system is data driven and aligned with the federally required State Performance Plan (SPP) indicators, including the federal monitoring priorities established by the Individuals with Disabilities Education Act of 2004 (IDEA 2004). Specifically, the NJOSE monitoring process is focused on improving educational results and functional outcomes for students with disabilities and ensuring compliance with those special education requirements related to positive student outcomes.

The special education self-assessment and monitoring process focused on requirements related to the following areas:

- ***Transition to Adult Life***
- ***State Assessment***
- ***Placement in the Least Restrictive Environment***
- ***Parent Involvement***
- ***Disproportionate Representation of Specific Racial-Ethnic Groups in Special Education***
- ***Evaluation and Reevaluation***
- ***Individualized Education Program***
- ***Programs and Services***

The Lakewood Township School District was selected for the self-assessment/monitoring process based on trend data that indicated a high percentage of students with disabilities placed in separate public and private settings. (See Section III - Table of Findings).

Monitoring Results

The enclosed Table of Findings details the findings of non compliance resulting from monitoring. Of the 46 requirements in the district's self-assessment that were reviewed by the NJOSE, the district demonstrated non compliance with twenty-three (23) requirements. **The findings of non compliance must be corrected within one year of the date of this report. Corrective action should include, as necessary: development and/or revision of policies and procedures, staff training, implementation of the identified IDEA and N.J.A.C. requirements and implementation of an oversight mechanism to ensure ongoing compliance.** The monitoring team leader, Ms. Patricia Fair, will contact Ms. Yvette Cucuro to discuss procedures for verification of correction of the findings of noncompliance listed in the Table of Findings. *For any finding of noncompliance related to the development or implementation of IEPs or the delivery of programs and services, corrective action activities have been directed by NJOSE.*

The results of the special education monitoring must be reviewed at the next meeting of the district's board of education. A copy of the minutes from the board of education meeting documenting the review by the board must be submitted to the following address:

Ms. Patricia Fair
New Jersey Department of Education
Office of Special Education
1 Executive Campus 3rd Floor
Route 70 West
Cherry Hill, NJ 08002

Questions regarding the enclosed monitoring report should be directed to Dr. Peggy McDonald, Interim Director of Special Education, at 609-292-0147. The NJOSE appreciates the cooperation of district staff members during the self-assessment/monitoring process.

Sincerely,



Peggy McDonald, Interim Director
Office of Special Education

PM/PF
Enclosure

c: Barbara Gantwerk
Patricia Fair
Thomas Dowd
County Supervisor of Child Study
Yvette Cucuro

<p>2) Invitation to IEP meetings provided to students and agencies providing or paying for transition services. [N.J.A.C. 6A:14-2.3(k)2x and 3.7(e)13, 3.7(h): 20 U.S.C. §1414 (d)(1)(A)(i)(1)(VIII); and 34 CFR §300.322 b(2)]</p>	<p>Review of records and interviews with staff indicated that the district did not consistently provide an invitation to students to attend IEP meetings where transition was discussed. Noncompliance was due to inconsistent implementation of district procedures.</p>
<p>3) IEP requirements for students ages 14 and above, in accordance with N.J.A.C. 6A:14-3.7(e) 11.</p>	<p>Review of records and interviews with staff indicated that the district did not consistently document IEP requirements for students age 14 and above. These findings were due to inconsistent implementation of district procedures.</p>
<p>4) A summary of academic achievement and functional performance shall be provided to each student prior to graduation, in accordance with N.J.A.C. 6A:14-4.11(b) 4; 20 U.S.C. §1414(c)(5)(B); and 34 CFR §300.305(e)(3).</p>	<p>Review of records and interviews with staff indicated that the district did not consistently provide a summary of academic achievement and functional performance to students prior to graduation. In addition, the district did not consistently provide written notice of graduation with all required components. These findings were due to inconsistent implementation of district procedures.</p>
<p>Corrective Action for Citation (#3) above:</p> <p>The district is required to conduct training with child study team members and/or speech and language specialists regarding procedures for documenting IEP requirements for students age 14 and above. The district is required to provide an oversight mechanism to ensure ongoing compliance. The NJOSE monitor will provide the director of Special Education directions for submitting documentation to demonstrate compliance.</p> <p>The district is required to convene an appropriately configured IEP team meeting to review and/or revise the IEP for each student age 14 and above whose IEPs did not include all required elements as identified by the monitors. Names of students with IEPs that were found to be noncompliant will be provided to the Director of Special Education by NJOSE.</p> <p>Additionally, the district must review the IEPs of all students age 14 and above who have been found eligible for special education and related services and/or eligible for speech and language services. For any IEP where there is insufficient documentation of IEP requirements, a meeting of the IEP team must be convened to review and revise the IEP.</p>	
<p>Section III: IEPs in the Student's Environment</p>	
<p>3) All students with disabilities, including preschoolers and</p>	<p>Review of records and interviews with staff indicated that IEPs did not consistently document</p>

students in receiving schools, shall have access to the general education curriculum and supplementary aids and services, in accordance with N.J.A.C. 6A:14-4.2, 20 U.S.C. §1414(d)(1)(A)(i)(IV), and 34 CFR §300.320(e)(4).	the supplemental aids and services considered and the reasons they were rejected. Noncompliance was due to inconsistent implementation of district procedures.
4) IEPs shall include a comparison of the benefits provided in the regular class and the benefits provided in the special education class, in accordance with N.J.A.C. 6A:14-4.2(a) 8(i).	Review of records and interviews with staff indicated that IEPs did not consistently include a comparison of the benefits provided in the regular class setting and a comparison of benefits provided in the special class setting. Noncompliance was due to inconsistent implementation of district procedures.
5) IEPs shall include the potentially beneficial or harmful effects which a placement (general education) may have on the student with disabilities or the other students in the class. [20 U.S.C. § 1412(a)(5); 34 CFR §300.116(d)]	Review of records and interviews with staff indicated that IEPs did not consistently include the potential beneficial and harmful effects of a placement (general education) on the student or other students in the class. Noncompliance was due to inconsistent implementation of district procedures.
6) For students in a separate setting, IEPs shall include activities to transition students to a less restrictive environment, in accordance with N.J.A.C. 6A:14-4.2(a)4.	Review of records and interviews with staff indicated that IEPs for students in separate settings did not include activities to transition the students to a less restrictive environment. Noncompliance was due to inconsistent implementation of district procedures.
Corrective Action for Citation (#3,4,5) above: The district is required to conduct training with child study team members and/or speech and language specialists regarding procedures for documenting: the supplemental aids and services considered and the reasons they were rejected; a comparison of the benefits provided in the regular class setting and the comparison of benefits provided in the special class setting; and the potential beneficial and harmful effects of placement (general education) on the student or other students in the class. The district is required to provide an oversight mechanism to ensure ongoing compliance. The NJOSE monitor will provide the director of Special Education directions for submitting documentation to demonstrate compliance.	
The district is required to convene an appropriately configured IEP team meeting to review and/or revise the IEP for each student whose IEP did not include all required elements as identified by the monitors. Names of students with IEPs that were found to be noncompliant will be provided to the Director of Special Education by NJOSE.	
Additionally, the district must review the IEPs of all students who have been found eligible for special education and related services and/or eligible for speech and language services. For any IEP where there is insufficient documentation of IEP requirements, a meeting of the IEP team must be convened to review and revise the IEP.	
Corrective Action for Citation (#6) above: The district is required to conduct training with child study team members and/or speech and language specialists regarding procedures for documenting activities to transition students to a less restrictive environment when students have been placed in separate settings. The district is required to provide an oversight mechanism to ensure ongoing compliance. The NJOSE monitor will provide the director of Special Education directions for submitting documentation to demonstrate compliance.	
The district is required to convene an appropriately configured IEP team meeting to review and/or revise the IEP for each student placed in a separate setting where the IEPs did not include documentation of activities to transition students to a less restrictive environment as identified by the monitors. Names of students with IEPs that were found to be noncompliant will be provided to the Director of Special Education by NJOSE.	

Additionally, the district must review the IEPs of all students who have been found eligible for special education and related services who have been placed in a separate setting. For any IEP where there is insufficient documentation of the IEP requirement to include activities to transition students to a less restrictive environment a meeting of the IEP team must be convened to review and revise the IEP.

