



State of New Jersey

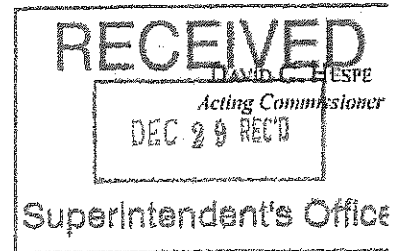
DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor



December 16, 2014

Ms. Cami Anderson  
State District Superintendent  
Newark Public Schools  
2 Cedar Street  
Newark, NJ 07102

Dear Ms. Anderson:

The Newark Internal Audit Unit has completed a review of anonymous allegations regarding McKinley Avenue School security drill issues. The attached report details our investigation, findings and recommendations.

The district 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 findings. A copy of the resolution and the approved corrective action plan must be sent to this office within 10 days of adoption. 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 corrective action plan on your district's website.

If you have any questions, please contact Steven Hoffmann via phone at (973) 621-2750 or via email at [steven.hoffmann@doe.state.nj.us](mailto:steven.hoffmann@doe.state.nj.us).

Sincerely,

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

RJC/SH:Newark Transmittal Fire Drives

Enclosures

c: David Hespe  
Robert Bumpus  
Patricia Morgan  
Samantha Skabla  
Kathryn Whalen  
Joseph Zarra  
Steven Hoffmann  
Clarence Joffrion

STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE

NEWARK INTERNAL AUDIT UNIT  
INVESTIGATIVE REPORT  
ANONYMOUS COMPLAINT REGARDING FIRE AND SECURITY DRILLS  
MCKINLEY AVENUE SCHOOL  
NOVEMBER 2014

**Confidential:** This report is solely for management purposes and is not intended for any other use.

NEW JERSEY DEPARTMENT OF EDUCATION  
NEWARK INTERNAL AUDIT UNIT  
MCKINLEY AVENUE SCHOOL  
NOVEMBER 2014

**ALLEGATION**

The Newark Internal Audit Unit received an anonymous complaint regarding the Newark Public School's (NPS) McKinley Avenue School (McKinley) (Attachment 1). The complaint alleges that the school's principal, Carolyn Ciccone Granato, failed to conduct the required fire and security drills during the 2013 – 2014 school year. In addition it is alleged that the Principal falsified records to make it appear as though the drills had been conducted.

**BACKGROUND**

N.J.A.C. 18A:41-1 requires that "Every principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs..."

In the NPS, the Office of Security Services maintains the records of school security drills and the Director of Operations maintains the records of fire drills.

**SCOPE**

Auditors reviewed current regulations and district policies on fire and security drills in public schools. Copies of annual reports for both fire and security drills were requested for all NPS schools. In addition, interviews were conducted with district staff including Eric Ingold, Executive Director Department of Security Services; Keith S. Barton, Executive Managing Director of Operations; Rodger Leon, Assistant Superintendent; Carolyn Granato, Principal McKinley School; Linda Richardson, Principal Ann Street School.

**FINDINGS**

**McKinley School**

**Finding 1** On October 14, 2014, auditors interviewed McKinley School Principal, Carolyn Granato regarding the above allegations. Ms. Granato provided auditors with copies of both the Fire and Security Drill Record Forms for McKinley for the 2013-2014 school year (Attachments 2&3). Ms. Granato stated that she had prepared each of the reports and that the required drills had been completed as documented on the Drill Record Forms. New Jersey regulations require that schools provide emergency responders with "a friendly notification at least 48 hours prior to holding a security drill". Ms. Granato indicated that she had advised the head custodian of fire

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NEWARK INTERNAL AUDIT UNIT  
MCKINLEY AVENUE SCHOOL  
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drills and he would handle the alarms and notifications of the local fire department; however, records were not available to validate if or when the notifications were done. Auditors requested supporting documentation that the drills had been held, such as e-mail notification to staff, security logs, alarm re-set or deactivation records. Nothing was provided.

N.J.A.C. 18A:41-7, requires that "A local board of education and chief school administrator of a nonpublic school shall ensure that all full-time teaching staff members in the district or nonpublic school are provided with training on school safety and security that includes instruction on school security drills". Ms. Granato indicated that she had held the required training for all staff members at the beginning of the 2013 -2014 school year. Auditors requested documentation to support that the training was held such as an announcement of the training to staff, course materials or a sign-in sheet from the training. Nothing was provided.

