



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey
DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

LAMONT O. REPOLLET, Ed.D.
Commissioner

January 18, 2019

Dr. Joseph Majka, Chief School Administrator
Matawan-Aberdeen Regional School District
1 Crest Way
Aberdeen, NJ 07747

Dear Dr. Majka:

The New Jersey Department of Education is pleased to announce that the Keys Academy has been selected to participate in the ***Recovery High School Access Project*** and has been awarded \$1,000,000. These funds are intended to increase access for students in recovery to rigorous academic instruction and appropriate treatment.

Enclosed you will find a Letter of Agreement (LOA) formalizing the responsibilities and expectations of the district under this award. As the LOA indicates, allowable costs for the program will include tuition and transportation for students, transition/re-entry counselor(s) with expertise in addiction treatment, and other related program costs. As soon as possible, **please sign the LOA and return, along with your district board of education's formal resolution accepting the funds, terms, and conditions specified in the LOA.**

The project period begins upon your receipt of this notice and runs through June 30, 2019. This period may be extended depending upon availability of funds. You are approved to begin spending funds immediately in accordance with the terms specified in the attached LOA and agreed to by signature of same. Full allocation of funds will be awarded upon receipt of the signed LOA.

We look forward to supporting the important work you are doing to ensure eligible students have access to your program and are provided innovative, safe, and supportive academic environments. If you have any questions, please direct them to Dr. Kelly Williams, Director of Student Support Services at 609.376.9109 or Kelly.Williams@doe.nj.gov

Sincerely,

Carolyn J. Marano, Assistant Commissioner
Division of Student Services

Enclosure

- c. Members, State Board of Education
Commissioner Lamont Repollet
Kellie LeDet
Kevin Dehmer
Glenn Forney
Kelly Williams
Michael Mindlin
Executive County Superintendent
Executive County Business Official

Recovery High School Access Project Letter of Agreement

I. Outreach

The following activities must be conducted immediately:

- Notify the LEAs of current students from districts other than your own that tuition for participating students as of July 1, 2018 is discontinued for the remainder of the school year.
- Notify LEAs in surrounding counties of the availability of your tuition-free Recovery High School for eligible students during the 2018-19 school year.

II. Requirements for Recording and Reporting

For the *Recovery High School Access Project*, record and report the grant award in the books and records, and the financial statements, of the school district, as follows:

- The funds are restricted to the specific uses described in the grant documents. These funds shall be recorded in the Special Revenue Fund, as they are restricted to the grant's particular purpose(s);
- To record the grant revenue, use account 20-3290 (line number 765 – Other Restricted Entitlements) for other special state projects; and
- To record the grant appropriations and expenditures, use accounts in fund 20 under new program number 470 for “Recovery High School Access Grant” (establish new line number 88130) with existing function and object codes as appropriate for grant expenditures; no new function or object codes will be added for this grant.
 - New line number 88130 will sum to existing line 88180 (Total Other State Projects).

III. Program Activities Report

Include the following for the report period:

- Number of students currently enrolled by age, grade level and length of stay;
- Number of students participating in a State assessment;
- Number of students that left the program, the length of stay and reason for withdraw (e.g., transfer, drop, other cease to attend);
- Number of staff funded through under *Recovery High School Access Project*
- Counties served;
- Course curricula aligned with the New Jersey Student Learning Standards to prepare students to meet New Jersey's graduation requirements in accordance with N.J.A.C. 6A:8;
- Outreach conducted to recruit students;
- Partnerships that are in place with addiction and recovery services in the community where the program is located, as well as the communities where students reside, to support students and their families beyond the school day; and
- Collaborative activities that took place with the other *Recovery High School Access Project* award recipient.

IV. Expenditure Report

Include, at minimum, the following by line item for the report period:

- Tuition cost
- Transportation
- Salary and Benefits

V. Reporting Periods

The program activities reports and expenditure reports are due as follows:

Report	Reporting Period	Due Date
• Final Program Activities Report • Final Expenditure Report	July 1, 2018 – June 30, 2019	July 12, 2019

The above reports should be emailed to Kelly.Williams@doe.nj.gov.

Required Signatures

Recovery High School Program Director

Date

Chief School Administrator

Date

Chief Business Official

Date

New Jersey Department of Education Signatures

Carolyn Marano, Assistant Commissioner
Division of Student Services

Date

Kevin Dehmer, Assistant Commissioner
Division of Finance

Date

Please return this signed Letter of Agreement
and the district board of education's formal resolution accepting its funds, terms and conditions
via email immediately, followed by a hard copy of the same documents within 30 days to:

Tamara Childs
Department of Student Support Services
PO Box 500
Trenton, NJ 08625-0500