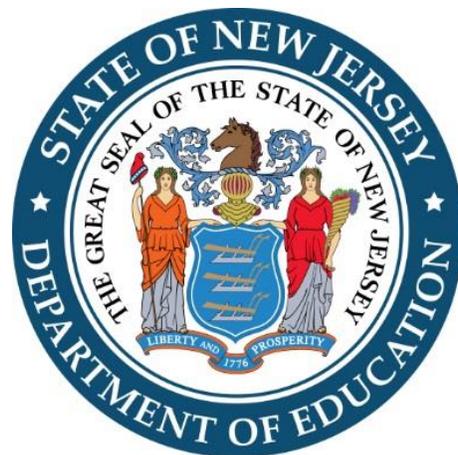


New Jersey Quality Single Accountability Continuum (NJQSAC) User Manual for County Special Services School Districts

**New Jersey Department of Education
Division of Field Services**



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New Jersey Quality Single Accountability Continuum User Manual

Introduction

Across New Jersey, there is a common vision shared by all educators that all students should have access to a high-quality education. This is achieved when students have the opportunity to thrive as they advance through each grade and develop the skills and knowledge needed to choose a successful path following high school.

In order to assist school districts in achieving this vision, the New Jersey Department of Education (NJDOE) is clarifying, aligning and simplifying the state's systems of accountability, including the *Every Student Succeeds Act (ESSA)*, New Jersey Quality Single Accountability Continuum (NJQSAC) and school and district performance reports. With clarity, alignment and simplicity in federal and state oversight, New Jersey's schools and districts will spend less time, energy and resources on providing evidence of compliance, and more time, energy and resources on teaching and learning. Over the last year, the NJDOE has conducted comprehensive feedback sessions aimed at engaging various stakeholder groups in shaping the *ESSA* State Plan and the NJQSAC state evaluation model. A number of important innovations have been incorporated into to our systems of accountability due to this feedback.

While measuring student proficiency in English language arts, math, and science continues to be an important requirement for federal accountability, the NJDOE believes that student progress should also be measured and reported as continuous growth toward proficiency for all students. The NJDOE developed its tiered systems of support to provide assistance to schools and districts based on their unique needs. Additionally, required data for NJQSAC, *ESSA* and the school performance reports have been aligned to the greatest possible extent to reduce overly-burdensome data collection practices.

Background

In 2005, the New Jersey Legislature enacted the education law (*N.J.S.A. 18A:7A-10*) that established the NJQSAC to ensure that school districts are providing a thorough and efficient education for all students. The NJDOE created regulations at *N.J.A.C. 6A:30* to implement the law. NJQSAC is initiated by a self-evaluation process of various stakeholders in each school community. Once this self-evaluation is completed in the five District Performance Review (DPR) areas of the model, the Department's county offices of education, led by executive county superintendents (ECS), conduct a verification process using the minimum Documentation for Verification to be provided by the district for each of the quality performance indicators in the following DPR areas:

- 1) Instruction and program;
- 2) Fiscal management;
- 3) Governance;
- 4) Operations; and,
- 5) Personnel.

The administrative code for NJQSAC, *N.J.A.C. 6A:30*, is reviewed every five years. The most recent re-adoption in the fall of 2017 placed emphasis on the following areas:

- A focus on teaching and learning including an accountability balance for student proficiency and student progress as measured by the median student growth percentile (mSGP)
- Continual teacher and school leader professional development;

- A tiered approach to supporting student achievement;
- A district budgeting process aligned to improving student achievement and teacher practice; and,
- An improvement to the learning environment, culture and governance that is collaborative, consistent, and predictable.

NJQSAC User Manual

With the re-adoption of the NJQSAC regulations in November 2017, the NJDOE is releasing an NJQSAC User Manual. The purpose of the manual is to ensure that there is clarity in the requirements of the DPR, simplification in the process, and alignment in expectations to provide reliable and valid implementation of NJQSAC across all counties. The user manual is intended to increase transparency in expectations and mutual accountability among districts and the offices in the NJDOE that support them.

The changes outlined and represented in *N.J.A.C. 6A:30* and in the NJQSAC User Manual are the NJDOE's continued effort to improve the NJDOE's support to New Jersey school districts. These changes do not reinvent the ways we support student learning nor do they dismiss the incredible work our districts already do to support student learning. Rather, the NJDOE is building upon those efforts in the spirit of continuous improvement in meeting the demands of our local communities, state and nation to provide an excellent education for all students.

Disclaimer

The information provided in the following NJQSAC User Manual is designed to assist school districts and county offices in the implementation of the NJQSAC evaluation process. This manual is not intended to provide and should not be relied upon for legal advice regarding any specific issue or factual circumstance. This manual references [QSAC Statute 18A:7A-10](#), which is subject to change. Feedback including comments, corrections or suggestions should be emailed to QSAC@doe.nj.gov.

The New Jersey Quality Single Accountability Continuum Process

The New Jersey Quality Single Accountability Continuum (NJQSAC) is a single, comprehensive accountability system that consolidates state and federal monitoring requirements (e.g., the federal mandate for reporting chronic absenteeism from *ESSA* and the state mandate for reporting HIB incidents from the *Anti-Bullying Bill of Rights Act*). Through the NJQSAC process, each district completes a District Performance Review (DPR), commencing with a self-assessment tool developed by the NJDOE to measure the district's strengths and weaknesses by the weighted quality performance indicators in all five areas of school district effectiveness. County offices review and verify the district's self-assessment and then calculate the district's NJQSAC scores. Some quality performance indicator scores, particularly in the Instruction and Program DPR area, are provided by the NJDOE.

The New Jersey State Board of Education most recently re-adopted with revisions the DPRs, which is incorporated in *N.J.A.C. 6A:30-1.1, et seq.*, as the chapter appendices (Appendix A and Appendix B), on November 1, 2017. The NJDOE revised the DPRs, particularly in Instruction and Program and Personnel, to better align with New Jersey's federally approved *ESSA* plan and to better identify areas where the NJDOE can provide more support to districts. The revised DPR will result in a more comprehensive assessment of districts, a more accurate placement of districts on the school performance continuum, and a more targeted system of supports provided by the NJDOE to promote achievement for every student in the state.

Each of the five key areas in the DPR have quality performance indicators, which utilize specific, objective criteria in measuring each school district's performance, capacity and need for state support, assistance or intervention.