In addition a review of the fire and security drill forms submitted revealed that the Fire Drill Record Form was incomplete. It indicated that drills were done in October, November and December 2013, but no dates or times were indicated. Also, a comparison of the Fire Drill Record Form and the Security Drill Record Form shows the school had allegedly held both a fire drill and security active shooter drill on May 2, 2014 at 2:00P.M.

**Recommendation:** Fire and security drills should be conducted in accordance with current regulations. The school should maintain documentation of all fire drills, security drills and any related training. Records may include e-mail notifications, security logs, alarm records, sign-in logs, course materials etc. Emergency responders should be notified of drills within the 48 hour time period. Emergency responders are not required to observe security drills; however, it is encouraged that schools invite emergency responders to attend and observe at least four different security drills annually.

### **SECURITY DRILLS**

**Finding 2** Districts are required to annually submit the "Security Drill Statement of Assurance" provided by the Department of Education to their county office of education by June 30 of each year. The county office shall forward an information copy to the respective county prosecutor's office. As of October 31, 2014 the NPS had not submitted the required "Security Drill Statement of Assurance" for the 2013-2014 school year to the county office.

**Recommendation:** The district must comply with regulations and submit the "Security Drill Statement of Assurance" to the county office by June 30 of each year. In addition, all district schools must complete the "Security Drill Record Form" in the prescribed format. District administration must ensure that the form is prepared by all schools and copies are retained.

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NEWARK INTERNAL AUDIT UNIT  
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**Finding 3** Pursuant to C.App.A:9-86, "The Security Drill Record Form provided by the Department of Education shall be completed by all schools and retained at the district level." The form which is a self-reporting document submitted by each school principal, details the dates, type, duration, weather conditions etc. for each security drill. Copies of the Security Drill Forms are maintained at the district level by the Department of Security Services. Auditors requested copies of the "Security Drill Record Form" for all district schools for the 2013-2014 school year. Copies were only provided for 22 of 66 schools (Attachment 4).

**Recommendation:** The district must ensure that all schools submit the required Security Drill Record Form. Forms should be inventoried and retained at a central office location. Any missing forms should be located.

**Finding 4** State regulations require that all schools conduct a school security drill within the first 15 days of the beginning of the school year. Of the 22 schools that submitted Security Drill records forms for the 2013-2014 year, 8 self-reported that they had complied with the 15 day requirement.

**Recommendation:** The district must ensure that all schools hold the required security drill within 15 days of the beginning of the school year. Drills should be appropriately documented.

**Finding 5** Pursuant to N.J.S.A.18A:41-1 and C.App.A:9-86, each school must have at least one school security drill each month. In addition, schools are required to hold a minimum of two of each of the following security drills annually: active shooter, evacuation (non-fire), bomb threat, and lockdown. A review of the 22 Security Drill Record Forms submitted for the 2013-2014 school year revealed that none of the 22 schools self reported that they were in compliance with this regulation. In addition, only one of the 22 forms submitted was in the State prescribed format and forms often lacked the required data. The Security Services Department indicated that they simply accumulated the reports. There was no evidence that the forms submitted by principals were ever reviewed.

**Recommendation:** The district must ensure that all schools are conducting the appropriate number and type of lockdown drills as stipulated by code. Security Drill Record Forms should be prepared in the format prescribed by the State with all required information. The school principal should sign the form and the form should be reviewed and counter signed by the appropriate Assistant Superintendent.

### **FIRE DRILLS**

**Finding 6** N.J.S.A. 18A:41-1 requires that each school shall have at least one fire drill each month during which school is open for instructional programs. In addition, Fire Code Section 405.5 requires that records be maintained of required emergency evacuation drills. Auditors

NEW JERSEY DEPARTMENT OF EDUCATION  
NEWARK INTERNAL AUDIT UNIT  
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requested the district provide copies of the 2013-2014 Fire Drill Record Forms for each district school. Forms were due by June 30, 2014. As of October 31, 2014, the district had provided auditors with forms for 10 of 66 schools (Attachment 5).

