



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
*Governor*

KIM GUADAGINO  
*Lt. Governor*

KIMBERLY HARRINGTON  
*Commissioner*

December 21, 2017

Mr. William F. Holzmann, Board President  
Paramus Borough Board of Education  
145 Spring Valley Road  
Paramus, New Jersey 07652

Dear Mr. Holzmann:

Enclosed please find one copy of a review of the Paramus Borough Board of Education's (board) enrollment data used for the Application for State School Aid (ASSA) and District Report of Transported Resident Students (DRTRS) as of October 15, 2015, and 2015-2016 Extraordinary Aid, OFAC Case #SAAU-09-17. Please distribute copies to all board members. There were FY 2015-2016 enrollment differences impacting FY 2016-2017 state aid formula audit adjustments. However, the differences noted on the ASSA and DRTRS did not impact state aid payments. The FY 2015-2016 EXAID review resulted in no decrease to state aid payments.

Utilizing the process outlined in the attached "Procedures for LEA/Agency Response, Corrective Action Plan and Appeal Process," the board 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 findings in dispute. 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. Please 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. Should you have any questions, please contact Mr. Robert Ortley, State Aid Audit Unit, at (609) 984-4940.

Thank you for your cooperation.

Sincerely,

Robert J. Cicchino  
Office of Fiscal Accountability and Compliance

RJC/rwo/jj/rc paramusassa  
Attachment

[www.nj.gov/education](http://www.nj.gov/education)

**Distribution List**

Robert Bumpus

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**STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
P.O. BOX 500  
TRENTON, NEW JERSEY 08625-0500**

**REVIEW OF THE APPLICATION FOR STATE SCHOOL AID  
REVIEW OF THE DISTRICT REPORT OF TRANSPORTED RESIDENT STUDENTS  
AS OF OCTOBER 15, 2015  
SPECIAL EDUCATION EXTRAORDINARY AID 2015-2016  
OFAC CASE # SAAU-09-17**

**PARAMUS BOROUGH BOARD OF EDUCATION  
BERGEN COUNTY  
145 SPRING VALLEY ROAD  
PARAMUS NJ 07652**

**PARAMUS BOROUGH BOARD OF EDUCATION  
BERGEN COUNTY  
REVIEW OF THE APPLICATION FOR STATE SCHOOL AID  
REVIEW OF THE DISTRICT REPORT OF TRANSPORTED RESIDENT STUDENTS  
AS OF OCTOBER 15, 2015  
SPECIAL EDUCATION EXTRAORDINARY AID FY 2015-2016  
OFAC CASE # SAAU-09-17**

**SCOPE**

The review verified students on roll listed on the October 15, 2015 Application for State School Aid (ASSA) with the district's New Jersey School Registers. The review verified the district's enrollment counts for regular and special education students. Total enrollment counts were verified for On Roll Full Time and Shared Time, Sent Full Time and Shared Time, Received Full Time, Sent to Regional Day Schools, Sent to Private Schools for Students with Disabilities and Charter Schools. Low Income Enrollment, LEP Students, County Special Services Students, Alternative Programs, and other appropriate categories as reported on the ASSA were also verified.

The review also verified the data supporting transportation services provided to students as reported on the District Report of Transported Resident Students (DRTRS) as of October 15, 2015.

A review of Special Education Extraordinary Aid costs for 2015-2016 was also completed. These qualifying costs support the award of EXAID for special education students placed in and out of the district.

**FINDINGS**

**On Roll Full Time**

The district reported 3,870 students, which the department verified.

**On Roll Shared Time**

The district reported 14 students, which the department verified.

**Sent Full Time**

The district reported 12 students, which the department verified.

**Sent Shared Time**

The district reported 11 students, which the department verified

**Received Full Time**

The district reported 79 students, which the department verified.

**Sent to Regional Day Schools**

The district reported three students, which the department verified

**Sent to Private Schools for Students with Disabilities**

The district reported 23.5 students, while the department verified 26.5, for an increase of three.

**Sent to Charter Schools**

The district reported one student, which the department verified.