These are the five key areas with a summary of performance indicators for each area:

- Instruction and Program
 - 15 DPR Indicators that measure, in summary:
 - Meeting the state and federal requirements for graduation rate;
 - Measuring a district's chronic absenteeism
 - Alignment of curriculum to state standards; and,
 - Provision of tiered systems of support.
- Fiscal Management
 - 15 DPR Indicators that measure, in summary:
 - Maintenance of standard operating procedures and monthly reports;
 - Satisfaction of annual audits;
 - Management of grants and capital funds;
 - Implementation of a facilities plan;
 - Completion of annual safety reviews;
 - Preparation and analysis of fiscal year cash flow; and,
 - Employment of a certified facilities manager.
- Governance
 - 14 DPR Indicators that measure, in summary:
 - Development of an aligned curriculum;
 - The overseeing of the budget process that targets student achievement;
 - The review, update and adoption of policies for consistency with statutes, regulations and case law;

- Evaluation of the superintendent; and,
 - Review of administrator contracts.
- Operations
 - 18 DPR Indicators that measure, in summary:
 - Implementing policies on student conduct, attendance, Alcohol, Tobacco and Other Drug Use and Harassment Intimidation and Bullying;
 - Reporting data to NJ SMART and the Electronic Violence and Vandalism Reporting System (now known as, the Student Safety Data System); and,
 - Providing transportation, health, counseling and guidance services.
- Personnel
 - 6 DPR Indicators that measure, in summary:
 - Provision of high-quality professional development;
 - Alignment of staff evaluations to *TEACHNJ*;
 - Support of novice teachers;
 - Promotion of quality supervision;
 - Tracking of staffing information; and,
 - Implementation of important compliance activities (e.g., criminal history background checks).

A district may receive a maximum of 100 points in each of the DPR areas. A district must score at least 80 points (80%) in each DPR area in order to be recommended for certification as a high-performing district by the State Board of Education. If a district scores below 80% in any of the key areas, it will be marked in “interim status.” The NJDOE will then work collaboratively with the district in the identified area(s) to help increase performance through a District Improvement Plan and subsequent interim reviews. By analyzing the district’s scores in the key areas, the NJDOE is able to determine the following:

- Which districts are providing a thorough and efficient education to all students in all areas?
- Which districts need state support, assistance or intervention in order to provide a thorough and efficient education?
- Of those districts needing state support, to what area(s) or subgroup(s) of students should the additional support be targeted?

Because of NJQSAC, districts must continuously strive for improvement in all areas of functioning to enhance student achievement and to ensure the provision of a thorough and efficient education to all students.

Mandates, Statutes, Regulations

- *N.J.S.A. 18A:7A-1.1, et seq., Public School Education Act of 1975, as amended., L. 2007, c.260 (effective January 13, 2008)*
- The statutes above are codified in *N.J.A.C. 6A:30-1.1, et seq., with Appendices A and B (revisions adopted by the State Board on November 1, 2017; effective July 1, 2018)*

The Five DPR Areas QSAC Overview: Instruction and Program Appendix B

The Instruction and Program indicators are used to assess a school district's performance and capacity in instruction and student performance. The components of instruction and program include:

- Curriculum alignment with the New Jersey Student Learning Standards (NJSLS);
- Continuous improvement of curriculum and instruction;
- Equal access to the NJSLS; and,

Tiered supports for all students. General Monitoring Notes:

- The review process will begin remotely by the county office requesting the required evidence, unless stated otherwise within the review process for the indicator.
- If there are questions, or clarification or additional information is needed, a site visit may be scheduled at the discretion of the executive county superintendent (ECS).

Instruction and Program Indicator 1: Policies and procedures exist to ensure communication with the case manager of the sending school district when it is determined a student would benefit from additional programs and services, including a change to a less-restrictive environment.

Points: 10

Indicator 1 Purpose

To ensure that consistent communication occurs between sending and receiving districts regarding the appropriateness of student placements.

Indicator 1 Evidence Required

- Policies and procedures are provided that ensure communication with the case manager of the sending district.

Indicator 1 Department Review Process

- Verify that there are policies and procedures that ensure communication with the case manager of the sending district.

Indicator 1 Verification of Indicator Compliance

- If the policies and procedures ensure communication with the case manager of the sending district, then points will be awarded.

Instruction and Program Indicator 2: Positive behavioral supports and other proactive strategies are utilized to maximize student learning and prevent disciplinary problems.

Points: 9

Indicator 2 Purpose

To ensure that positive behavioral supports and other proactive strategies are consistently implemented to maximize student learning (e.g., increased graduation rates and decreased drop-out rates) and to prevent disciplinary problems.

Indicator 2 Evidence Required

- Policies and procedures for behavioral supports.

- Established method of gathering data to demonstrate that positive behavioral supports and other proactive strategies are implemented to maximize student learning and prevent disciplinary problems.
- At least one of the following, which may be demonstrated through a sampling of Individualized Education Programs (IEPs):
 - Behavior intervention plans (BIPs)
 - Data sheets or data collection and analysis
 - Counseling logs
 - Training of staff
 - Evidence of a schoolwide behavior plan
 - Consultation with a behaviorist
 - Meeting notes between educator and student
- Onsite evidence includes:
 - Evidence of a behavior chart
 - Signage in the hallway with behavioral expectations
 - Classroom rules are posted

Indicator 2 Department Review Process

- Review policies and procedures for behavioral supports.
- Evaluate the method of gathering data to determine if the strategies are designed to maximize student learning and prevent disciplinary problems.
- Verify that there is onsite evidence of at least one positive behavioral support (e.g., BIPs, counseling logs, etc.).

Indicator 2 Verification of Indicator Compliance

If there is evidence that positive behavioral supports and other proactive strategies are utilized to maximize student learning and prevent disciplinary problems, then points will be awarded.

Instruction and Program Indicator 3: The chief school administrator shares individual student assessment data with administrators, teachers, and parents and uses the data to inform instruction and curriculum to improve student achievement and to ensure each student demonstrates the knowledge and skills of the New Jersey Student Learning Standards (NJSLS) as measured by the Statewide assessment system. (N.J.A.C. 6A:8-4.3(d))

Points: 5

Indicator 3 Purpose

To ensure that instruction and curriculum are based on student level data and student growth and are developed to enable students to demonstrate the knowledge and skills of the NJSLS.

Indicator 3 Evidence Required

- Evidence that the CSA shared student assessment with administrators, teachers and parents.
- Evidence that data has been shared and utilized to inform curriculum and instruction.
- Evidence that each student can demonstrate the knowledge and skills of the NJSLS, as measured by the Statewide assessment system.

Indicator 3 Department Review Process

- Verify that the CSA shared student assessment data with administrators, teachers and parents.
- Verify that data has been shared and utilized to inform curriculum and instruction.
- Review Statewide assessment results to determine if each student can demonstrate the knowledge and skills of the NJSLs.

Indicator 3 Verification of Indicator Compliance

If there is evidence that instruction and curriculum are based on student level data and student growth and are enabling students to demonstrate the knowledge and skills of the NJSLs, then points will be awarded.

Instruction and Program Indicator 4: Graduation requirements prepare students for success in post-secondary degree programs, careers, and civic life in the 21st century. The graduation requirements are developed, adopted, distributed, and implemented and, at a minimum, meet the requisites in N.J.A.C. 6A:8-5.1.