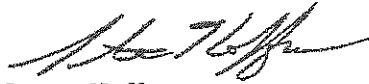
**Recommendation:** The district must ensure that all schools conduct all fire drills as required by code. In addition, schools must maintain records and supporting documentation of drills conducted. The annual Fire Drill Record Form should be prepared and submitted to the central office in a timely manner. Principals should sign off on the report and the form should be reviewed and counter signed by the appropriate Assistant Superintendent. Forms should be inventoried and retained at a central office location. Any missing forms should be located.

**Finding 7** State regulations require that all schools conduct a school fire drill within the first 10 days of the beginning of the school years. Of the 10 schools that submitted Security Drill Record Forms for the 2013-2014 year, only 3 self-reported that they had complied with the 10 day requirement.

**Recommendation:** The district must ensure that all schools hold the required fire drill within 10 days of the beginning of the school year. Drills should be appropriately documented.

Auditors:  
Clarence Joffrion  
Francine Wright  
Temple Garretson

Submitted by:

  
Steven Hoffmann  
Coordinating Auditor

June 7, 2014

New Jersey Department of Education  
Office of the School Preparedness and Emergency Planning  
PO Box 500  
Trenton, NJ 08625

5/11/14

Attention: Mr. David C. Hespe - Commissioner

Dear Sir,

I would like to bring a very serious matter to your attention, and I hope that you and others, who are entrusted with maintaining the safety in our schools, will take the necessary actions to properly investigate, correct and prosecute any wrongdoing.

Please be advised that one Ms. Carolyn Ciccone Granato, who is the Principal of the McKinley Avenue School at 1 Colonnade Place, Newark, NJ, has been systematically and consistently violating state law by failing to conduct fire drills at the school. In fact she has failed to conduct a single fire drill since she has assumed her position as principal of McKinley School, the biggest grammar school within the largest city in the state of New Jersey.

Despite the School Security Drill Law (18A: 41-1), Ms. Granato has repeatedly falsified school records and has lied about having conducted the drills. There has been regional training that other peers have attended, in conjunction with OSPEP and the Office of Homeland Security and Preparedness (OSHP); however, we at McKinley School have never been privileged to attend such training.

I guess by now it is apparent that I am a teacher at the school. As a concerned and long-time teacher at McKinley, I am horrified and frankly scared for my safety and that of my fellow teachers, but most of all I am scared for the safety of the students. Many of the students at McKinley are special needs children, who would have difficulties under the best of circumstances; not having the law mandated drills is not only worrisome, but puts them at a significantly increased risk, were there ever an emergency situation at the school.

We have never conducted a single fire, active shooter, bomb threat, lockdown or shelter in place drill. I know it may sound incredible to you, but I can only conclude that the fact that nobody questions this dangerous practice is because she is a close political ally and personal friend of democratic New Jersey political boss Steven Adubato.

Please help the staff and the children of our school, by conducting a fair investigation into her reckless conduct, and criminal cover-up and manipulation of school records; but most importantly please correct this potentially dangerous situation.

ATTACHMENT 1

I would like to thank you very much in advance for your attention to this matter.

A concerned teacher.

Cc: State of New Jersey, Governor Christopher J. Christie  
State of New Jersey, Lt. Governor Kim Guadagno  
Newark Public Schools, Superintendent Cami Anderson  
New Jersey State Board of Education, President Arcelio Aponte  
New Jersey Office of Homeland Security and Preparedness, Director Edward Dickson  
State of New Jersey Attorney General's Office, Acting AG John J. Hoffman  
Essex County Prosecutor's Office, Acting Essex County Prosecutor Carolyn A. Murray  
Essex County Board of Elections, Clerk of the EC Board of Elections Linda von Nessi  
State of New Jersey Ethics Commission, Chair Andrew S. Berns  
Newark Fire Department, Director Fateen Ziyad  
City of Newark, Mayor Luis Quintana  
Newark City Council, President Mildred C. Crump  
NJ Star Ledger, Reporters Jeff Golman, Anna Chen, Naomi Nix