**PARAMUS BOROUGH BOARD OF EDUCATION  
BERGEN COUNTY  
REVIEW OF THE APPLICATION FOR STATE SCHOOL AID  
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SPECIAL EDUCATION EXTRAORDINARY AID FY 2015-2016  
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**Resident Student Enrollment**

As a result of the above, the OFAC determined that the district reported a total of 3,842 Resident Students, while the OFAC verified 3,845, for an increase of three Resident Students.

**Resident Low Income Enrollment**

The district reported 262.5 students, while the department verified 264, for an increase of 1.5 students. The OFAC verified count is based upon the Master Eligibility List prepared by the district using meal applications on file as the source documents.

**Resident LEP Students**

The district reported 108 LEP students on roll; 11 Low Income LEP students, and 97 Not Low Income LEP, while the department verified 117, for a decrease of one student who exited the program in June of 2015.

**Transported Students-Regular** The district reported 1,165 students, while the department verified 1,145, for a decrease of 20 students transported as of October 15, 2015. The details which totaled to a net decrease of 20 students were as follows:

- A decrease of 125 students was the result of nine reported students on the DRTRS who were not identified in a New Jersey School Register as of October 15, 2015 and 116 students reclassified from Regular Transportation to Regular Special Education Transportation.
- A decrease of 13 students was the result of reported students in nonpublic schools who were not on certified nonpublic school attendance records (DOE Form B8T).
- A decrease of 54 students was the result of reported students generating Aid-in-Lieu of Transportation payments who were not identified on Form B8T, or were without proof of Aide In Lieu payments.
- An increase of 149 students was the result of 125 reported students reclassified from Regular Transportation to Regular Special Education Transportation based on review of Individual Education Plans (IEPs) and 24 students reclassified from Special Needs Transportation (section B) to Regular Special Education Transportation (section A) based on IEP reviews.
- A total of 23 Pre-K students were reclassified from Special Needs Transportation (section B) to Regular Special Education Transportation (section A) based on IEP reviews.

See Exhibit B.

**Transported Students-Special Needs**

The district reported 116 students, while the department verified 34, for a net decrease of 82 special education students reported with special transportation needs. The adjustments to the Special Needs special education count was caused by students reported with special transportation needs that were not required by the IEPs.

See Exhibit B.

**PARAMUS BOROUGH BOARD OF EDUCATION  
BERGEN COUNTY  
REVIEW OF THE APPLICATION FOR STATE SCHOOL AID  
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**CONCLUSION**

The differences in Resident enrollment, Low Income Resident enrollment and LEP Not Low Income did not impact on state aid formulas calculations as the district was not eligible for Equalization Aid. Transported Student differences had an impact on formula calculations in the amount of \$265,415.

The total state aid formula adjustment as applied to the SFRA formula was determined to be \$265,415. However, the district was subject to a Stabilized Reduction in the SFRA formula. Therefore, the Stabilized Reduction would have been adjusted accordingly, and the net state aid impact would be zero. Note: SFRA formula adjustments are for informational and future corrective action purposes only. The district did receive Additional Formula Aid in the amount of \$9,675, which was reduced by \$9,288 as a result of the Transportation Aid differences. However, EXAID was understated by an amount which negates the Additional Formula Aid adjustment.

**EXTRAORDINARY AID (EXAID) APPLICATION FY 2015-2016**

The district filed the FY 2015-2016 Application for Special Education EXAID based upon submitted costs in the amount of \$2,608,616 for 33 students. The total itemized student costs exceeding \$40,000 for all public student placements and \$55,000 for all private schools for students with disabilities placements was reported as \$1,108,616, which was the basis for EXAID totaling \$486,210.

OFAC examined supporting cost documentation for all submitted students. It was determined that total verified costs were sufficient to support the DOE payment EXAID totaling \$486,210, for 33 students. There were 19 students reported with costs that did not change. Seven students had increased total costs. Five students had costs which decreased. Two students were identified as not eligible due to a lack of intensive services. These students were offset by two other students with total eligible costs who were not reported on the EXAID application.