Points: 7

Indicator 4 Purpose

To ensure that the district has graduation requirements and that students are prepared for post-secondary degree programs, careers, and/or civic life in the 21st century.

Indicator 4 Evidence Required

- School district graduation policy that: contains graduation requirements; is compliant with State regulations; is board approved; and is distributed and implemented.
- Sample of transcripts demonstrating compliance with the graduation policy.

Indicator 4 Department Review Process

- Verify that the school district graduation policy contains graduation requirements, is compliant with state regulations, is board approved, and is distributed and implemented. Review a sample of transcripts and verify that the school district is implementing its graduation policy.

Indicator 4 Verification of Indicator Compliance

If the school district graduation policy contains graduation requirements, is compliant with state regulations, is board approved, and is distributed and implemented, then points will be awarded.

Instruction and Program Indicator 5: Developmentally appropriate, standards-based formative and summative assessments are administered in all content areas to gauge the progress of students in mastering the NJSLs. Data from the assessments are analyzed and results inform changes to curriculum, professional development, core instruction, and intervention strategies.

Points: 7

Indicator 5 Purpose

To ensure that students are assessed for progress in mastering the NJSLs and that data from the assessments informs changes to the curriculum, professional development, core instruction and intervention strategies.

Indicator 5 Evidence Required

- Standards based formative and summative assessments that are representative of each content area.

- Analysis of the assessment data and use of the analysis to modify the curriculum, professional development, and instruction and/or intervention strategies.

Indicator 5 Department Review Process

- Verify that there are standards based formative and summative assessments that are representative of each content area.
- Verify the analysis of the assessment data and use of the data (i.e., changes or modifications to the curriculum, professional development, and instruction and/or intervention strategies reflective of the data analysis).

Indicator 5 Verification of Indicator Compliance

If the school district demonstrates developmentally appropriate, standards-based formative and summative assessments that are administered in all content areas to gauge the progress of students in mastering the NJSLs and data from the assessments is analyzed and the results inform changes to curriculum, professional development, core instruction, and intervention strategies, then points will be awarded.

Instruction and Program Indicator 6:

Appropriate curricular and instructional modifications to content, processes, products, and learning environments are delivered, based on individual student needs to ensure access to and foster attainment of the NJSLs for all students.

Points: 7

Indicator 6 Purpose

To ensure that the district modifies general education curricula to meet the individual needs of the student population.

Indicator 6 Evidence Required

- Curriculum and instructional modifications to content, processes, products and learning environments.
- Modifications are based on individual student needs.
- Access to and attainment of NJSLs for all students.

Indicator 6 Department Review Process

- Review curriculum and instructional modifications to content, processes, products and learning environments.
- Verify modifications are based on individual student needs.
- Determine access to NJSLs for all students.

Indicator 6 Verification of Indicator Compliance

If the school district demonstrates that: there are appropriate curricular and instructional modifications to content, processes, products, and learning environments based on individual needs; these modifications are delivered; and, there is access to and attainment of the NJSLs for all students, then points will be awarded.

Instruction and Program Indicator 7:

A comprehensive system exists to ensure each student's individualized education program (IEP) is fully implemented. This system ensures the provision of related services, assistive technology, and specialized instruction, a process for communication with sending school districts, and supervision and oversight from the CSSSD's administration.

Points: 10

Indicator 7 Purpose

To ensure that there is administrative oversight within CSSSDs to ensure that students are receiving programs and services in accordance with their IEPs.

Indicator 7 Evidence Required

- Comprehensive system that ensures the following in accordance with students' IEPs:
 - Provision of related services
 - Assistive technology
 - Specialized instruction
- Process for communication with sending school districts.
- Supervision and oversight from the CSSSD's administration.

Indicator 7 Department Review Process

- Verify that there is comprehensive system in place that ensures the following in accordance with students' IEPs:
 - Provision of related services
 - Assistive technology
 - Specialized instruction
- Validate the process for communication with sending school districts.
- Review the supervision and oversight from the CSSSD's administration.

Indicator 7 Verification of Indicator Compliance:

If the school district demonstrates that there is a comprehensive system to ensure that all students' IEPs are fully implemented, that there is communication with the sending districts regarding the IEPs, and that the CSSSD has proper oversight and accountability measures for this system, then points will be awarded.

Instruction and Program Indicator 8:

The professional development plan is inclusive of individualized paraprofessional and school aide staff training that is ongoing, embedded, and targeted to meet the needs of the school district's students.

Points: 10

Indicator 8 Purpose

To ensure that the paraprofessional and school aide staff are appropriately trained to support the needs of the school district's students.

Indicator 8 Evidence Required

- Professional development plans include paraprofessional staff and school aide staff.
- Professional development training is ongoing, embedded and targeted to meet the needs of the school district's students.

Indicator 8 Department Review Process

- Verify that professional development plans include paraprofessional and school aide staff.
- Verify that professional development training is ongoing, embedded and targeted to meet the needs of the school district's students.

Indicator 8 Verification of Indicator Compliance

If the school district demonstrates that the professional development plan is inclusive of individualized paraprofessional and school aide staff training, which is ongoing, embedded, and targeted to meet the needs of the school district's students, then points will be awarded.

Instruction and Program Indicator 9:

Content areas (English language arts, mathematics, science, social studies, world language, comprehensive health and physical education, and visual and performing arts) curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLS) in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)

- a. Curriculum designed and implemented to meet grade or grade level expectations and graduation requirements;
- b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students and students with 504 plans;
- c. Assessments, including, formative, summative, benchmark and alternative assessments;
- d. List of core instructional and supplemental materials, including various levels of texts at each grade level;
- e. Pacing guide;
- f. Interdisciplinary connections;
- g. Integration of 21st century skills through NJSLS 9;
- h. Integration of technology through the NJSLS; and
- i. Career education.

Points: 4 for Each Content Area

Indicators 9-15 Purpose

To ensure that the school district's curriculum for all content areas contains all the required elements from the New Jersey Student Learning Standards and N.J.A.C. 6A:8-1.1, et seq.