1) Parents shall be given written notice of a meeting containing all the required components, in accordance with N.J.A.C. 6A:14-2.3(k) 3.5; 20 U.S.C. §1414(b)(1); and 34 CFR §300.304(a).	Review of records and interviews with staff indicated that written notice of a meeting was not consistently provided to parents prior to meetings. In addition, notices of meetings did not consistently inform parents of all the possible purposes of the meeting and inform parents of their right to invite others with expertise if the purpose included development of the IEP. Noncompliance was due to inconsistent implementation of district procedures.
2) Written notice, which includes required components, shall be provided to parents following meetings, in accordance with N.J.A.C. 6A:14-2.3(f) and 2.3(g) 1-7; 20 U.S.C. §1414(b)(1)(c)(4)(A); 34 CFR §300.304(a)(4); and 34 CFR §300.305(a).	Review of records and interviews with staff indicated that written notice did not include provision of N.J.A.C. 1.6A for students referred for initial evaluations. In addition, if parents did not attend the meeting, provision of written notice was not consistently provided. Noncompliance was due to inconsistent implementation of district procedures.
3) Eligibility meetings shall include required participants in accordance with N.J.A.C. 6A:14-2.3(k) 1(i-vii); 20 U.S.C. §1414(d) (1)(B); and 34 CFR §300.321(a).	Review of records and interviews with staff indicated that required participants were not consistently in attendance at eligibility meetings. Noncompliance was due to inconsistent implementation of district procedures.
SECTION VI: EVALUATIONS AND RE-EVALUATION	
3) The staff of the general education program shall maintain written documentation regarding type, frequency, duration and effectiveness of each intervention used, in accordance with N.J.A.C. 6A:14-3.3(c).	Review of records and interviews with staff indicated that district staff did not consistently maintain written documentation of type, frequency, duration and effectiveness of each intervention implemented in the general education program. Noncompliance was due to a lack of implementation of district procedures.
4) Within 20 calendar days of receipt of the written request for an evaluation, the district shall convene a meeting with required participants, in accordance with N.J.A.C. 6A:14-3.3(e).	Review of records and interviews with staff indicated that the district did not ensure that meetings were consistently convened within 20 calendar days of receipt of initial requests for an evaluation. Noncompliance was due to lack of implementation of district procedures.
5) A vision and audiometric screening shall be conducted for every student referred to the child study team for evaluation. The school nurse shall review and summarize available health and medical information and transmit the summary to the child study team, in accordance with N.J.A.C. 6A:14-3.4(f).	Review of records and interviews with staff indicated that a summary of the students' health and medical information was not consistently transmitted to the child study team prior to the identification meeting. Noncompliance was due to lack of implementation of district procedures.
8) Evaluations shall be conducted by a multi-disciplinary team, in accordance with N.J.A.C. 6A:14-2.5(b)6 and 3.6(b).	Review of records and interviews with staff indicated that evaluations for students referred for speech and language services were not multi-disciplinary. The educational impact statement from the teacher was not consistently summarized in the report. Noncompliance was due to lack of implementation of district procedures.

9) Each evaluation of a student shall include functional assessment in accordance with N.J.A.C. 6A:14-3.4(f)(4)-(vi); 20 U.S.C. §1414(b)(4) and (5); and 34 CFR §300.306(c)(i).	Review of records and interviews with staff indicated that all components of a functional assessment were not consistently included in evaluations of students. Observation in other than a testing setting, teacher interview and parent interview were not consistently completed for students referred for special education and related services. The summary of the educational impact statement, parent interview and observation in other than a testing setting were not included in evaluations for students referred for speech and language services. Noncompliance was due to inconsistent implementation of district procedures.
10) Within three years of the previous classification, a multi-disciplinary reevaluation shall be completed, in accordance with N.J.A.C. 6A:14-3.8(a) and 20 U.S.C. §1414(a)(2)(B)(ii).	Review of records and interviews with staff indicated that the district did not ensure that reevaluations were completed within the required three year timelines. Noncompliance was due to inconsistent implementation of district procedures.
11) Reevaluation planning meetings shall include required participants, in accordance with N.J.A.C. 6A:14-2.3(k)(2)(i-x); 20 U.S.C. §1414(c)(1)(A)(i); and 34 CFR §300.305(a).	Review of records and interviews with staff indicated that required participants were not consistently in attendance at reevaluation meetings. Noncompliance was due to inconsistent implementation of district procedures.
15) A copy of the evaluation report(s) and documentation and information that will be used for a determination of eligibility shall be given to the parent or adult student not less than 10 calendar days prior to the eligibility meeting, in accordance with N.J.A.C. 6A:14-3.5(a); 20 U.S.C. §1414(b)(4); and 34 CFR §300.306(a).	Review of records and interviews with staff indicates parents were not consistently provided a copy of the evaluation reports at least within 10 calendar days, prior to the eligibility meeting. Noncompliance was due to inconsistent implementation of district procedures.
16) To facilitate the transition from early intervention to preschool, a child study team member of the district shall participate in the preschool transition planning conference arranged by the Department of Health and Senior Services, in accordance with N.J.A.C. 6A:14-3.3(e)(i-iv); 20 U.S.C. §1414(d)(1)(D); and 34 CFR §300.321(f).	Review of records and interviews with staff indicated that child study team members did not consistently participate in the transition planning conference for children transitioning from early intervention programs. Noncompliance was due to inconsistent implementation of district procedures.
Section VII: IEP	
Citation:	
1) IEP meetings shall be held with an appropriately configured IEP team, in accordance with N.J.A.C. 6A:14-2.3(k) 2(i-x)1; 20 U.S.C. §1414(d)(1)(B); and 34 CFR §300.321(a).	Review of records and interviews with staff indicated that general education teachers did not consistently attend IEP meetings. Noncompliance was due to inconsistent implementation of district procedures.
3) IEP meetings shall be conducted annually, or more often if necessary, to review and/or revise the IEP and determine placement, in accordance with N.J.A.C. 6A:14-3.7(i); 20 U.S.C. §1414(d); and 34 CFR §300.324(b)(1).	Review of records and interviews with staff indicated that a review of the IEP was not consistently conducted on an annual basis. Noncompliance was due to inconsistent implementation of district procedures.
6) IEPs shall be implemented as written, in accordance with 20 U.S.C. § 1412 (a)(16)(D).	Review of records and interviews with staff indicated that IEPs did not consistently identify the implementation date and frequency of the related services determined appropriate by the IEP team. Noncompliance was due to inconsistent implementation of district procedures.
Corrective Action for Citation (#1) above:	
The district is required to conduct training with child study team members and/or speech and language specialists regarding procedures to ensure that IEP	

meetings are held with an appropriately configured IEP team. The district is required to provide an oversight mechanism to ensure ongoing compliance. The NJOSE monitor will provide the director of Special Education directions for submitting documentation to demonstrate compliance.

Corrective Action for Citation (#3) above:

The district is required to conduct training with child study team members and/or speech and language specialists regarding adherence to approved timelines related to conducting the annual review. The district is required to provide an oversight mechanism to ensure ongoing compliance. The NJOSE monitor will provide the director of Special Education directions for submitting documentation to demonstrate compliance.

Corrective Action for Citation (#6) above:

The district is required to conduct training with child study team members and/or speech and language specialists regarding adherence to the requirement to include in the IEP implementation dates and frequency of the related services as determined by the IEP team.

The district is required to convene an appropriately configured IEP team meeting to review and/or revise the IEP for each student in which IEPs did not include all required elements as identified by the monitors. Names of students with IEPs that were found to be noncompliant will be provided to the Director of Special Education by NJOSE.

Additionally, the district must review the IEPs of all students who have been found eligible for special education and related services and/or eligible for speech and language services. For any IEP where there is insufficient documentation of IEP requirements, a meeting of the IEP team must be convened to review and revise the IEP.

All documentation required to demonstrate completion of corrective action activities must be submitted to the following address:

Ms. Patricia Fair
New Jersey Department of Education
Office of Special Education Programs
One Executive Campus 3rd Floor
Route 70 West
Cherry Hill, NJ 08002



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State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DAVID C. HESPE
Acting Commissioner

March 18, 2014

Mrs. Laura Winters, Superintendent
Lakewood Township School District
1771 Madison Avenue
Lakewood, NJ 08701

Dear Mrs. Winters:

The New Jersey Department of Education has completed a review of funds received and disbursed from one or more federal programs by the **Lakewood Township Board of Education**. The funding sources reviewed include titled programs for the Elementary and Secondary Education Act (ESEA) and the Individuals with Disabilities Education Act (IDEA). The review covered the period July 1, 2011 through March 31, 2013. The resulting report is enclosed. Please provide a copy of the report to each board member. All issued Consolidated Monitoring Reports will be posted on the department's website at <http://www.state.nj.us/education/finance/jobs/monitor/consolidated>.

Utilizing the process outlined in the attached "Procedures for LEA/Agency Response, Corrective Action Plan and Appeal Process," the Lakewood Township 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 Anthony Hearn at (609) 633-2492.

Sincerely,

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

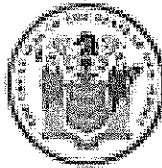
RJC/AH/dk:Lakewood Twp.BOE Cover Letter/consolidated monitoring
Enclosures

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DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NJ 08625-0500

LAKEWOOD TOWNSHIP SCHOOL DISTRICT
1771 MADISON AVENUE
LAKEWOOD, NJ 08701
PHONE: (732) 364-2400



New Jersey K-12 Education

CONSOLIDATED MONITORING REPORT
MARCH 2014

District: Lakewood Township School District
County: Ocean
Dates On-Site: June 11, 12 and 13, 2013
Case #: CM-039-12

FUNDING SOURCES

Program	Funding Award
Title I	\$ 16,405,671
Title I SIA	200,000
IDEA Basic	4,595,956
IDEA PreSchool	213,726
Title IIA	1,157,640
Title III	428,133
Carl D. Perkins	374,109
Total Funds	<u>\$ 23,375,235</u>

**LAKEWOOD TOWNSHIP SCHOOL DISTRICT
CONSOLIDATED MONITORING REPORT
MARCH 2014**

BACKGROUND

The Elementary & 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, and Race to the Top). 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 Lakewood Township 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 I SIA; Title II, Part A (Title II); Title III; Carl D. Perkins and IDEA Basic and Preschool for the period July 1, 2011 through March 31, 2013 (only done through March since the district had not yet posted transactions for April and May) and planned expenses for the 2012-2013 school year.

