

# MONMOUTH REGIONAL HIGH SCHOOL

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**MARIA A. PARRY, CPA, PSA**  
**BUSINESS ADMINISTRATOR/BOARD SECRETARY**

December 14, 2016

Mr. Robert J. Cicchino, Director  
Office of Fiscal Accountability and Compliance  
State of New Jersey Department of Education  
PO Box 500  
Trenton NJ 08625-0500

Dear Mr. Cicchino:

Re: Consolidated Monitoring Monmouth Regional High School (IDEA) 2015-16 performed 10/19/16

As per your letter to Mr. Andrew Teeple dated December 1, 2016, please find attached the following:

- Certified resolution from the minutes of the Monmouth Regional High School Board of Education meeting dated December 13, 2016
- Signed Corrective Action Plan

Please be aware the district submits a formal appeal of Finding #10 as follows:

**Finding 10:** On several occasions, the district failed to issue a purchase order prior to services being rendered (confirming order) in contravention of state regulations. It is imperative that purchase orders are issued by the purchasing agent to: authorize vendors to provide goods and perform services to the district; reduce the duplication of items and services acquired; and avoid the likelihood of overpayment to vendors.

**Citation:** N.J. S.A. 18A:(2) (v): Public School Contracts Law.

**Required Action:** The district must implement a process to ensure that purchase orders are issued prior to receiving goods and services from vendors.

During the monitoring review, the review of purchases comprised of the following:

- Tuition for out of district placements
- Supplies for in district autism program
- Educational services commission reimbursements
- Purchase for IEP software
- Payroll expenditures

These purchases, with the exception of supplies, all are exempt from the public school contracts law. The supplies were purchased through an awarded co-op bid.

At no time did the monitor discuss with myself, Ms. Reigelsperger (Director of CST/Special Education) or Mr. Teeple, Superintendent, the finding above. Finally, this finding was not discussed during the exit conference. In conclusion, it appears this finding may have been recorded in error. I am respectfully requesting that it be removed from this monitoring report.

Thank you for your attention to this matter. If you have any questions, please contact me.

Sincerely,

Maria Anne Parry, CPA, PSA  
School Business Administrator/Secretary to the Board  
Monmouth Regional High School

Cc: Andrew Teeple, Superintendent  
Laura Reigelsperger, Director CST  
Jonathan Cohen, Board President