Had the district included all eligible costs on the EXAID application, state aid may have increased as much as \$52,295. This amount is not available as an increase to state aid payments, but will be used as an offsetting adjustment to the Additional Formula Aid adjustment of \$9,288. Therefore, there is no state aid recovery due as a result of this audit.

**RECOMMENDATIONS**

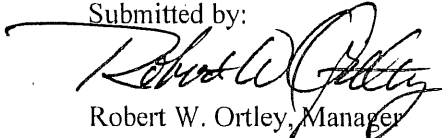
The Office of Fiscal Accountability and Compliance recommends that:

1. the master listing of all Sent students be reviewed to confirm eligibility and ensure proper classification;
2. the district reports Transported Students based on actual special needs identified in each student IEP; and

PARAMUS BOROUGH BOARD OF EDUCATION  
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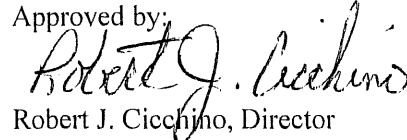
3. the on-roll status of transported students be reviewed as of October 15 each year, with special emphasis on Non-Public enrollments.

Submitted by:



Robert W. Ortley, Manager  
State Aid Audit Unit

Approved by:



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

**Paramus Borough Board of Education**  
**Application for State School Aid**  
**As of October 15, 2015**

Grades	On Roll Full Time			On Roll Shared Time		
	Reported	Verified	Difference	Reported	Verified	Difference
	-		-			-
Half Day Preschool 3yr	22.0	22.0	-			-
Half Day Preschool 4yr	24.0	24.0	-			-
Full Day Preschool 4yr	22.0	22.0	-			-
Full Day Kindergarten	231.0	231.0	-			-
One	210.0	210.0	-			-
Two	242.0	242.0	-			-
Three	222.0	222.0	-			-
Four	213.0	213.0	-			-
Five	226.0	226.0	-			-
Six	276.0	276.0	-			-
Seven	245.0	245.0	-			-
Eight	264.0	264.0	-			-
Nine	257.0	257.0	-			-
Ten	235.0	235.0	-	1.0	1.0	-
Eleven	249.0	249.0	-	3.0	3.0	-
Twelve	272.0	272.0	-	3.0	3.0	-
Adult High School	-		-			-
Subtotal	3,210.0	3,210.0	-	7.0	7.0	-
Spec Educ Elementary	271.0	271.0	-	-	-	-
Spec Educ Middle	164.0	164.0	-			-
Spec Educ High	225.0	225.0	-	7.0	7.0	-
Subtotal	660.0	660.0	-	7.0	7.0	-
Totals	3,870.0	3,870.0	-	14.0	14.0	-



**Paramus Borough Board of Education**  
**Application for State School Aid**  
**As of October 15, 2015**

**EXHIBIT A**  
**Pg. 2 of 7**

Grades	Sent Full Time			Sent Shared Time		
	Reported	Verified	Difference	Reported	Verified	Difference
Half Day Preschool 3yr						
Half Day Preschool 4yr			-			-
Full Day Preschool 4yr			-			-
Full Day Kindergarten			-			-
One			-			-
Two			-			-
Three			-			-
Four			-			-
Five			-			-
Six			-			-
Seven			-			-
Eight			-			-
Nine			-			-
Ten			-			-
Eleven			-	3.0	3.0	-
Twelve			-	3.0	3.0	-
Subtotal	-	-	-	6.0	6.0	-
Spec Educ Elementary	2.0	2.0	-			-
Spec Educ Middle	-		-			-
Spec Educ High	10.0	10.0	-	5.0	5.0	-
Subtotal	12.0	12.0	-	5.0	5.0	-
Co Voc			-	-	-	-
Totals	12.0	12.0	-	11.0	11.0	-