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 and 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 Title I; Title I SIA; Title II; Title III; Carl D. Perkins and IDEA from July 1, 2011 through March 31, 2013. A sampling of purchase orders was taken from the entire population and later identified as to the grant that was charged.

**LAKWOOD TOWNSHIP SCHOOL DISTRICT
CONSOLIDATED MONITORING REPORT
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**GENERAL DISTRICT OVERVIEW OF USES OF TITLE I, TITLE II, TITLE III, IDEA
AND CARL D. PERKINS FUNDS**

Title I Projects

The district used its FY 2012-2013 Title I, Part A funds to implement schoolwide programs. Primarily, the district provided in-class support to struggling students and extended learning opportunities through after school and summer programs.

Title I SIA Projects

The district used Title I SIA funds for an alternative high school for its neediest students.

Title II Projects

The district intends to utilize Title II funds on professional development. As of the date of the monitoring visit, a majority of the funds were unexpended.

Title III

The district has approximately 1,100 public English Language Learners (ELLs) and approximately 150 nonpublic ELLs. Kindergarten through eighth grade public school students are in a bilingual program and public high school students are in a high intensity English as a Second Language (ESL) program. Nonpublic students receive ESL services through third party providers.

IDEA Projects (Special Education)

The majority of the FY 2012-2013 IDEA Basic funds were used to reduce district tuition costs for students receiving special educational services in approved private schools for students with disabilities. Nonpublic funds were used to provide supplemental support programs, related services (speech, occupational and physical therapies) and instructional assistants to students attending nonpublic schools.

Carl D. Perkins

The district has eight approved Career and Technical Education (CTE) programs and one program of study which are supported with Perkins Grant funds. The district's approved CTE programs and program of study are as follows: Military Technologies & Applied Sciences, Other (29999); Recording Arts Technology/Technician (100203); Business/Office Automation/Technology/Data Entry (520407); Fashion/Apparel Design (500407); Graphic Design (500407); Photographic and Film/Video Technology/Technician & Assistant (100201); Restaurant, Culinary and Catering Management/Manager (120504); and the Business/Commerce General (520101).

**LAKEWOOD TOWNSHIP SCHOOL DISTRICT
CONSOLIDATED MONITORING REPORT
MARCH 2014**

DETAILED FINDINGS AND RECOMMENDATIONS

Title I

Finding 1: The district failed to prepare Title I Schoolwide Plans for Oak Street Elementary School and Spruce Street Elementary School. The schools must maintain a plan that reflects how the schoolwide program is implementing interventions and strategies to meet the intent and purpose of the Title I legislation. Therefore, the Title I expenditures for the school must be removed due to lack of a schoolwide plan

Citation: ESEA §1114: *Schoolwide Programs*.

Required Action: The district must reverse any expenditures of FY 2012-2013 Title I funds allocated to Oak Street Elementary and Spruce Street Elementary Schools. The district must submit documentation of the adjusting journal entry to the NJDOE for review. For the 2013-2014 school year, both schools will be designated as operating a Title I targeted assistance program.

Finding 2: The district does not have a parental involvement program that meets the Title I legislative and regulatory requirements. Specifically, the district did not implement the following mandatory components:

- The annual meeting for parents of students participating in the Title I program;
- The school-level parental involvement policy and its distribution;
- The School-Parent Compact for all schools were not available; and
- Parental involvement documentation including invitation letters, sign in sheets and agendas.

The legislation requires that districts provide opportunities for parents to have an active role in their child's education, which includes decision making activities such as providing input into the development of the district and school-level parental involvement policy.

Citation: ESEA §1118: *Parental Involvement*.

Required Action: The district must ensure each Title I school has an annual meeting, school-level parental involvement policy and School-Parent Compact. The district must submit a copy of these documents to the NJDOE for review.

Finding 3: The district does not have the required supporting documents to verify the activity of administrative or school-level personnel charged to the Title I grant. The documentation must reflect what personnel are doing and must match their funded percentage. This documentation is necessary to verify that grant funded personnel are performing responsibilities consistent with the intent and purpose of the grant.

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Citation: OMB Circular A-87, Attachment B, Section 8(h): *Cost Principles for State, Local and Indian Tribal Governments (Compensation for personal services)*.

Required Action: The school must identify staff members whose salaries are supported in whole or in part with Title I funds and verify the time and activity of staff charged to the grant. The school must submit a revised list of FY 2012-2013 funded staff, salaries, funding percentages and time sheets to date to the NJDOE for review.

Finding 4: The district does not have a comprehensive equipment inventory for items purchased with Title I funds. The inventory is necessary to ensure that grant funded equipment is easily identifiable and readily available for activities to address the intent and purpose of the legislation.

Citation: EDGAR, PART 80--*Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, Section 32, Equipment.

Required Action: The district must develop a system to track equipment purchased with federal grants. Although the state threshold for reporting equipment is \$2,000 in the Electronic Web Enabled Grant (EWEG) system, the district may have its own lower threshold. The district must track any amount that is less expensive to track than it is to replace. The inventory must include a list of all items with the corresponding tag number, cost, location, purchase date, grant source that funded the purchase and a description of the item. The district must submit a comprehensive inventory of all equipment purchased to the NJDOE for review.

Finding 5: The district is using Title I funds to support professional development and parental involvement at the nonpublic school that have nominal attendance. For instance, the district used Title I funds to pay consultant fees for a series of activities, each of which may have been attended by only three or four individuals. The district should develop a plan to oversee the invitations, etc. prior to approving events that are not attended.

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: In its role as the fiscally accountable entity, the district must implement a process to review the implementation of Title I funded professional development and parental involvement activities for teachers and parents of participating nonpublic students. The district's process must include a mechanism to evaluate the efficacy of the continuous use of Title I funds for activities that are attended by a nominal percentage of parents and teachers.

Finding 6: The district is paying for various expenditures at nonpublic schools that benefit the entire population and not just the identified Title I students. Some of the programs that benefited all students were the following:

**LAKEWOOD TOWNSHIP SCHOOL DISTRICT
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- counseling services;
- social work;
- social skills; and
- professional development activities that included the entire school staff.

Citations: EDGAR, PART 80--*Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, Section 20, Standards for financial management systems. ESEA Section 1120A(b) *Fiscal Requirements, Federal Funds To Supplement, Not Supplant, Non-federal Funds*. ESEA §1120(a): *Participation of Children Enrolled in Private Schools (General Requirement)*.

Required Action: The district must reverse the expenditures of Title I funds for these activities. The district must submit documentation of the adjusting journal entry to the NJDOE for review.

Finding 7: The district is not maintaining control of Title I funds generated for equitable services to resident nonpublic school students. At the nonpublic schools' request, the district is using Title I funds to pay for nonspecified professional development and parental involvement. The review of purchase orders for these activities indicates the consultant's name and pay rate only. The purchase orders do not specify the topic of the parental involvement and/or professional activity.

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 exercise its responsibilities as the fiscally accountable entity and maintain control of Title I funds generated for equitable services to resident nonpublic school students. The use of Title I funds for nonspecified activities cannot be deemed necessary and reasonable. Therefore, the district must reverse the expenditures of Title I funds and allocate state/local funds for these activities. The district must provide documentation of the adjusting journal entry to the NJDOE for review.

Finding 8: The district is charging salaries to the Title I grant that its grants office was not aware of and for persons that are not supporting the Title I grant. The district needs stronger controls between the grants office and the business office in order to ensure that only staff that is performing Title I duties is paid with Title I funds.

Citation: EDGAR, PART 80--*Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, Section 20, Standards for financial management systems. OMB Circular A-87, Attachment B, *Cost Principles for State, Local and Indian Tribal Governments*. ESEA Section 1120A(b) *Fiscal Requirements, Federal Funds To Supplement, Not Supplant, Non-federal Funds*.

**LAKEWOOD TOWNSHIP SCHOOL DISTRICT
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Required Action: The district must reverse the expenditure for the salaries of staff not working to support the grant, and identify state/local funds to support their salaries. The district must send documentation of the adjusting journal entry to the NJDOE for review.

Finding 9: The use of Title I funds to purchase both textbooks (\$509,499.50) and testing materials for Terra Nova and CAT from McGraw Hill (\$27,290.37) are not necessary and reasonable expenditures. Because Oak Street Elementary School and Spruce Street Elementary School did not complete a Title I Schoolwide Plan, the use of Title I funds for the textbooks and testing materials cannot be deemed expenditures that are necessary and reasonable to support programs and activities in the Plan.

Citations: OMB Circular A-87, Attachment B, *Cost Principles for State, Local and Indian Tribal Governments*. ESEA Section 1120A(b) *Fiscal Requirements, Federal Funds To Supplement, Not Supplant, Non-federal Funds*.

Required Action: The district must reverse the expenditures noted in the finding and identify state/local funds to support the above mentioned programs. The school must send documentation of the adjusting entry to the NJDOE for review.