Indicators 9-15 General Evidence Required

- The county office will determine a random sampling of curricula and assessments for selected grade levels across all content areas at the time of verification review.
- Evidence will include the most recent date of revision for each curriculum.
- The district will provide curriculum documents/guides in electronic or paper format that contain:
 - All current NJSLS for every student at each grade level;
 - Pacing guide consistent with the actual days of instruction;
 - Formative, summative, benchmark and alternative assessments;
 - Integration of at least one NJSLS from other disciplines;
 - Clear evidence of 21st century life and career through the 12 career ready practices;
 - Clear evidence of student use of technology to enhance and extend learning;

- Modifications that ensure the needs of the district’s divergent learners are met through multiple means of engagement;
- Content specific accommodations and modifications for the subgroups listed above must be embedded into the curriculum and/or the district must provide a guide that functions as an appendix, addressing accommodations and modifications for all subgroups; and,
- Integration of technology, evidenced by explicit citation of technology standards (if the citations are not explicit, the district must show the county office how the technology standards are integrated across the curriculum).
- The curriculum must also demonstrate the use of a variety of instructional materials that support student learners at all levels.
- Career education may be evidenced in at least one of the following ways, in accordance with N.J.A.C. 6A:8-3.2(e)3i and 3ii:
 - Integrated into the curriculum, providing students the opportunity to acquire information about career interests and/or advanced courses linked to their career interests; or,
 - Specialized programs that reflect the needs of students and the community.
- Integration of 21st century life and careers (NJSLS 9) means the integration of Career Ready Practices (CRP). Therefore, evidence must include explicit citations of Career Ready Practices in every grade level and content area. If the citations are not explicit, the district must show the county office how life and careers are integrated across the curriculum.

Indicators 9-15 Evidence Required by Content Area

Evidence required to be in each content area (ELA, Mathematics, Science, Social Studies, World Language, Comprehensive Health and Physical Education and Visual and Performing Arts) is in addition to general evidence for Indicators 9 through 15.

Indicator 9 Evidence Required for English Language Arts

Points: 4

The curriculum includes the following:

- NJSLS for English Language Arts (NJSLS-ELA) are grade-specific for grades K through 8, banded in grades 9 through 10, banded in grades 11 through 12 and include Companion Standards for grades 6 through 12.
- NJSLS-ELA standards in the areas of Reading Literature Text, Reading Informational Text, Writing, Speaking and Listening and Language must be addressed at each grade level or grade band.
- Curricula in grades 6 through 12 must incorporate Reading and Writing Companion Standards for History, Social Studies, Science and Technical Subjects.
- Writing must address a variety of purposes outlined in the anchor standards and progress indicator for writing at each grade level.

Indicator 10 Evidence Required for Mathematics

Points: 4

The curriculum includes the following:

- NJSLS for Mathematics (NJSLS-M) are grade specific for grades K through 8.
- NJSLS-M are course specific for grades 9 through 12.

Indicator 11 Evidence Required for Science

Points: 4

The curriculum includes:

- NJSLS for Science (NJSLS-S) are grade specific for grades K through 5, and banded for grades 6 through 8 and grades 9 through 12. In the banded grade levels, the standards are organized by Earth and Space Science (ESS), Life Science (LS) and Physical Science (PS).
- The incorporation of elements of the science and engineering practices (SEP), disciplinary core ideas (DCI) and crosscutting concepts (CCC).

Indicator 12 Evidence Required for Social Studies

Points: 4

The curriculum includes:

- Grade bands (K to 4, 5 to 8, 9 to 12) show evidence of the use of primary and secondary sources.
- Holocaust Commission Mandate
 - The mandate addresses issues of bias, prejudice and bigotry, including bullying through the teaching of the Holocaust and genocide for all children in grades K to 12.
 - The implementation of this mandate will be found in the district's K to 12 social studies curriculum, specifically in standard 6.3 (K to 4 and 5 to 8) and during the appropriate time periods in grades 9-12 (standard 6.1, Era 11 and 6.2, Era 4)
- Amistad Commission Mandate
 - The mandate requires the teaching of the African slave trade, slavery in America, the vestiges of slavery in this country and the contributions of African-Americans to our society.
 - Evidence is found in all grade-bands in the district's K to 12 social studies curricula, [e.g., units about slavery, civil rights, Contemporary United States History (Era 14)].

Indicator 13 Evidence Required for World Language

Points: 4

The curriculum includes:

- NJSLS for World Languages (NJSLS-WL) banded (e.g., grades 3 to 4; 5 to 6; 7 to 8; 9 to 10; and, 11 to 12).
- All three modes of communication **must** be evident within the curriculum:
 - A. Interpretive;
 - B. Interpersonal; and,
 - C. Presentational.
- Notes:
 - Culture and language are completely embedded into 7.1 and are no longer separated into 7.1 and 7.2(the pacing guide will show progression).
 - Culture courses taught in English do not meet the expectations of NJSLS for World Languages and may not count as world language instruction.
 - Computer-based programs alone (e.g., Rosetta Stone) do not ensure that students are able to meet the expectations of the Interpersonal mode and no points are awarded for either situation.

Indicator 14 Evidence Required for Comprehensive Health and Physical Education

Points: 4

Physical Education Specific

- Recess may be used to meet the PE/Health instructional time if a separate curriculum is provided and taught by a certified teacher.

Health Specific

- Specific to grade bands 7 to 12, look in Health/PE foreword in state standards document for additional guidance for other legislation health education topics.
- CPR instruction/AED instruction occurs once through high school and does not have to be taught by a certified instructor, nor is a certification card necessary.

Indicator 15 Evidence Required for Visual and Performing Arts

Points: 4

- Curriculum shows that all students in grades K through 5 are given broad-based exposure to and are provided opportunities for participation in each of the four arts disciplines: dance, music, theatre and visual art.
- In grades 6 through 8, all students are expected to demonstrate competency in one of the four arts disciplines offered by the district, as directed by student choice.
- In grades 9 through 12, all students are expected to demonstrate proficiency in at least one arts discipline.

Indicators 9-15 Department Review process

- Review a sample size of curriculum in each content area.
- Evaluate to determine if all components are included in accordance with general evidence and content-specific evidence.

Indicators 9-15 Verification of Indicator Compliance

If the general evidence and content-specific evidence required of each content area is prevalent for English Language Arts, Mathematics, Science, Social Studies, World Language, Comprehensive Health and Physical Education and Visual and Performing Arts, then points will be awarded for each content area.

The Five DPR Areas of QSAC Overview: Fiscal

The Fiscal indicators are used to assess a school district's performance and capacity in the area of finance. Districts will be assessed in the areas of finance for which the district board of education has direct oversight, including:

- Produce financial reports monthly;
- Maintain and update the standard operating procedures manual for business functions;
- File an annual Comprehensive Annual Financial Report (CAFR) audit and other supporting forms and collections;
- Satisfy the elements of the annual audit;
- Manage and oversee entitlement and discretionary grants, as required;
- Properly oversee the accounting for capital projects in Fund 30;
- Implement, review and revise projects to ensure consistency with the approved long-range facilities plan;
- Secure county office approval for emergent projects;
- Conduct annual health and safety reviews according to regulations;
- Create and follow a budget calendar;
- Employ a buildings and grounds supervisor who possesses a valid NJDOE authorization to serve as a certified educational facilities manager;
- Transfer funds during the budget year in accordance with statute and budgetary control provisions;
- Prepare and analyze fiscal-year cash flow management for all funds;
- Submit reimbursement requests for federal grant awards for the actual amount of incurred expenditures; and,
- Approve only purchase orders permitted by the purchasing agent.