**Paramus Borough Board of Education**  
**Application for State School Aid**  
**As of October 15, 2015**

Grades	Received Full Time			Received Shared Time		
	Reported	Verified	Difference	Reported	Verified	Difference
Half Day Preschool 3yr	22.0	22.0	-			
Half Day Preschool 4yr	24.0	24.0	-			-
Full Day Preschool 4yr	21.0	21.0	-			-
Full Day Kindergarten			-			-
One			-			-
Two			-			-
Three			-			-
Four			-			-
Five			-			-
Six			-			-
Seven			-			-
Eight			-			-
Nine			-			-
Ten	1.0	1.0	-			-
Eleven			-			-
Twelve			-			-
Subtotal	68.0	68.0	-	-	-	-
Spec Educ Elementary	3.0	3.0	-			-
Spec Educ Middle	6.0	6.0	-			-
Spec Educ High	2.0	2.0	-			-
Subtotal	11.0	11.0	-	-	-	-
	-	-	-	-	-	-
Totals	79.0	79.0	-	-	-	-

**Paramus Borough Board of Education**  
**Application for State School Aid**  
**As of October 15, 2015**

Grades	Sent to Regional Day Schools			Private Schools for Disabled		
	Reported	Verified	Difference	Reported	Verified	Difference
Half Day Preschool 3yr			-			-
Half Day Preschool 4yr			-			-
Full Day Preschool 4yr			-			-
Full Day Kindergarten			-			-
One			-			-
Two			-			-
Three			-			-
Four			-			-
Five			-			-
Six			-			-
Seven			-			-
Eight			-			-
Nine			-			-
Ten			-			-
Eleven			-			-
Twelve			-			-
Subtotal	-	-	-	-	-	-
Spec Educ Elementary	1.0	1.0	-	4.0	6.0	2.0
Spec Educ Middle	-	-	-	4.0	5.0	1.0
Spec Educ High	2.0	2.0	-	15.5	15.5	-
Subtotal	3.0	3.0	-	23.5	26.5	3.0
Totals	3.0	3.0	-	23.5	26.5	3.0

**Paramus Borough Board of Education**  
**Application for State School Aid**  
**As of October 15, 2015**

Grades	Charter Students			Resident Students		
	Reported	Verified	Difference	Reported	Verified	Difference
Full Day Kindergarten		-	-	231.0	231.0	-
One		-	-	210.0	210.0	-
Two			-	242.0	242.0	-
Three			-	222.0	222.0	-
Four			-	213.0	213.0	-
Five			-	226.0	226.0	-
Six			-	276.0	276.0	-
Seven	1.0	1.0	-	246.0	246.0	-
Eight		-	-	264.0	264.0	-
Nine		-	-	257.0	257.0	-
Ten	-	-	-	234.5	234.5	-
Eleven	-	-	-	252.0	252.0	-
Twelve	-	-	-	275.0	275.0	-
<b>Subtotal</b>	<b>1.0</b>	<b>1.0</b>	<b>-</b>	<b>3,148.5</b>	<b>3,148.5</b>	<b>-</b>
Spec Educ Elementary			-	275.0	277.0	2.0
Spec Educ Middle	-	-	-	162.0	163.0	1.0
Spec Educ High	-	-	-	256.5	256.5	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>693.5</b>	<b>696.5</b>	<b>3.0</b>
<b>Totals</b>	<b>1.0</b>	<b>1.0</b>	<b>-</b>	<b>3,842.0</b>	<b>3,845.0</b>	<b>3.0</b>

Grades	Resident Low Income		
	Reported	Verified	Difference
Full Day Kindergarten	15.0	15.0	-
One	14.0	14.0	-
Two	15.0	15.0	-
Three	13.0	13.0	-
Four	10.0	10.0	-
Five	14.0	14.0	-
Six	16.0	16.0	-
Seven	12.0	12.0	-
Eight	15.0	15.0	-
Nine	17.0	17.0	-
Ten	22.0	23.0	1.0
Eleven	10.0	10.0	-
Twelve	21.0	21.0	-
Subtotal	194.0	195.0	1.0
Spec Educ Elementary	27.0	28.0	1.0
Spec Educ Middle	15.0	15.0	-
Spec Educ High	26.5	26.0	(0.5)
Subtotal	68.5	69.0	0.5
Mental Health			-
			-
Totals	262.5	264.0	1.5