Finding 10: The district's use of Title I funds from the reserve for Priority/Focus Interventions for the following activities supplants state/local funds:

- Salaries for the Credit Recovery program at Lakewood High School;
- Common Core training at Clifton Avenue Elementary School; and
- Data Analysis Software at Lakewood Middle School.

The Priority/Focus Interventions reserve is a district-level reserve that is used to benefit a subset of Title I schools. Because it is a district-level reserve it is subject to the presumptions of supplanting articulated in ESEA §1120(A). The use of district-level Title I funds must be used to provide services to students that are above and beyond the state requirements for graduation.

Citation: OMB Circular A-87, Attachment B, *Cost Principles for State, Local and Indian Tribal Governments*. ESEA §1120A(b) *Fiscal Requirements, Federal Funds To Supplement, Not Supplant, Non-federal Funds*. ESEA §9401, *Waivers of Statutory and Regulatory Requirements*.

Required Action: The district must reverse the expenditures noted in the finding and identify state/local funds to support the above mentioned programs. The school must send documentation of the adjusting entry to the NJDOE for review.

Finding 11: The district has only spent a minimal amount of the reserve for Priority/Focus Interventions at Ella G. Clark Elementary School (\$69,510 of \$1,075,880) and Clifton Avenue Elementary School (\$159,336 of \$941,128). The lack of spending does not help the school

**LAKEWOOD TOWNSHIP SCHOOL DISTRICT
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improve and jeopardizes the funds to be carried over. The district needs to increase controls in order to ensure programs are in place to fund earlier in the year.

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 implement a review system in order to ensure funds are being spent timely.

Finding 12: Teachers identified in the "*Fall Report & State Code Combined Certification Report*" did not hold certificates appropriate to their assignment resulting in the inability to demonstrate Highly Qualified Teacher (HQT) status for the assignment. Because the district failed to maintain copies of appropriate certificates or credentials for their certificated staff, the monitoring team could not verify if staff met the highly qualified designation.

For example: A teacher holding an Elementary Education (N-8) certification was assigned to teach fourth grade bilingual education. This position requires the bilingual endorsement. Also, a Teacher of the Handicapped was assigned as an Elementary Generalist supporting a multiply disabled population, grades 9-12, and is not highly qualified in core subject matter.

Citations: ESEA §1119. *Qualifications for Teachers and Paraprofessionals* ESEA §2123(A)(5)(B) *Local Use of Funds*. N.J.A.C. 6A:9-3 *Professional Licensure and Standards*.

Required Action: The district must update the highly qualified documentation in personnel records so that they contain teacher certificates, transcripts, HQT ID Forms, test scores, etc. The district must review HQT ID forms for completeness upon hiring teachers and the district should take steps to ensure that certifications, Praxis II Test Score Reports and transcripts are filed in the individual's personnel file. Personnel files should be maintained in the board of education office. The NJDOE will conduct an on-site visit to review the highly qualified portions of the personnel records and the updated teacher schedules the 2013-2014 school year.

Finding 13: The master schedule did not adequately reflect the assigned duties of teachers in some of the personnel files sampled. Therefore, the monitoring team was unable to accurately determine staff assignments, and verify the highly qualified status of teachers.

Citation: ESEA §1119. *Qualifications for Teachers and Paraprofessionals*.

Required Action: The NJDOE will conduct an on-site visit to review the highly qualified portions of the personnel records and the updated teacher schedules for the 2012-2013 school year. Additionally, if any instructional staff do not meet the highly qualified designation, the district must distribute the follow-up Parents' Right to Know letter to parents of students being taught by these teachers.

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Title II

Finding 14: The district is not spending its Title II Funds. In addition to its carryover of \$271,699 from FY 2011-2012 and current year allocation of \$846,626, the district has spent only a minimal amount of the funds, and is in jeopardy of having to return unused funds.

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 release any unused FY 2011-2012 funds to the NJDOE at the end of the FY 2012-2013 project period. The district must implement the necessary evaluative measure to identify staff professional development needs, and use its Title II funds accordingly.

Title III

Finding 15: The district's Title III parental notification letter did not outline all of the Title III parental notification requirements. The missing elements that need to be included in the parental notification letter are: how proficiency level was assessed, how the program meets state standards; exit requirements; and how the methods of bilingual/ESL instruction differ. This excludes parents from a complete understanding of the program their children are entering.

Citation: ESEA §3302 *Parental Notification*.

Required Action: The district's Title III parental notification letter needs to outline the specific requirements for Title III. The district should refer to the sample letter which is located at:

<http://www.state.nj.us/education/bilingual/title3/accountability/notification/title3par.htm>.
to revise its FY 2013-2014 parental notification letter and must submit a copy of it to the NJDOE for review.

Finding 16: Half of the salaries of two ESL teachers funded through Title III were not for supplemental purposes. The Title III funded ESL teachers are providing core services required by state law. The district is required under state regulations to provide one period of ESL services every day, so this is not an allowable cost. This limits other Title III supplemental spending and restricts student access to needed services.

Citation: ESEA §3115(g) *Supplement, Not Supplant*.

Required Action: The district must reverse the charges and use state/local funds for the salaries of the bilingual teachers required by state law. The district must send documentation of the adjusting journal entry to the NJDOE for review.

**LAKEWOOD TOWNSHIP SCHOOL DISTRICT
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Finding 17: The district used Title III funds to pay for entrance exam administration (W-APT administration) stipends. This is not a Title III allowable cost because entrance examinations are required by state/federal law. This limits other Title III supplemental spending and restricts student access to needed services.

Citation: ESEA §3115(g) *Supplement, Not Supplant.*

Required Action: The district must reverse the charges and use state/local funds for Title III translation stipends. The district must send documentation of the adjusting journal entry to the NJDOE for review.

Finding 18: The district used Title III funds to purchase nonpublic supplies that should be purchased with state/local funds. The purchase of a HP Color Laserjet Printer did not supplement local instruction specifically for Title III students. This limits other Title III supplemental spending and restricts student access to needed services.

Citation: ESEA §9501(g) *Participation by Private School Children and Teachers.*

Required Action: The district must reverse the charges and use state/local funds for the cost of the supplies that are not allowable costs and remove these charges from the grant. The district must send documentation of the adjusting journal entry to the NJDOE for review.

Finding 19: The district used Title III funds to pay for an individual, Mr. Amram Blum, to teach ESL in Yeshiva Masoras Avos. This teacher, who was contracted by the district to provide ESL services, is not certified in ESL instruction and thus not qualified to receive Title III funds for his services. This limits other Title III supplemental spending and restricts student access to needed services.

Citation: ESEA §9501(g) *Participation by Private School Children and Teachers.*

Required Action: The district must reverse the charges and use state/local funds for the cost of Mr. Blum to provide ESL services to Yeshiva Masoras Avos. The district must send documentation of the adjusting journal entry to the NJDOE for review.

Finding 20: The district did not document consultation meetings with nonpublic schools that were receiving Title III funds. As a result, nonpublic schools were not given the opportunity to collaborate with the district. This limits the effectiveness of Title III supplemental spending and restricts student access to needed services.

Citation: ESEA §9501(g) *Participation by Private School Children and Teachers.*

Required Action: The district must document all nonpublic consultations for the use of Title III funds. The district must provide documentation of its FY 2012-2013 nonpublic consultation process to the NJDOE for review.

**LAKEWOOD TOWNSHIP SCHOOL DISTRICT
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Carl D. Perkins

Finding 21: The district is not offering a coherent sequence of courses for many of their CTE programs that are being supported with Perkins funds. It appears the district is offering a variety of electives without regard to sequencing for program completion.

Citation: N.J.A.C. 6A: 19-3.1.6 (i) Program Requirements.

Required Action: The district must ensure a coherent sequence of courses is offered for approved CTE programs supported with Perkins funding. The course sequence should consist of those courses identified in the approved program reapproval application. Programs and course sequence information should be available for students, teachers, guidance counselors, administrators and parents.

Finding 22: The district has not established an advisory committee for each approved CTE program to ensure stakeholder input. Additionally, the district did not conduct two advisory committee meetings for each approved CTE program. Only one meeting was held on April 16, 2013.

Citation: Perkins: P.L. 109-270§134 (b) (5); N.J.A.C. 6A:19-3.1 Program Requirements.

Required Action: The district must establish an advisory committee for each approved CTE program. The advisory committee must have membership representation as indicated in the New Jersey Administrative Code cited above. Each advisory committee must meet at least twice per project period. Once the advisory committee has been established, the district must submit a copy of the advisory committee minutes to their NJDOE Perkins program officer. Programs without evidence of a functioning advisory committee will not be considered approved programs and will not be eligible for Perkins Grant funding.

Finding 23: The district was unable to provide evidence of activities to prepare special populations for high wage or high demand occupations.

Citation: Perkins: P.L. 109-270: § 135 (9).

Required Action: In the future, the district must provide activities to prepare students representing special populations for high skill, high wage or high demand occupations that will lead to self-sufficiency.

Finding 24: The district's professional development for teachers did not promote the integration of academic standards and career and technical education.

Citation: Perkins: P.L. 109-270: § 134(b).

**LAKEWOOD TOWNSHIP SCHOOL DISTRICT
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Required Action: The district must describe and implement a comprehensive professional development plan focused on the integration of coherent and rigorous CTE content aligned with challenging academic standards for career and technical education staff.