General Monitoring Notes:

- The review process will begin with a district self-assessment.
- The verification process will begin remotely by the county office requesting the required evidence, unless stated otherwise within the verification process for the indicator.
- If questions, clarifications or additional information is needed, a site visit may be scheduled at the discretion of the executive county superintendent (ECS).
- A site visit may also be scheduled if the executive county business official (ECBO) deems that producing documents for remote review places an undue burden on the district.
- It is ideal for districts to make the district board of education minutes available through the district website or another online platform, since much of the required evidence is found in the minutes.

Fiscal Indicator 1:

Monthly district board of education secretary's reports are completed and reconciled without exceptions and submitted to the district board of education within 60 days of the month's end for approval, pursuant to N.J.S.A. 18A:17-9 and NJAC 6A:23 A-16.10

Points: 6

Indicator 1 Purpose

To ensure the monthly district board of education secretary and treasurer reports are completed and reconciled without exceptions and submitted to the district board of education within 60 days of the month's end for approval and that the district board of education is updated on the district's financial status.

Indicator 1 Documentation for Verification

This indicator is monitored onsite.

- District board of education minutes
 - District board of education secretary's report– 12 months immediately prior to Quality Single Accountability Continuum (QSAC) review
 - District board of education treasurer's report – 12 months immediately prior to QSAC review
- CAFR (available at the county)
- Auditor's Management Report (AMR) –available at the county

Indicator 1 Department Review Process

- Review the district board of education's meeting minutes to verify both the timeliness and accuracy of the reconciliation of the district board of education secretary and treasurer reports.
- Review CAFR and AMR for potential recommendations.

Indicator 1 Verification of Indicator Compliance

The secretary and treasurer reports have all been completed and reconciled without exception. The reports were submitted for district board of education approval within 60 days of the end of the month. For example, reports for the end of September would have to be approved not later than the meeting held in November (to comply with the December 1 deadline).

Fiscal Indicator 2:

A standard operating procedures (SOP) manual for business functions is maintained, updated and implemented pursuant to N.J.A.C. 6A:23A-6.6. The SOP manual includes a system of internal controls in accordance with N.J.A.C. 6A:23A-6.4 to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud and includes a section that details purchasing procedures.

Points: 8**Indicator 2 Purpose**

To ensure the district's fiscal operations are consistent with statutory and regulatory requirements.

Indicator 2 Documentation for Verification

This indicator is monitored onsite.

- SOP manual
- CAFR and AMR for any comments or recommendations for SOP manual (available at the county)

Indicator 2 Department Review Process

- Review the SOP manual to ensure it is current and to confirm the inclusion of procedures for the routine tasks or functions demonstrating a system of internal controls that safeguards assets from theft and fraud.
- Conduct interviews with administrative staff including, but not limited to, the business administrator (BA) and other business office staff, regarding identified SOP manual components related to their individual job functions. The interviews are a tool to help determine whether standard procedures relative to purchasing are being effectively communicated to the relevant district staff and effectively implemented.

Indicator 2 Verification of Indicator Compliance

An SOP manual for business functions is maintained, updated and implemented, and includes a section that details purchasing procedures and a system of internal controls to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud.

Fiscal Indicator 3:

The annual audit of its Comprehensive Annual Financial Report (CAFR) and other supporting forms and collections Auditor's Management Report (AMR), Federal Data Collection Form, and Audit Summary) have been filed by the due date set forth in N.J.S.A. 18A:23-1.

Points: 4

Indicator 3 Purpose

To ensure that the district completes and files its CAFR and related subsidiary reports annually and by the required due date (which is currently not later than five months after the end of the fiscal school year).

Indicator 3 Documentation for Verification

This indicator is monitored remotely.

Office of Fiscal Accountability and Compliance (OFAC) verification.

Indicator 3 Department Review Process

Review the online OFAC verification system to determine whether the district's CAFR and supporting documents have been filed by the statutory deadline.

Indicator 3 Verification of Indicator Compliance

The CAFR has been filed with the OFAC by the due date (not later than five months after the end of the school fiscal year).

Fiscal Indicator 4:
The school district:
a. Implements a corrective action plan (CAP) that addresses all audit recommendations and is acceptable to the Department (as required).
Points: 4

Indicator 4a Purpose

To ensure that a district has an approved CAP that addresses all audit recommendations and is compliant with the NJDOE's audit program.

Indicator 4a Documentation for Verification

This indicator is monitored remotely.

- CAFR and AMR
- District board of education minutes
- District CAP
- Certification of Implementation (COI) (a document filed with OFAC)

Indicator 4a Department Review Process

- Review the CAFR and AMR to identify any specific findings and recommendations.
- Review the CAP to ensure the audit findings and recommendations are addressed.
- Review the district board of education meeting minutes to confirm that the district board of education has approved each line of the CAP and the CAFR was reviewed and discussed with the district board of education.
- Verify with OFAC that COI has been filed by June 30.

Indicator 4a Verification of Indicator Compliance

- The district board of education has approved a CAP which addresses each audit recommendation recorded in the minutes of the district board of education meeting.
- The approved CAP and the COI have been submitted to OFAC and the CAP is in an acceptable format.
- Evidence of the CAP implementation is supported by district documentation.
- If there have been no audit recommendations, a district will not have a CAP, and the school district will receive credit for this indicator.

Fiscal Indicator 4:
The school district:
b. Reports no repeat audit findings of a substantive nature in the CAFR or AMR.
Points: 5

Indicator 4b Purpose

To ensure prior audit findings of a substantive nature are not repeated.

Indicator 4b Documentation for Verification

This indicator is monitored remotely.

- Previous two years CAFR and AMR documents
- CAP and COI

Indicator 4b Department Review Process

The ECBO will review the CAFR and AMR to determine if repeat audit findings of a substantive nature have been noted.

Indicator 4b Verification of Indicator Compliance

The district must have no repeat substantive audit findings.

Fiscal Indicator 4:
The school district:
c. Reports no material weaknesses or significant deficiencies in the CAFR or AMR.
Points: 4

Indicator 4c Purpose

To ensure that no material weaknesses or significant deficiencies are found in CAFR/AMR.

Indicator 4c Documentation for Verification

This indicator is monitored remotely.

CAFR and AMR

Indicator 4c Department Review Process

Review the CAFR and AMR for auditor's determination of material weaknesses or significant deficiencies noted in the CAFR K6 (Schedule of Findings and Questioned Costs).

Indicator 4c Verification of Indicator Compliance

The district has no material weaknesses or significant deficiencies noted.

Fiscal Indicator 4:
The school district:
d. Ends the year with no deficit balances and no line item over-expenditures in the general fund, (on the budgetary basis of accounting) special revenue fund, capital projects fund, or debt service fund (other than permitted under State law and Generally Accepted Accounting Principles (GAAP)).
Points: 4

Indicator 4d Purpose

To ensure the district has not over expended, except in ways permitted under State law and GAAP.