Grades	Resident LEP Low Income			Resident LEP Not Low Income		
	Reported	Verified	Difference	Reported	Verified	Difference
Full Day Kindergarten	1.0	1.0	-	22.0	22.0	-
One	3.0	3.0	-	10.0	10.0	-
Two	1.0	1.0	-	13.0	13.0	-
Three	1.0	1.0	-	12.0	12.0	-
Four	1.0	1.0	-	3.0	3.0	-
Five	-	-	-	6.0	5.0	(1.0)
Six	1.0	1.0	-	7.0	7.0	-
Seven	1.0	1.0	-	5.0	5.0	-
Eight	-	-	-	5.0	5.0	-
Nine	-	-	-	2.0	2.0	-
Ten	-	-	-	2.0	2.0	-
Eleven	1.0	1.0	-	4.0	4.0	-
Twelve	-	-	-	1.0	1.0	-
<b>Subtotal</b>	<b>10.0</b>	<b>10.0</b>	<b>-</b>	<b>92.0</b>	<b>91.0</b>	<b>(1.0)</b>
Spec Educ Elementary	-	-	-	3.0	3.0	-
Spec Educ Middle	-	-	-	1.0	1.0	-
Spec Educ High	1.0	1.0	-	1.0	1.0	-
<b>Subtotal</b>	<b>1.0</b>	<b>1.0</b>	<b>-</b>	<b>5.0</b>	<b>5.0</b>	<b>-</b>
<b>Totals</b>	<b>11.0</b>	<b>11.0</b>	<b>-</b>	<b>97.0</b>	<b>96.0</b>	<b>(1.0)</b>

**Paramus Borough Board of Education  
 District Report of Transported Resident Students  
 As of October 15, 2015**

**TRANSPORTED REGULAR STUDENTS**

	<u>Reported</u>	<u>Verified</u>	<u>Difference</u>
Students - Grade PK	0.0	23.0	23.0
Regular Public	846.0	721.0	(125.0)
Vocational School Students	54.0	54.0	-
Transported Charter	0.0	0.0	-
AIL Charter	0.0	0.0	-
Transported Non-Public	72.0	59.0	(13.0)
Aid in Lieu of Transportation	193.0	139.0	(54.0)
Regular Special Education	0.0	149.0	149.0
Charter Special Education	0.0	0.0	-
Private School Disabled	0.0	0.0	-
Total Students	1,165.0	1,145.0	(20.0)
Total Mileage	4,456.5	4,292.8	(163.7)
Average Mileage	3.8	3.7	(0.1)

**TRANSPORTED SPECIAL NEEDS STUDENTS**

	<u>Reported</u>	<u>Verified</u>	<u>Difference</u>
Special Needs Public Schools	41.0	17.0	(24.0)
Special Needs Charter Schools	0.0	0.0	-
Special Needs Private Schools for the Disabled	75.0	17.0	(58.0)
Total Students Special Needs	116.0	34.0	(82.0)
Total Mileage	526.1	262.6	(263.5)
Out of District No Sp. Needs	0.0	0.0	-
Out Of District Charter No Sp. Needs	0.0	0.0	-
Out Of Dist. Private Schools No Sp. Needs	0.0	0.0	-
Total Students No Sp. Needs	0.0	0.0	-
Total Mileage	0.0	0.0	-
Total Special Education Students	116.0	34.0	(82.0)
Total All Special Ed Mileage	526.1	262.6	(263.5)
Average Mileage	4.5	7.7	3.2

State of New Jersey  
Department of Education  
Office of Fiscal Accountability and Compliance

PROCEDURES FOR LEA/AGENCY RESPONSE  
CORRECTIVE ACTION PLAN AND APPEAL PROCESS

**Board of Education Response:**

Pursuant to N.J.A.C. 6A:23A-5.6, the following actions shall occur:

- (a) Any school district or county vocational school district that has been subject to an audit or investigation by the Department of Education, Office of Fiscal Accountability and Compliance (OFAC) shall discuss the findings of the audit or investigation at a public meeting of the district board of education no later than 30 days after receipt of the findings.
- (b) Within 30 days of the public meeting required in (a) above, the district board of education shall adopt a resolution certifying that the findings were discussed in a public board meeting and approving a corrective action plan to address the issues raised in the findings. The resolution shall be submitted to the OFAC within 10 days of adoption by the board of education.
- (c) The findings of the OFAC audit or investigation and the board of education's corrective action plan shall be posted on the district's web site, if one exists.