Finding 25: The district was unable to provide documentation of the Workforce Investment Board (WIB) consultation for the FY 2013 Perkins grant.

Citation: Perkins: P.L. 109-270: § 134(b) (5); Perkins Guidelines Section C: 2.1 WIB Review.

Required Action: The district must develop the Perkins grant application in consultation with the local WIB and maintain documentation of the consultation for monitoring purposes.

Finding 26: The district does not have supporting documents to verify the activity of Perkins funded instructional and administrative staff as required by federal law. The documentation must reflect what the staff is doing, when and where and it must match their funded percentage.

Citation: OMB Circular A-87, Attachment B, Section 8(h): *Cost Principles for State, Local and Indian Tribal Governments (Compensation for personal services)*.

Required Action: The district must verify the time and activity of staff charged to the grant. The district must submit a list of FY 2013 Perkins funded staff, salaries, funding percentages and time sheets to date to the NJDOE for review.

Finding 27: The district expended Perkins funds for a Measuring Academic Progress (MAP) tool that is given to all students to determine their eligibility for Title I services. The district also expended Perkins funds for an instructional salary after the second year of operation of the fashion design program.

Citation: Carl D. Perkins Vocational and Technical Education Act, Section 311(a) *Fiscal Requirements, Supplement, Not Supplant*. Perkins One-Year Grant Application Guidelines, Section D.3, *Non-Allowable Costs*.

Required Action: The district must charge allowable costs that have been approved and that benefit Perkins students exclusively. These unallowable expenditures must be charged to an appropriate funding source.

Finding 28: The district does not adequately track equipment purchased with federal funds and does not have a comprehensive equipment inventory. Perkins equipment purchased in FY 2013 was not properly tagged or correctly recorded.

Citation: EDGAR, PART 80-*Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, Section 32, Equipment.

**LAKEWOOD TOWNSHIP SCHOOL DISTRICT
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Required Action: The district must develop a system to track equipment purchased with federal grants. Although the state threshold for reporting equipment is \$2,000, the district may have its own lower threshold. The district must track any amount that is less expensive to track than it is to replace. All inventoried items should include tag number, cost, date of purchase, funding source, location and item description. The district must submit a comprehensive inventory of equipment purchased to the NJDOE for review.

Finding 29: The district routinely recorded Perkins funded expenditures in an incorrect general ledger account. For example, the district recorded non-instructional salaries as instructional salaries, instructional supplies as instructional equipment, and instructional equipment as instructional supplies.

Citation: N.J.A.C. 6A:23A-16.2 Principles and directives for accounting and reporting.

Required Action: The district must charge expenditures to the appropriate general ledger account. The district should review its Perkins expenditures for FY 2013 and transfer all improperly recorded transactions to the appropriate accounts prior to submitting its FY 2013 Final Expenditure Report.

Finding 30: On numerous occasions, the district failed to issue a purchase order prior to services being rendered (confirming orders). District policy and state regulations require that a properly executed purchase order be issued prior to services being rendered.

Citation: EDGAR, PART 80-*Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, Section 20, Standards for financial management systems. N.J.S.A 18A:18A 2(v) *Public School Contracts Law*.

Required Action: Purchase orders should be issued to all vendors prior to goods or services being provided.

Finding 31: The district's accounting records and financial reporting were inaccurate and incomplete. For example, district payroll expenditures subsequent to January 2013 were not recorded in the district's accounting records.

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 should update internal controls to ensure that accounting and financial records are accurate, current and complete.

**LAKEWOOD TOWNSHIP SCHOOL DISTRICT
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IDEA (Special Education)

Finding 32: The district was unable to provide verification that staff providing services in nonpublic schools possessed the appropriate certification and/or licensure required by the NJDOE.

Citation: N.J.A.C. 6A:14-6.2 (h).

Required Action: The district is required to obtain a complete list of all staff funded through the FY 2013 IDEA grant who provided special education services to students attending nonpublic schools along with copies of the certifications and/or licenses issued by NJDOE held by those staff members. The district must identify those staff members who do not possess a current certification and/or license. In addition, the district must develop a list of staff funded through the FY 2014 IDEA funds who provide services to students with disabilities at the nonpublic schools who will be providing services and ensure each staff member possesses the required certifications and/or licenses. A monitor from the NJDOE will conduct an on-site visit to review the staff lists developed by the district.

Finding 33: The district did not consistently implement each student's IEP as written. Specifically, speech-language services were not provided as required by the IEP.

Citation: N.J.A.C. 6A:14-3.7(a)1-4 and 20 USC 1412(a)(5); 34 CFR §300.119.

Required Action: The district must ensure each student determined eligible for special education and related services and eligible for speech-language services is receiving all programs and services identified in the IEP. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above. To demonstrate the district has corrected the individual instances of noncompliance, the district must conduct annual review meetings and revise IEPs for specific students who IEPs were identified as noncompliant. At the next IEP meeting for each student receiving speech-language services, the district must determine if compensatory services are required and deliver the identified services. A monitor from the NJDOE will conduct an on-site visit to interview staff, review copies of the revised IEPs, IEPs developed for students whose annual review meetings were conducted between September 2013 and December 2013, compensatory service logs, and the oversight procedures. Names of the students whose IEPs were identified as noncompliant will be provided to the district by the monitor.

Finding 34: The district did not consistently provide notice of eligibility and eligibility/IEP meetings containing all required components to parents of students eligible for special education and related services and for students eligible for speech-language services.

Citation: N.J.A.C. 6A:14-2.3(k)3,5; 20 U.S.C. §1414(b)(1); and 34 CFR §300.304(a).

**LAKEWOOD TOWNSHIP SCHOOL DISTRICT
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Required Action: The district must ensure parents are provided notice of a meeting that contains all required components, early enough to ensure the parent has an opportunity to attend. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and speech-language specialists and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above. A monitor from the NJDOE will conduct an on-site visit to interview staff, review copies of notices of meetings provided to parents for meetings conducted between September 2013 and December 2013, and to review the oversight procedures.

Finding 35: The district did not consistently provide written notice to parents containing all required components. Specifically, written notice following identification and reevaluation planning meetings for students evaluated for special education and related services did not include the options considered and why those options were rejected. Additionally, written notice following identification meetings did not include the provision of N.J.A.C. 1:6A and N.J.A.C. 6A:14 for students eligible for special education and related services. Written notice following identification meetings conducted for students eligible for speech-language services did not consistently include a description of the options considered and the reasons they were rejected.

Citation: 20 U.S.C. §1414(b)(1)(c)(4)(A); 34 CFR §300.304(a)(4); 34 CFR §300.305(a); and N.J.A.C. 6A:14-2.3(f); and 2.3(g)1-7.

Required Action: The district must ensure parents are provided with written notice of proposed actions that contains all required components. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and speech-language specialists and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above. A monitor from the NJDOE will conduct an on-site visit to interview staff, review copies of written notice provided to parents for meetings conducted between September 2013 and December 2013, and to review the oversight procedures.

Finding 36: The district did not provide copies of evaluation reports to parents at least 10 days prior to the determination of initial eligibility or determination of continued eligibility for students eligible for special education and related services and for students eligible for speech-language services.

Citation: N.J.A.C. 6A:14-3.5(a); 20 U.S.C. §1414(b)(4); and 34 CFR §300.306(a).

Required Action: The district must ensure the provision of copies of evaluation reports to parents not less than 10 days prior to the determination of eligibility. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and speech-language specialists and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above. A monitor from the NJDOE will conduct an on-site visit to interview staff, review documentation of the provision of reports to parents for students evaluated for special

**LAKEWOOD TOWNSHIP SCHOOL DISTRICT
CONSOLIDATED MONITORING REPORT
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education and related services or speech-language services between September 2013 and December 2013, and to review the oversight procedures.

Finding 37: The district did not consistently provide to students eligible for special education and related services written notice of graduation containing all required components and a summary of academic achievement and functional performance within required time lines. Noncompliance was due to a lack of consistent implementation of the district procedures.

Citation: N.J.A.C. 6A:14-4.11(b)2; N.J.A.C. 6A:14-4.11(b)4; 20 U.S.C. §1414(c)(5)(B); and 34 CFR §300.305(e)(3).

Required Action: The district must ensure parents or adult students are provided with written notice of graduation containing all required components and a summary of academic achievement and functional performance prior to graduation. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above. To demonstrate implementation of the procedures, a monitor from NJDOE will conduct an on-site visit to interview staff, review documentation of notice of graduation for students exiting in June 2014, and to review the oversight procedures.

Finding 38: The district did not consistently conduct an annual IEP team meeting for each student eligible for special education and related services.

Citation: N.J.A.C. 6A:14-3.7(i); 20 U.S.C. §1414(d); and 34 CFR §300.324(b)(1)

Required Action: The district must ensure IEP team meetings are conducted annually or more often if necessary to review, revise and determine the programs and placement of each classified student. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above. Additionally, the district must conduct annual review meetings to review/revise IEPs for the specific students whose IEPs were identified as noncompliant during monitoring. The district must review the most recent annual review dates for all students with IEPs in the district and conduct IEP meetings for any student whose most recent annual review was conducted more than one year ago. A monitor from the NJDOE will conduct an on-site visit to interview staff, review the revised IEPs, IEPs of students whose IEP meetings were held between September 2013 and December 2013, a list of students with their most recent annual review dates and the oversight procedures. The names of the students whose IEPs were identified as noncompliant will be provided to the district by the monitor.