Indicator 4d Documentation for Verification

This indicator is monitored remotely.

- CAFR “(specifically section K- Schedule of Findings and Questioned Costs)” and AMR
- Budgetary Comparison Schedule, including schedule C-1 and the excess surplus calculation

Indicator 4d Department Review Process

Review section K-Schedule of Findings and Schedule C-1 (in the CAFR specifically Budgetary Comparison Schedule) to determine if any line items have been over expended and to analyze the excess surplus calculation in the AMR to determine if the district is in deficit.

Indicator 4d Verification of Indicator Compliance

The district must have a positive fund balance and no negative variances in the Budget Comparison Schedule.

Fiscal Indicator 5:

Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:

a. Submits initial applications, revisions, and final reports for all entitlement and discretionary grants by published due dates and expends federal funds consistent with the approved indirect cost rate and grant application.

Points: 2

Indicator 5a Purpose

To ensure all grants, both entitlement and discretionary, have been submitted by the required due dates and funds are expended consistently with the indirect cost rate and grant application.

Indicator 5a Documentation for Verification

This indicator is monitored remotely.

- Electronic Web-Enabled Grant (EWEG) application
- Correspondence: Office of Grants Management (OGM) or the county office of education
- OGM website and reports
- CAFR and AMR
- Budget Summary Report for Fund 20
- Evidence for discretionary grants from Program Office for Risk Assessment, timeline and appropriate spending
- Monitoring reports
- Published Notice of Grant Opportunity (NGO)

Indicator 5a Department Review Process

- The OGM will provide a summary report to the county office indicating the district's compliance with on time submission of grants.
- Review of the evidence provided to verify the district expends federal funds consistent with the approved indirect cost rate and grant application.

Indicator 5a Verification of Indicator Compliance

The district submitted all grant applications, amendments, expense reports and final reports by the published due dates, in accordance with the indirect cost rate and grant application.

Fiscal Indicator 5:

Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:

b. Budgets grant funds according to the approved application and spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold of 10 percent or for modifications that require opening new budget lines.

Points: 2

Indicator 5b Purpose

To ensure grant funds are spent as originally budgeted and that any budget modifications greater than 10% or requiring a new budget line, had an approved amendment within grant guidelines.

Indicator 5b Documentation for Verification

This indicator is monitored remotely.

- EWEG
- Budget Modification Request Worksheet
- NJDOE EWEG, Nonpublic Office or OGM approval (via EWEG or letter) of amendment/budget modification
- Correspondence from OGM or the county office of education
- CAFR and AMR
- Budget Summary Report for Fund 20

Indicator 5b Department Review Process

Use the CAFR, AMR and the Budget Summary Report for Fund 20 budget to determine if the budget application matches the budget report. County office personnel and Grants Management will verify that any 10%-line item amendments, or any amendments opening new line items, received appropriate approval.

Indicator 5b Verification of Indicator Compliance

The district's Fund 20 budget lines agree with approved grants and all district line item transfers exceeding the 10% limit or requiring a new budget line have an approved amendment.

Fiscal Indicator 5:

Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:

c. Shows evidence of required consultations with nonpublic schools for each required State- and federally funded program and expends nonpublic school allocations as required. If funds are not expended for nonpublic school services, the school district specifies the reason the funds were not spent and provides evidence of consulting with nonpublic schools regarding the use of unexpended funds.

Points: 2

Indicator 5c Purpose

To provide assurance that nonpublic schools are advised of all grant opportunities. When a non-public refuses non-public entitlements, the public district provides a rationale and evidence of consultation.

Indicator 5c Documentation for Verification

This indicator is monitored remotely.

- Confirmation of district meeting(s) held with the nonpublic school representatives, including correspondence regarding the meeting(s), agendas, and sign-in sheets.
- Copy of nonpublic consultation forms and, when appropriate, nonpublic refusal forms

Indicator 5c Department Review Process

- Confirm that the required consultations were held and that appropriate rationale for non-public refusal of funds is provided.
- Ensure unexpended non-public funds are managed according to guidelines.

Indicator 5c Verification of Indicator Compliance

The required non-public consultations were held. Spending plans were agreed to and funds were expended accordingly. If a non-public refused the funds, a non-public fund refusal form is on file.

Fiscal Indicator 5:
Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:
d. Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.
Points: 2

Indicator 5d Purpose

To provide assurance that salaries funded by federal grants are approved by the district board of education and that the district maintains the time and activity documents required by grants.

Indicator 5d Documentation for Verification

This indicator is monitored onsite.

- District board of education meeting minutes
- Accurately completed time and activity records (federal forms or the local equivalent) pursuant to the grant requirements

Indicator 5d Department Review Process

- Perform a site visit.
- Review time and activity reports for alignment with the grant expenditure.

Indicator 5d Verification of Indicator Compliance

- Time and activity reports are properly completed and on file in a district office.
- All federally-funded staff salaries are approved by the district board of education and recorded in the minutes.

Fiscal Indicator 6:

Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district:

- a. Maintains separate accounting by project.

Points: 4

Indicator 6a Purpose

To confirm that each capital project in Fund 30 (Capital Project Fund) is accounted for separately.

Indicator 6a Documentation for Verification

This indicator is monitored onsite.

- District Fund 30 budget summary
- CAFR and AMR (reviewed by county prior to onsite)

Indicator 6a Department Review Process

- Review District Fund 30 budget summary to ensure it delineates each project separately.
- Use the CAFR and AMR to confirm that the Fund 30 allocations are properly advanced and to determine if any of the funds available after the project can be transferred to the General Fund.

Indicator 6a Verification of Indicator Compliance

The district has accounted for each capital project in Fund 30 separately.

Fiscal Indicator 6:

Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district:

b. Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.

Points: 4

Indicator 6b Purpose

To ensure that there are sufficient funds available to complete each capital project and to fund change order(s) if the need arises.

Indicator 6b Documentation for Verification

This indicator is monitored onsite.

- District board of education minutes
- District board of education approved change orders
- Monthly financial status of all projects
- CAFR and AMR (reviewed by county prior to onsite)

Indicator 6b Department Review Process

- Review the district board of education minutes for district board of education-approved change orders and monthly financial status reports of all projects.
- Review CAFR and AMR for annual capital project summary.

Indicator 6b Verification of Indicator Compliance

- The district has recorded and has on file all change orders, as well as monthly reports for capital projects in Fund 30.
- Change orders do not reflect over-expenditure.
- There are no negative line items on the district's monthly reports.

Fiscal Indicator 6:

Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district:

c. Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.

Points: 4

Indicator 6c Purpose

To ensure that the amount of funds spent for a capital project are equal to or less than the funds raised, unless proper approvals were received to raise additional funds.

Indicator 6c Documentation for Verification

This indicator is monitored onsite.