If the board of education disputes any of the findings of the audit or investigation, it may file a written appeal with the OFAC of any disputed finding(s) within 10 days of adoption of the resolution. Seeking an appeal of the findings does not preclude adherence to the provisions of (a), (b), and (c) listed above.

**Corrective Action Plan:**

The corrective action plan is to be used when the LEA/Agency is in agreement with any of the findings. To contest a finding, the appeal process must be used. After the appeal is settled, a corrective action plan must be filed for any finding upheld during the appeal process.

The corrective action plan must be prepared by completing the attached form. The LEA/Agency must submit the following information:

- Recommendation number
- Corrective action (approved by the board)
- Method of implementation
- Person responsible for implementation
- Completion date of implementation



If the corrective action plan is acceptable, a letter will be sent to the LEA/Agency indicating that it has been accepted.

If the corrective action plan is not acceptable, a letter will be sent to the LEA/Agency indicating whether further clarification is required or further action is necessary.

**Appeal Process:**

The appeal process is used to contest disputed findings.

Within 10 days of the board's adoption of the resolution approving an appeal of the findings of the audit or investigation, a written request by the LEA/Agency to review the disputed finding(s), recommendation(s), or questioned costs must be submitted to the OFAC Director. The Request for Appeal must indicate the finding(s) in question.

The Request for Appeal must be in writing and the LEA/Agency must present any supporting documentation for the appeal. Subsequent to the submission of the Request for Appeal, the OFAC Director will issue a written decision.

If the final determination made by the Director, is still unsatisfactory to the LEA/Agency, the LEA/Agency may file a Petition of Appeal pursuant to N.J.A.C. 6A:3-1.3.

**NEW JERSEY DEPARTMENT OF EDUCATION**  
**OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE**  
**CORRECTIVE ACTION PLAN**

**NAME OF SCHOOL DISTRICT**      Paramus Public Schools                      **COUNTY**   Bergen

**TYPE OF AUDIT:** AUDIT REVIEWS OF 10/15/15 APPLICATION FOR STATE SCHOOL AID, DISTRICT REPORT OF TRANSPORTED RESIDENT STUDENTS AND FY 2015-2016 EXTRAORDINARY AID APPLICATION

**DATE OF BOARD MEETING**                      January 22, 2018

**CONTACT PERSON**                                      Steven Cea - Board Secretary/Business Administrator

**TELEPHONE NUMBER**                                      201-261-7800 Extension 3010

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE
<b>PUPIL TRANSPORTATION</b>				
1. The master listing of all sent students be reviewed to confirm eligibility and ensure proper classification.	The master listing of all sent students will be reviewed to confirm eligibility and classification.	The Business Office will obtain and compare the list of all sent students and confirm eligibility and classification with SPS.	Mattea Field Margaret Damiano Steven Cea	January 31, 2018
2. The District reports transported students based on actual special needs identified in each student IEP.	The District will report special needs students receiving transportation based on actual need based on IEP.	The Transportation Department will review each special needs student included on the DRTRS to ensure their IEP includes transportation as a related service.	Gisela Aultmon Steven Cea	January 31, 2018
3. The on-roll status of transported students be reviewed as of October 15 each year, with special emphasis on Non-public enrollments.	The District will review the on-roll status of transported students, particularly non-public enrollments, as of October 15.	The Transportation Department will compare the students reported in the DRTRS with the ASSA list to verify the on-roll status as of October 15.	Gisela Aultmon Steven Cea	January 31, 2018

\_\_\_\_\_  
Chief School Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary/Business Administrator

\_\_\_\_\_  
Date