Finding 39: The district did not consistently ensure that required participants were in attendance at IEP, reevaluation planning and eligibility meetings for students eligible for special education and related services.

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Citation: N.J.A.C. 6A:14-2.3(k)1(i-vii); 20 U.S.C. §1414(d)(1)(B); and 34 CFR §300.321(a).

Required Action: The district must ensure IEP, reevaluation planning and eligibility meetings are conducted with required participants and documentation of attendance is maintained in students' files. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above. A monitor from the NJDOE will conduct an on-site visit to interview staff, review copies of meeting documentation, including the sign in sheets for meetings conducted between September 2013 and December 2013, and to review the oversight procedures.

Finding 40: The district did not consistently document all required considerations and statements in each IEP for students eligible for special education and related services and for students eligible for speech-language services.

IEPs developed for students eligible for special education and related services did not consistently include:

- location of related services;
- all required goals and objectives; and
- statement of how progress toward annual goals will be measured.

IEPs developed for students eligible for speech-language services did not consistently include:

- identification of student strengths; and
- location of provision of related services.

Citation: N.J.A.C. 6A:14-3.7(c)1-11, (e) 1-17, and (f); 20 U.S.C. §1414(d)(3)(A)(B); and 34 CFR §300.324(a)(1)(2).

Required Action: The district must ensure each IEP contains all required components. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and speech-language specialists and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above. To demonstrate the district has corrected the individual instances of noncompliance, the district must conduct annual review meetings and revise IEPs for specific students who IEPs were identified as noncompliant. A monitor from the NJDOE will conduct an on-site visit to interview staff, review copies of the revised IEPs, IEPs for students whose annual review meetings were conducted between September 2013 and December 2013, and to review the oversight procedures. For assistance with correction of noncompliance, the district is referred to the state IEP sample forms which are located at: www.statenj.us/education/specialed/forms. The names of the students whose IEPs were identified as noncompliant will be provided to the district by the monitor.

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Finding 41: The district did not consistently document in the IEPs of students removed from the general education setting for more than 20 percent of the school day (including students placed in separate settings), consideration of placement in the least restrictive environment. Specifically, IEPs did not consistently include:

- the supplementary aids and services considered and an explanation of why the supplementary aids and services were rejected;
- comparison of the benefits provided in the regular class and the benefits provided in the special education class;
- the potentially beneficial or harmful effects which a placement in general education may have on the students with disabilities or other students in the class; and
- for those students placed in separate settings, activities to transition the student to a less restrictive environment.

Citation: N.J.A.C. 6A:14-4.2 (a)8(i),(ii) and (iii).

Required Action: The district must ensure when determining the educational placement of a child with a disability, the IEP team considers the general education class first and all required decisions regarding the placement are documented in the IEP for each student removed from general education for more than 20 percent of the school day. The district must also ensure for students placed in separate settings, the IEP team identifies district activities to transition the student to a less restrictive environment and document them in each IEP. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above. To demonstrate the district has corrected the individual instances of noncompliance, the district must conduct annual review meetings and revise the IEPs for specific students with IEPs that were identified as noncompliant. Additionally, at the next IEP meeting for each student, the district must ensure placements are determined in accordance with the citations above. A monitor from the NJDOE will conduct an on-site visit to interview staff, review the revised IEPs, IEPs for students removed from the general education setting for more than 20 percent of the school day whose annual review meetings were conducted between September 2013 and December 2013, and to review the oversight procedures. The names of the students whose IEPs were identified as noncompliant will be provided to the district by the monitor.

Finding 42: The district did not consistently document in the IEPs of students eligible for speech-language services the relevant factors considered when determining whether a student requires an extended school year program (ESY) and a description of the ESY program when provided.

Citation: N.J.A.C. 6A:14-4.10(a).

**LAKEWOOD TOWNSHIP SCHOOL DISTRICT
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Required Action: The district must ensure consideration of ESY is documented in the IEP. In order to demonstrate correction of noncompliance, the district must conduct training for speech-language specialists and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above. Additionally, at the next IEP meeting for each student receiving speech-language services, the IEP team must determine if ESY is warranted and if so, include a description of the program. A monitor from the NJDOE will conduct an on-site visit to interview staff, review the revised IEPs, IEPs for students whose annual review meetings were conducted between September 2013 and December 2013, and to review the oversight procedures.

Finding 43: The district did not conduct meetings, within 20 calendar days of receipt of written requests for a child study evaluation, to determine if an evaluation was warranted.

Citation: N.J.A.C. 6A:14-2.5(b)6; 3.3(e) and 3.6(b).

Required Action: The district must ensure that identification meetings are conducted within 20 calendar days of receipt of a written request for evaluation and required participants are in attendance. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above. A monitor from the NJDOE will conduct an on-site visit to interview staff, review documentation, including the dated request for a child study team evaluation, from identification meetings held between September 2013 and December 2013, and to review the oversight procedures.

Finding 44: The district did not maintain written certification for each child study team evaluator as to whether his/her report reflects his/her conclusion of eligibility of the student for special education and related services.

Citation: N.J.A.C. 6A:14-3.4(h)5.

Required Action: The district must maintain the written certification of each child study team evaluator as to whether his/her evaluation report reflects his/her conclusion of eligibility of each student they evaluated. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above. A monitor from the NJDOE will conduct an on-site visit to interview staff, review documentation from eligibility meetings conducted between September 2013 and December 2013, and to review the oversight procedures.

Finding 45: The district did not consistently conduct vision/hearing screenings and health/medical summaries for every student referred to the child study team for evaluation.

Citation: N.J.A.C. 6A:14-3.4(j).

**LAKEWOOD TOWNSHIP SCHOOL DISTRICT
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MARCH 2014**

Required Action: The district must ensure vision and audiometric screenings are conducted for every student referred to the child study team with a copy of the results maintained in students' files, along with available health/medical summaries. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above. A monitor from the NJDOE will conduct an on-site visit to interview staff, review documentation verifying receipt of the health summary, including the vision and hearing screening, for students referred to the child study team between September 2013 and December 2013, and to review the oversight procedures.

Finding 46: The district did not consistently conduct reevaluations within three years of the previous classification date for students eligible for special education and related services. Additionally, the district did not determine eligibility within 60 days of written parental consent to conduct assessments to redetermine eligibility for students eligible for special education and related services.

Citation: N.J.A.C. 6A: 14-3.7(i) and 14-3.8(a); 20 U.S.C. §1414(a)(2)(B)(ii) and (d); and 34 CFR §300.324(b)1.

Required Action: The district must ensure reevaluations are conducted within required time lines with required participants in attendance. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citation listed above. Additionally, the district must review reevaluation dates for each student and conduct reevaluations for students who have not been evaluated for more than three years. A monitor from the NJDOE will conduct an on-site visit to interview staff; and review evidence of determination of continued eligibility for students identified during monitoring, review documentation of eligibility meetings held as part of the reevaluation process between September 2013 and December 2013, and to review the oversight procedures.

Administrative

Finding 47: The district does not have internal control policies and procedures 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.

Required Action: The district must update internal control policies to prevent errors from potentially occurring.

Finding 48: The district does not have formal written policies for requesting reimbursement from the EWEG or System for Administering Grants Electronically systems. However, the

**LAKEWOOD TOWNSHIP SCHOOL DISTRICT
CONSOLIDATED MONITORING REPORT
MARCH 2014**

monitoring team did verify the district's practice for requesting reimbursement through inquiries about the district's internal controls.

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 have a formal board policy concerning the reimbursement of grant funds. The district must submit a copy of its written policy to the NJDOE for review.

Finding 49: The district does not have a purchasing manual that details procedures for the procurement of goods and services. However, district personnel indicated the district is currently in the process of completing one.

Citation: EDGAR, PART 80--*Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, Section 20, Standards for financial management systems; N.J.A.C. 6A:23A-6.6 Standard operating procedures for business functions.

Recommended Action: The district should complete and adopt a detailed purchasing manual to ensure compliance with current state and federal procurement regulations.

Finding 50: The district has no evidence of competitively contracting for the provision of goods and services by vendors. In accordance with the Public School Contracts Law (PSCL) [N.J.S.A. 18A:18A:10(c)], a board of education may place its order with a vendor offering the lowest price, including delivery charges, that best meets the requirements of the board of education. However, for all federal funds, districts need to review 34 CFR Part 80.36 on procurement requirements. The federal procurement regulations under this section do not include all the exemptions allowed under the PSCL and therefore, these federal regulations require districts to competitively contract or bid all goods and services under the bid threshold, whether exempt under PSCL or not. The federal rules do include provisions for procurement by "noncompetitive proposals," but only under certain circumstances.

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

Required Action: The district should review 34 CFR Part 80.36 and use open and competitive procedures where at all possible. The district should also analyze and include documentation in its files that demonstrates the district ensured the costs were reasonable.

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.

**LAKEWOOD TOWNSHIP SCHOOL DISTRICT
CONSOLIDATED MONITORING REPORT
MARCH 2014**

If you have any questions, please contact Anthony Hearn via phone at (609) 633-2492 or via email at anthony.hearn@doe.state.nj.us.