- Fund 30 budget detail
- CAFR and AMR (no deficit balances) -reviewed by county prior to onsite
- District board of education minutes

Indicator 6c Department Review Process

- Review spending for each project to ensure that it is within the authorized amount.
- Review any change orders to determine the impact on the project's budget.
- Review all approvals for spending over the authorized amount.

Indicator 6c Verification of Indicator Compliance

District spending is within the authorized amount or has proper approvals on file for raising funds to augment the authorized amount.

Fiscal Indicator 6:

Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district:

d. Conducts the proper fiscal close-out of completed projects, including proper transfer of interest earned annually to the debt service and/or general fund.

Points: 4

Indicator 6d Purpose

To ensure that completed projects are closed out and that any interest earned has been transferred to debt service and/or general fund.

Indicator 6d Documentation for Verification

This indicator is monitored onsite.

- District board of education minutes
- CAFR and AMR (reviewed by county prior to onsite)
- Fund 30 Budget Detail
- Accounting reports by capital projects
- Status of litigation claims (if applicable)

Indicator 6d Department Review Process

- Review required evidence, such as board minutes, to determine which projects the district closed out.
- Review the final balance, open encumbrances and transfer of earned interest in the financial reports detailed in Documentation for Verification.

Indicator 6d Verification of Indicator Compliance

The district closed-out all completed projects and the interest earned has been transferred to the debt service and/or general fund.

Fiscal Indicator 7:

Projects consistent with the approved long-range facilities plan are implemented, reviewed, and revised, pursuant to N.J.A.C. 6A:26-2.

Points: 2

Indicator 7 Purpose

Provide assurance that capital projects are done in agreement with the district's Long-Range Facility Plan (LRFP).

Indicator 7 Documentation for Verification

This indicator is monitored onsite.

- Annual budget – available at the county.
- LRFP
- Bond referendum questions, if applicable
- District board of education minutes – Amendments to LRFP

Indicator 7 Department Review Process

- Identify capital projects through the annual budget to ensure consistency with the LRFP.
- Review district board of education minutes for approval of the LRFP and/or amendments.

Indicator 7 Verification of Indicator Compliance

All projects are aligned with the LRFP and/or amendments.

Fiscal Indicator 8:

County office approval has been granted for emergent projects, pursuant to N.J.A.C. 6A:26-3.14.

Points: 2

Indicator 8 Purpose

To ensure the district receives proper approvals for any project(s) described as emergent.

Indicator 8 Documentation for Verification

This indicator is monitored remotely.

- County office of education approval letter(s)
- District board of education minutes

Indicator 8 Department Review Process

Verify that the county office of education approved emergent project(s) and that district board of education minutes identify the project as emergent. Review the CAFR and AMR for any citations of non-compliance.

Indicator 8 Verification of Indicator Compliance

There is an approval letter for each emergent project and the district board of education minutes identify the project as emergent.

Fiscal Indicator 9:
Annual health and safety reviews:
a. Have been conducted once per year in each building using the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings. (N.J.A.C. 6A:26-6.1, 6.2, 6.3, and 12 and 6A:19-6)
Points: 5

Indicator 9a Purpose

To promote a safe and healthy environment for teaching and student learning.

Indicator 9a Documentation for Verification

This indicator is monitored onsite.

Signed Annual Facilities Checklist (for each building in the district).

Indicator 9a Department Review Process

Review the Annual Facilities Checklists to ensure that an annual health and safety review of each school building has been completed and signed.

Indicator 9a Verification of Indicator Compliance

The district has an Annual Facilities Checklist for each school that has been completed and signed.

Fiscal Indicator 9:
Annual health and safety reviews:
b. Meet the "100% item" section in the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means all items are in compliance in all buildings.
Points: 5

Indicator 9b Purpose

To promote a safe and healthy environment for teaching and student learning.

Indicator 9b Documentation for Verification

This indicator is monitored onsite.

Signed Annual Facilities Checklist (for each building in the district)

Indicator 9b Department Review Process

- Review the Annual Facilities Checklist to ensure that annual health and safety review of school buildings meet the Section A "100% items" compliance.
- School site visits (one building per grade level configuration, at a minimum).

Indicator 9b Verification of Indicator Compliance

- District meets the Section A "100% items" in the Annual Facilities Checklist.
- There are no significant disparities between the information reported on the Annual Facilities Checklist and the observations noted by the county office on the site visit.

Fiscal Indicator 9:
Annual health and safety reviews:
c. Meet the "80% item" section Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means at least 80 percent of items are in compliance in all buildings.
Points: 2

Indicator 9c Purpose

To promote a safe and healthy environment for teaching and student learning.

Indicator 9c Documentation for Verification

This indicator is monitored onsite.

- Signed Annual Facilities Checklist
- Walk through of buildings for verification

Indicator 9c Department Review Process

- Review the Annual Facilities Checklist to ensure that annual health and safety review of school buildings meet the Section B "80% items" compliance.
- Perform school site visits (one building per grade level configuration at a minimum).

Indicator 9c Verification of Indicator Compliance

- The district demonstrates at least 80 percent of items are in compliance in all buildings in the Annual Facilities Checklist Section B.
- There are no significant disparities between the information reported on the Annual Facilities Checklist and the observances noted by the county office on the site visit.

Fiscal Indicator 10:

A budget calendar that is developed and shared with the district board of education annually and that reflects all applicable legal and management requirements, pursuant to N.J.S.A. 18A:22-7, is followed. This development timeline includes input from all relevant programmatic staff for requirements and materials needed for teaching and student learning.

Points: 6**Indicator 10 Purpose**

To ensure that the development of a budget calendar includes input from relevant staff regarding resource allocation for teaching and student learning and is shared with the district board of education.

Indicator 10 Documentation for Verification

This indicator is monitored onsite.

- Budget calendar and district board of education minutes to demonstrate that the calendar was shared with the district board of education
- Evidence of input from all relevant programmatic staff

Indicator 10 Department Review Process

- Perform site visits to interview district staff for evidence of solicitation of input for the budget calendar.
- Review the budget calendar to ensure that it has been prepared for the entire budget process, reflects all applicable legal and regulatory requirements, and includes time for relevant staff input on resource allocation for teaching and student learning.

Indicator 10 Verification of Indicator Compliance

The district has a budget calendar that meets legal and regulatory requirements and provides time for relevant staff input on resource allocation for teaching and student learning.

Fiscal Indicator 11:

All persons employed as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, possess a valid authorization from the Department to serve as a certified educational facilities manager.

Points: 4

Indicator 11 Purpose

To ensure all individuals performing the supervisory role of Educational Facility Manager have a valid certification.

Indicator 11 Documentation for Verification

This indicator is monitored remotely.

- Evidence of current required certification
- Job description

Indicator 11 Department Review Process

Confirm that the person employed in the role of Supervisor of Buildings and Grounds has the required certification.

Indicator 11 Verification of Indicator Compliance

The Educational Facilities Manager has a valid certificate or is working towards obtaining certification within guidelines specified in 6A:26-16.1.