## Fire Drill Record Form

School District: Newark, New Jersey

School Name: McKinley Elementary

Contact Name: Carolyn Granato, Principal

Month	September 20 <u>13</u>	October 20 <u>13</u>	November 20 <u>13</u>	December 20 <u>1</u>
Date/Time	9/18 - 2:35 PM			
Type of Drill	Fire Drill	Fire Drill	Fire Drill	Fire Drill
Duration of Drill	2 minutes	2 minutes	1:50 minutes	2 minutes
Weather Conditions	Warm	Cool	Cold	Snowing
Participants of Drill				
	Staff & Students	Staff & Students	Staff & Students	Staff & Students
Brief Description of What Was Drilled				

ATTACHMENT 2

## Fire Drill Record Form

School District: Newark, New Jersey

School Name: McKinley Elementary

Contact Name: Carolyn Granato, Principal

Month	January 20 14	February 20 14	March 20 14	April 20 14
Date/Time	1/30 - 11:45 AM	2/14 - 11:00 AM	3/4 - 11:00 AM	4/4 - 1:00 PM
Type of Drill	Fire Drill	Fire Drill	Fire Drill	Fire Drill
Duration of Drill	2:15 minutes	2:35 minutes	1:30 minutes	1:15 minutes
Weather Conditions	Very cold	Very cold	Very cold	Cold
Participants of Drill	Staff & Students	Staff & Students	Staff & Students	Staff & Students
Brief Description of What Was Drilled				

## Fire Drill Record Form

School District: Newark, New Jersey

School Name: McKinley Elementary

Contact Name: Carolyn Granato, Principal

Month	May 20 <u>14</u>	June 20 <u>14</u>	June 20 <u>14</u>	August 20 <u>14</u>
Date/Time	5/2 - 2:00 PM	6/12 - 10:00 AM	6/19 - 10:30 AM	
Type of Drill	Fire Drill	Fire Drill	Fire Drill	
Duration of Drill	1:50 minutes	2:00 minutes	1:30 minutes	
Weather Conditions	Fair	Drizzle	Nice	
Participants of Drill				
	Staff & Students	Staff & Students	Staff & Students	
Brief Description of What Was Drilled				

## Security Drill Record Form

School District: Newark, New Jersey

School Name: McKinley Elementary

Contact Name: Carolyn Granato, Principal

Month	September 20 13	October 20 13	November 20 13	December 20
Date/Time	9/13 - 1:35 P.M.	10/25 - 2:00 P.M.	11/13 - 9:45 A.M.	12/10 - 10:30 A.
Type of Drill	Active Shooter	Lock down unknown person	Bomb scare	Plane
Duration of Drill	2:30 minutes	2 minutes	1:50 minutes	2½ minutes
Weather Conditions	Good / warm	Cool	Cold	Cold / Snowing
Participants of Drill	Staff & Students	Staff & Students	Students & Staff	Staff & Student
Brief Description of What Was Drilled	Active shooter in the building	Active shooter in the neighborhood		

ATTACHMENT 3

## Security Drill Record Form

School District: Newark, New Jersey

School Name: McKinley Elementary

Contact Name: Carolyn Granato, Principal

Month	January 20 <u>14</u>	February 20 <u>14</u>	March 20 <u>14</u>	April 20 <u>14</u>
Date/Time	1/14 - 10:45 AM	2/28 - 11:00 AM	3/4 - 2:00 PM	4/4 - 10:00 AM
Type of Drill	Active shooter	Lock down unknown person	bomb	Lock down unknown person
Duration of Drill	2:15 minutes	2:00 minutes	1:30 minutes	1:15 minutes
Weather Conditions	Very cold	Very cold	Very cold	Cold
Participants of Drill				
	Staff & Students	Staff & Students	Staff & Students	Staff & Students
Brief Description of What Was Drilled				

## Security Drill Record Form

School District: Newark, New Jersey

School Name: McKinley Elementary

Contact Name: Carolyn Granato, Principal

Month	May 20 14	June 20 14	July 20 14	August 20 14
Date/Time	5/2 – 2:00 PM	6/20 – 10:00 AM		
Type of Drill	shooter	Danger in area shooter at large		
Duration of Drill	1:50 minutes	30 seconds		
Weather Conditions	Fair	Warm & clear		
Participants of Drill	Staff & Students	Staff & Students		
Brief Description of What Was Drilled				