CHRIS CHRISTIE
Governor

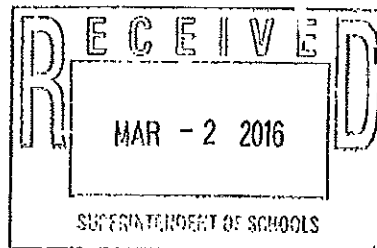
KIM GUADAGNO
Lt. Governor

State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRINTON, NJ 08625-0500



DAVID C. HESPE
Commissioner

February 26, 2016

Mrs. Laura Winters, Superintendent
Lakewood School District
200 Ramsey Avenue
Lakewood, NJ 08701

Dear Mrs. Winters:

Subject: LRE Monitoring Report – Lakewood School District

This correspondence has been sent to inform you of the results of the New Jersey Department of Education, Office of Special Education Programs (NJOSPE) onsite monitoring regarding the Lakewood School District's implementation of federal and state special education requirements related to placement of students in the Least Restrictive Environment (LRE). Monitoring activities included a review of student records and interviews with teachers, child study team members and district administrators.

The enclosed report includes findings of noncompliance, required actions and a timeline for completion of activities.

Questions regarding the enclosed monitoring report should be directed to Kimberly Murray, Manager of the Bureau of Program Accountability, at 609-292-7605.

The NJOSPE appreciates the cooperation of district staff members during the self-assessment/monitoring process.

Sincerely,


John Worthington, Acting Director
Office of Special Education Programs

JW/KM/KR/rm

Enclosure

c: Susan Martz
Kimberly Murray
Kenneth Richards
Janina Zak-Krasucki
Devorle Stareshesky

Lakewood School District
Monitoring of State and Federal Requirements for
Placement in the Least Restrictive Environment

Overview

The settlement agreement between Disability Rights New Jersey, the Statewide Parent Advocacy Center and the Arc of New Jersey and the New Jersey Department of Education (NJDOE) requires compliance monitoring of the districts identified in the settlement agreement. The New Jersey Department of Education, Office of Special Education Programs (NJOSPEP) visited the Lakewood School District to monitor compliance with the requirements set forth in N.J.A.C. 6A:14-9.1, related to the placement of students with disabilities in the Least Restrictive Environment (LRE). The scope of work performed included a review of student records, interviews with administrators, child study team members and instructional staff, and interviews with parents of students with disabilities.

Monitoring Areas and Findings

Area 1: To the maximum extent appropriate, the child is educated with children who are not disabled.

Determination: Noncompliant

Area 2: Monitoring activities demonstrated that a) consideration was given to whether the student can be educated satisfactorily in the general education classroom with supplementary aids and services and b) an explanation of the rejection of any supplementary aids and services was given.

Determination: Noncompliant

Area 3: Monitoring activities demonstrated that the IEP includes a comparison of the benefits provided in the general education class and the benefits provided in the special education class.

Determination: Noncompliant

Area 4: Monitoring activities demonstrated that the IEP includes the potentially beneficial or harmful effects which a placement (general education) may have on the student with disabilities or the other students in the class.

Determination: Noncompliant

Area 5: Monitoring activities demonstrated that, for students in separate settings, the IEP sets forth activities to move the student to a less restrictive placement.

Determination: Noncompliant

Area 6: A full continuum of alternative placements is available.

Determination: Noncompliant

Area 7: Placement must be as close to home as possible. Unless the IEP requires some other arrangement, the child is educated in the school that he or she would attend if nondisabled.

Determination: Compliant

**Lakewood School District
Monitoring of State and Federal Requirements for
Placement in the Least Restrictive Environment**

Area 8: The child is not removed from education in age-appropriate general education classrooms solely because of needed modifications in the general education curriculum.

Determination: Compliant

Area 9: The LEA ensures that students participate with nondisabled children in nonacademic and extracurricular activities to the maximum extent appropriate.

Determination: Noncompliant

Required Action:

The district must ensure when determining the educational placement of a child with a disability, the IEP team considers the general education class first and all required decisions regarding placement are documented in the IEP for each student removed from general education for more than 20 percent of the school day. The district must also ensure for students placed in separate settings, the IEP team identifies activities *the district will consider* to transition the student to a less restrictive environment and documents them in each IEP. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and develop an oversight mechanism to ensure compliance with the requirements in the citations listed above. To demonstrate that the district has corrected the individual instances of noncompliance, the district must revise the IEPs for the specific students that were identified as noncompliant. A monitor from the NJDOE will conduct a site visit to interview staff, review revised IEPs, along with a random sample of additional IEPs developed at meetings conducted between October 2016 and January 2017, and review the oversight procedures. Names of the students whose IEPs were identified as noncompliant will be provided to the district by the special education monitor.

To be completed, signed below & returned with proposal.

Acknowledgement of Addenda

RFP 08-1617

**Title: SPECIAL EDUCATION AUDITING SERVICES FOR
THE 2016-17 SCHOOL YEAR**

Proposal Date: September 14, 2016 at 2:00 P.M.

The Respondent acknowledges receipt of the hereinafter enumerated Addenda which have been issued during period of proposing and agrees that said Addenda shall become a part of this contract. The respondent shall list below the numbers and issuing dates of the Addenda.

ADDENDA NO.

ISSUING DATES

☐ **No Addenda Received**

Name of Company _____

Address _____ P.O. Box _____

City, State, Zip Code _____

Name of Authorized Representative _____

Signature _____ Date _____

To be completed and signed below & returned with proposal.

AFFIRMATIVE ACTION QUESTIONNAIRE

RFP 08-1617

**Title: SPECIAL EDUCATION AUDITING SERVICES FOR
THE 2016-17 SCHOOL YEAR**

Proposal Date: September 14, 2016 at 2:00 P.M.

This form is to be completed and returned with the proposal. However, the Board will accept in lieu of this Questionnaire, Affirmative Action Evidence Employee Information Report stapled to this page.

1. Our company has a federal Affirmative Action Plan approval. ☐ Yes ☐ No

If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a N.J. State Certificate of Employee Information Report ☐ Yes ☐ No

If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered **"NO"** to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance: www.state.nj.us/treasury/contract/compliance/

- Click on "Employee Information Report"
- Complete and submit the form with the appropriate payment to:

Department of Treasury
Division of Public Contracts/EEO Compliance
P.O. Box 209
Trenton, NJ 08625-0002

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

Name: _____

Signature _____

Title _____ Date _____

Name of Company _____

Address _____

City, State, Zip _____

To be completed, signed below & returned with proposal.

RFP 08-1617

**Title: SPECIAL EDUCATION AUDITING SERVICES FOR
THE 2016-17 SCHOOL YEAR**

Proposal Date: September 14, 2016 at 2:00 P.M.

**Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed \$17,500.00)
Ref. N.J.S.A. 52:34-25**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that
(Business Entity) has made the
following **reportable** political contributions to any elected official, political candidate or any political
committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of
contract:

Reportable Contributions

<u>Date of Contribution</u>	<u>Amount of Contribution</u>	<u>Name of Recipient Elected Official/ Committee/Candidate</u>	<u>Name of Contributor</u>

The Business Entity may attach additional pages if needed.

☐ **No Reportable Contributions** (Please check (✓) if applicable.)

I certify that _____ (Business Entity) made no reportable
contributions
to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent _____

Signature _____ Title _____

Business Entity _____

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

¹ N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

P.L. 2005, c.271

(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint*)

AN ACT authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

40A:11-51 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts therefrom to business entities that have made a contribution pursuant to P.L.1973, c.83 (C.19:44A-l et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L.2004, c.19 (C. 19:44A-20.2 et al.) and section 22 of P.L.1973, c.83 (C.19:44A-22).

b. The provisions of P.L.2004, c.19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L.2004, c.19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

52:34-25 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefor, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L.1973, c.83 (C.19:44A-l et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, an elective office of that public entity, of that county in which that public entity is located, of another public entity within that county, or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate; and

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

19:44A-20.13 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year \$50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L.1973, c.83 (C.19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;

(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

* Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40A:11-51 and to N.J.S.A. 52:34-25.

List of Agencies with Elected Officials Required for Political Contribution Disclosure

N.J.S.A. 19:44A-20.26

County Name: Ocean

State: Governor, and Legislative Leadership Committees

Legislative District #: 9, 10, & 30

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

Barnegat Light Borough	Jackson Township	Pine Beach Borough
Barnegat Township	Lacey Township	Plumsted Township
Bay Head Borough	Lakehurst Borough	Point Pleasant Beach Borough
Beach Haven Borough	Lakewood Township	Point Pleasant Borough
Beachwood Borough	Lavallette Borough	Seaside Heights Borough
Berkeley Township	Little Egg Harbor Township	Seaside Park Borough
Brick Township	Long Beach Township	Ship Bottom Borough
Dover Township	Manchester Township	South Toms River Borough
Eagleswood Township	Mantoloking Borough	Stafford Township
Harvey Cedars Borough	Ocean Gate Borough	Surf City Borough
Island Heights Borough	Ocean Township	Tuckerton Borough

Boards of Education (Members of the Board):

Barnegat Township	Lakehurst Borough	Plumsted Township
Bay Head Borough	Lakewood Township	Point Pleasant Beach Borough
Beach Haven Borough	Lavallette Borough	Point Pleasant Borough
Berkeley Township	Little Egg Harbor Township	Seaside Heights Borough
Brick Township	Long Beach Island	Seaside Park Borough
Central Regional	Manchester Township	Southern Regional
Eagleswood Township	Mantoloking	Stafford Township
Island Heights Borough	Ocean Gate Borough	Toms River Regional
Jackson Township	Ocean Township	Tuckerton Borough
Lacey Township	Pinelands Regional	

Fire Districts (Board of Fire Commissioners):

Brick Township Fire District No. 1	Little Egg Harbor Township. Fire District No. 1
Brick Township Fire District No. 2	Little Egg Harbor Township Fire District No. 2
Brick Township Fire District No. 3	Little Egg Harbor Township Fire District No. 3
Dover Township Fire District No. 1	Plumsted Township Fire District No. 1
Dover Township Fire District No. 2	
Jackson Township Fire District No. 1	
Jackson Township Fire District No. 2	
Jackson Township Fire District No. 3	
Jackson Township Fire District No. 4	
Lakewood Township Fire District No. 1	

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: _____

Bidder/Offeror: _____

PART 1: CERTIFICATION

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____	Relationship to Bidder/Offeror _____
Description of Activities _____	
Duration of Engagement _____ Anticipated Cessation Date _____	
Bidder/Offeror Contact Name _____ Contact Phone Number _____	

Delete

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Do Not Enter PIN as a Signature

Title: _____

Date: _____

To be completed, signed below & returned with proposal.

NON-COLLUSION AFFIDAVIT

RFP 08-1617

Title: SPECIAL EDUCATION AUDITING SERVICES FOR THE
2016-17 SCHOOL YEAR

Proposal Date: September 14, 2016 at 2:00 P.M.

Lakewood Board of Education.

STATE OF _____)

:ss:

COUNTY OF _____)

I, _____ of the City of _____

in the County of _____ and the State of _____

of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of

Position in Company

the firm of _____ and the
respondent making the Proposal for the above names contract, and that I executed the said Proposal
with full authority so to do; that I have not, directly or indirectly, entered into any agreement,
participated in any collusion, discussed any or all parts of this proposal with any potential respondents,
or otherwise taken any action in restraint of free, competitive bidding in connection with the above
named RFP, and that all statements contained in said Proposal and in this affidavit are true and
correct, and made with full knowledge that the Lakewood Board of Education relies upon the truth of
the statements contained in said Proposal and in the statements contained in this affidavit in awarding
the contract for the said RFP.

I further warrant that no person or selling agency has been employed or retained to solicit or
secure such contract upon an agreement or understanding for a commission, percentage, brokerage
or contingent fee, except bona fide employees of bona fide established commercial or selling agencies
maintained by

(Print Name of Contractor/Vendor)

Subscribed and sworn to: _____
(SIGNATURE OF CONTRACTOR/VENDOR)

before me this _____ day of _____, _____
Month Year

NOTARY PUBLIC SIGNATURE

Print Name of Notary Public

My commission expires _____, _____ - Seal
Month Day Year

To be completed, signed below & returned with proposal.

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP

RFP 08-1617

**Title: SPECIAL EDUCATION AUDITING SERVICES FOR THE
2016-17 SCHOOL YEAR**

Proposal Date: September 14, 2016 at 2:00 P.M.

Please check one type of Ownership, complete the form, and execute where provided.

☐ <u>Corporation--</u>	☐ <u>Limited Partnership--</u>
☐ <u>Partnership--</u>	☐ <u>Limited Liability Corp.--</u>
☐ <u>Sole Proprietorship--</u>	☐ <u>Limited Liability Partnership--</u>
☐ <u>Sub Chapter S Corp.--</u>	☐ <u>Other-_____</u>

No corporation "or partnership" shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any material or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, board or commission which exercises governmental functions, unless prior to the receipt of the proposal or accompanying the proposal of said corporation or said partnership, there is submitted a statement setting forth the names and all individual partners in the partnership who own a 10% or greater interest therein, as the case may be." If one or more such stockholder "or partner" is itself a corporation "or partnership", the stockholder holding 10% or more of that corporation "or partnership" the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be, continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH THE PROPOSAL. In the event that there are no persons who own ten percent or more of the stock or ownership of the respondent, then such fact should be certified below as part of this disclosure.

Name of Company _____

Address _____

City, State, Zip _____

List of Owners with Ten Percent (10%) or More Interest

<u>Owner's Name</u>	<u>Home Address</u>	<u>Title/Office Held</u>	<u>Percent (%) of Partnership Shares Owned</u>

NOTE: If you need more space than that provided above, please use an extra sheet for furnishing the above required information for any remaining persons or entities.

Signature

Date

(form continued from the previous page)

To be completed, signed below & returned with proposal.

**STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP
(cont.)**

If your firm is not a corporation and/or partnership, please explain below how your firm is organized and include a list of the various principals.

Our firm, _____, is organized

Names of Principals

Title

Use additional paper if needed. Check here ☐ if additional sheets are attached.

Name of Company _____

Address _____

City, State, Zip _____

Authorized Agent _____ **Title** _____

SIGNATURE OF AUTHORIZED AGENT

To be completed, signed below & returned with proposal.

Vendor Questionnaire/Certification

RFP 08-1617

**Title: SPECIAL EDUCATION AUDITING SERVICES FOR THE
2016-17 SCHOOL YEAR**

Proposal Date: September 14, 2016 at 2:00 P.M.

Name of Company _____

Street Address _____ PO Box _____

City, State, Zip _____

Business Phone Number (____) _____ Ext. _____

Emergency Phone Number (____) _____

FAX No. (____) _____ E-Mail _____

FEIN No. _____

Years in Business _____ Number of Employees _____

References – Work previously done for School Systems in New Jersey

<u>Name of District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the Lakewood Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this proposal or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the proposal, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Gifts; Gratuities; Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Lakewood Board of Education.

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a)(1-4) concerning vendor contributions to school board members.

I certify that I am not an official or employee of the Lakewood Board of Education.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

President or Authorized Agent

SIGNATURE

STATE OF NEW JERSEY
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For instructions on completing the form, go to: http://www.state.nj.us/treasury/contract_compliance/pdf/aa302a08a.pdf

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS ☐ 1. MFG ☐ 2. SERVICE ☐ 3. WHOLESALE ☐ 4. RETAIL ☐ 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
4. COMPANY NAME		
5. STREET	CITY	COUNTY STATE ZIP CODE
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)		CITY STATE ZIP CODE
7. CHECK ONE: IS THE COMPANY: ☐ SINGLE-ESTABLISHMENT EMPLOYER ☐ MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT		
10. PUBLIC AGENCY AWARDED CONTRACT		CITY COUNTY STATE ZIP CODE

Official Use Only	DATE RECEIVED	INAUG. DATE	ASSIGNED CERTIFICATION NUMBER
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SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figure in each column and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories. Columns 1, 2, & 3. **DO NOT SUBMIT AN EEO-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY EMPLOYEES BREAKDOWN									
	COL. 1	COL. 2	COL. 3	***** MALE *****					***** FEMALE *****				
	TOTAL (Cols 2 & 3)	MALE	FEMALE	BLACK	HISPANIC	ASIAN	AMERICAN INDIAN	OTHER	BLACK	HISPANIC	AMERICAN INDIAN	ASIAN	NON MIN.
Officials/Managers													
Professionals													
Technicians													
Sales Workers													
Office & Clerical													
Craftworkers (Skilled)													
Operatives (Semi-skilled)													
Laborers (Unskilled)													
Service Workers													
TOTAL													
Total employment From previous Report (if any)													
Temporary & Part-Time Employees													

The data below shall NOT be included in the figures for the appropriate categories above.

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? ☐ 1. Visual Survey ☐ 2. Employment Record ☐ 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES ☐ 2. NO ☐	15. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR
13. DATES OF PAYROLL PERIOD USED From: To:		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO DAY YEAR
17. ADDRESS NO. & STREET	CITY	COUNTY	STATE ZIP CODE PHONE (AREA CODE, NO. EXTENSION)

INSTRUCTIONS FOR COMPLETING THE
EMPLOYEE INFORMATION REPORT (FORM AA302)

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOU ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code. This is not applicable if you are renewing a current Certificate.

ITEM 11 - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. **DO NOT attach an EEO-1 Report.**

Racial/Ethnic Groups will be defined:

Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Islands and Samoa.

Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

ITEM 15 - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDED THE CONTRACT IF THIS IS YOUR FIRST REPORT; AND FORWARD ONE COPY WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY (FEE IS NON-REFUNDABLE) TO:

NJ Department of the Treasury
Division of Public Contracts Equal Employment Opportunity Compliance
P.O. Box 206
Trenton, New Jersey 08625-0206 Telephone No. (609) 292-5473

TO All Respondents:

REMINDER!

Did you sign all of the required documents?

All documents returned to the Board shall be signed with original signatures in **BLUE ink**.

The Board will not accept facsimile or rubber stamp signatures.

Failure to sign all documents may be cause for disqualification and rejection of the proposal.

Regina Robinson
Interim School Business Administrator