NEWARK PUBLIC SCHOOLS			
SECURITY DRILL RECORD FORMS			
2013-2014			
Name of School	Security Drill Record Form YES/NO	Name of School	Security Drill Record Form YES/NO
Abington	N	Wilson Avenue	N
Alexander Street	N	Dr. William H. Horton	N
Ann Street	Y	Elliott	N
Branch Brook	N	John F. Kennedy	Y
First Avenue	N	McKinley	Y
Hawkins	Y	Mt. Vernon	Y
Lafayette St/Annex	Y	NJ Regional Day	N
Oliver Street	N	Ridge Street	N
Park	N	Roberto Clemente	Y
Speedway	N	South Street	N
Louise A. Spencer	Y	Benjamin Franklin	Y
Harriet Tubman	N	B.R.I.C.K Avon Academy	N
American History	N	Camden Street	N
Arts	Y	Chancellor Avenue	Y
Bard High Early College	Y	Cleveland	N
Central	Y	Lincoln	Y
East Side	Y	Newton Street	N
Fast Track (Re-Engagement Ctr)	N	Peshine Avenue	N
Malcolm X Shabazz	N	Quilman Street	N
Newark Bridges	N	South 17th Street	N
Newark Evening	N	Sussex Avenue	Y
Science Park	N	Thirteenth Ave/MLK Jr.	N
Technology	Y		
University	Y		
Barringer S.T.E.A.M	N		
Boylan Street	N		
Dr. E. Alma Flagg	N	N=No/Total	44
Eagle Academy	N	Y=Yes/Total	22
Ivy Hill	N		
Newark Early College	N		
Newark Leadership Academy	N		
Newark Vocational	N		
Weequahic	Y		
West Side	N		
Belmont Runyon	Y		
Bragaw Avenue	N		
George W. Carver/Bruce	Y		
Fourteenth Avenue	N		
Hawthorne Avenue	N		
Rafael Hernandez	Y		
Madison	N		
Maple Ave/Annex	N		
Miller Street	N		
Luis Munoz-Marin	N		
Roseville Avenue	N		
		<b>ATTACHMENT 4</b>	





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

PROCEDURES FOR AUDIT RESPONSE  
CORRECTIVE ACTION PLAN AND APPEAL PROCESS  
STATE-OPERATED SCHOOL DISTRICTS

Resolution:

Pursuant to N.J.A.C. 6A:23A-5.6, within 30 days of receipt of the report, the board of education must discuss the findings of the report at a public meeting of the board. Within 30 days of the public meeting, the board must adopt a resolution certifying that the findings were discussed in a public board meeting and approving a corrective action plan to address issues raised in the undisputed findings and/or appeal of any findings in dispute. Within 10 days of adoption of the resolution by the board, such resolution together with the approved corrective action plan and/or appeal must be submitted to the Office of Fiscal Accountability and Compliance. The findings of the Office of Fiscal Accountability and Compliance's report and the board of education's corrective action plan must be posted on the district's website.

Corrective Action Plan:

The corrective action plan is to be used when the state-operated school district 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 following information must be submitted by the state-operated school district:

- Recommendation number
- Corrective action (approved by the administration)
- 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 state-operated school district indicating that it has been accepted.

If the corrective action plan is not acceptable, a letter will be sent to the state-operated school district indicating whether further clarification is required or further action is necessary.

Appeal Process:

The appeal process is used to contest findings.

Within 10 days of the board's adoption of the resolution approving an appeal of the findings of the report, a written request by the state-operated school district to review the "aggrieved" findings, recommendations or questioned costs must be submitted to the director, Office of Fiscal Accountability and Compliance. The notice of appeal must indicate the findings to be appealed.

The appeal itself may be written or a hearing may be scheduled so that the state-operated school district can present its case. In either instance, documentation must be presented supporting the appeal. The director, Office of Fiscal Accountability and Compliance will issue a written decision.

If the decision is unsatisfactory to the state-operated school district, the district may, within 10 calendar days, file a notice of appeal to the Chief of Staff.

If the final determination made by the Chief of Staff, is still unsatisfactory to the state-operated school district, the state-operated school district may access the formal appeal process described in N.J.A.C. 6A:3-1.3.

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Attachment

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

NAME OF SCHOOL \_\_\_\_\_ COUNTY \_\_\_\_\_

TYPE OF AUDIT \_\_\_\_\_

DATE OF BOARD MEETING \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION

CHIEF SCHOOL ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_ SCHOOL BUSINESS OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_