Fiscal Indicator 12:

The transfer of funds during the budget year is made in accordance with N.J.S.A. 18A:22-8.1 and 8.2 and complies with all budgetary control provisions, pursuant to N.J.A.C. 6A:23A-16.10.

Points: 4

Indicator 12 Purpose

To ensure that the transfer of funds complies with statute and code.

Indicator 12 Documentation for Verification

This indicator is monitored onsite.

- County office of education transfer approvals
- CAFR and AMR
- District board of education minutes

Indicator 12 Department Review Process

- Review transfer approvals signed by the county office to ensure that any transfers exceeding 10% were approved pursuant to code.
- Review district board of education minutes to ensure that all transfers were approved by the district board of education.
- Review the CAFR and AMR for any citations of non-compliance.

Indicator 12 Verification of Indicator Compliance

- All transfers exceeding 10% have been approved by the ECS.
- All budgetary transfers are approved by the district board of education.
- There are no findings or recommendations of non-compliance

Fiscal Indicator 13:

Fiscal-year cash flow management for all funds is prepared and analyzed on a regular basis to ensure payments can be made on a prompt basis.

Points: 4

Indicator 13 Purpose

To ensure that the district has sufficient cash flow to meet financial obligations.

Indicator 13 Documentation for Verification

This indicator is monitored onsite.

- Fiscal year cash flow plan
- SOP Manual for cash flow management procedures

Indicator 13 Department Review Process

- Review the cash flow plan to establish that the district prepares and analyzes fiscal year cash flow projections for all funds, at least monthly, to ensure that payments are processed in a timely manner.
- Ensure that SOP contains reference to cash flow management.

Indicator 13 Verification of Indicator Compliance

The fiscal year cash flow has been prepared on a monthly basis and ensures that all payments can be made in a timely manner and follows the standard operating procedures.

Fiscal Indicator 14:

Reimbursement requests for federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.

Points: 4

Indicator 14 Purpose

To ensure reimbursement requests for federal grants are submitted in a timely manner and reflect incurred expenses.

Indicator 14 Documentation for Verification

This indicator is monitored onsite.

- Reports from OGM or program office
- CAFR and AMR
- SOP Manual for reimbursement request procedures

Indicator 14 Department Review Process

- Review the submitted grant request, payments, and OGM reports to ascertain whether submissions were timely and for incurred expenses.
- Review the CAFR and AMR for any citations of non-compliance.
- Ensure SOP contains a process for submitting grant expenditures.

Indicator 14 Verification of Indicator Compliance

- All grant reimbursement requests are timely and are only for incurred expenses.
- Fund 20 is not over-expended due to district failure to draw funds in time to meet grant expenditures.
- There are no findings or recommendations of non-compliance and standard operating procedures are followed.

Fiscal Indicator 15:

The district board of education approves purchase orders approved by only the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.

Points: 4

Indicator 15 Purpose

Goods and services are procured in accordance with purchasing guidelines. To ensure purchases are approved by the purchasing agent in advance of goods received or services rendered.

Indicator 15 Documentation for Verification

- SOP manual: procurement procedures
- District board of education minutes: bill and claims list
- Random sample review of purchase orders
- CAFR and AMR

Indicator 15 Department Review Process

- Site visit to randomly review a sample of purchase orders to ensure that the purchasing agent signed them and that there are no confirming orders.
- Review the SOP manual to ensure it includes a section about Purchasing Procedures, with discussion about confirming orders.
- Review district board of education minutes for the bill and claims list.
- The CAFR and AMR may contain a finding of confirming orders.

Indicator 15 Verification of Indicator Compliance

The purchasing agent signed all purchase orders and there are no confirming purchase orders, in accordance with standard operating procedures

The Five DPR Areas of QSAC Overview: Governance

The Governance indicators are used to assess a school district's performance and capacity in the areas the district board of education has direct oversight, including:

- Overseeing the development of curriculum that is aligned with State standards;
- Overseeing the budgeting process;
- Developing and implementing all district board of education-approved policies;
- Evaluating the CSA;
- Reviewing and approving all new, renewed, amended, altered or extended contracts for CSAs, deputy superintendents, assistant superintendents and school business administrators; and,
- Ensuring transparency and ethical conduct of each member of the board of education.

General Monitoring Notes:

- The review process will begin with a district self-assessment.
- The verification process will begin remotely by the county office requesting the required evidence, unless stated otherwise within the verification process for the indicator.
- If there are questions, clarifications or additional information needed, a site visit may be scheduled at the discretion of the executive county superintendent (ECS).

Governance Indicator 1:

At least annually, and more frequently if required by changes in case law, regulation, or statute, the district board of education or the advisory board, reviews, updates, and adopts, by resolution, policies, procedures, and by-laws reflective of current statutory and regulatory authority. (N.J.S.A. 18A:11)

Points: 8

Indicator 1 Purpose

To ensure that the district board of education has the required board policies, procedures and bylaws, reviews them annually, and continues to update them, as needed.

Indicator 1 Documentation for Verification

This indicator is monitored onsite.

- District policy manual (electronic or hard copy).
- District board of education minutes and resolutions approving the new/revised policies.
- District board of education minutes noting an annual review and adoption of all policies.

Indicator 1 Department Review Process

- Audit the policy manual according to the audit sample size parameters.
- Review board of education minutes corresponding to newly adopted and amended policies.
- Review board of education minutes for demonstration of annual review and adoption of all policies.

Indicator 1 Verification of Indicator Compliance

If the board of education minutes reflect an annual review of the policies, revisions required by law to the policies, and adoption by the district board of education, then points are awarded.

Governance Indicator 2:
The district board of education:
a. Establishes a policy and a contract with the CSA to annually evaluate him or her based on the adoption of goals and performance measurements that reflect the highest priority is given to student achievement and attention is given to subgroup achievement and each new member has received training on CSA evaluation. N.J.S.A. 18A:17-20.3.
Points: 7

Indicator 2a Purpose

To ensure that the district board of education has established CSA evaluations that prioritize student achievement, including subgroup performance, and that each new board member has been trained in the evaluation of a CSA.

Indicator 2a Documentation for Verification

This indicator is monitored remotely.

- Most recent CSA evaluation, completed by July 1, which includes a focus on student achievement.
- Copy of CSA evaluation policy.
- List of new board of education members and evidence of required training.

Indicator 2a Department Review Process

- Review CSA evaluation that includes a focus on student achievement, with attention given to subgroup performance.
- Confirm that there is a CSA evaluation policy.
- Examine evidence of required training for each new board member in evaluation of a CSA.

Indicator 2a Verification of Indicator Compliance

If the district has identified a priority in the CSA evaluation regarding total student achievement, as well as subgroup achievement, and the new district board members have been trained in the CSA evaluation instrument, then points are awarded.

Governance Indicator 2:
The district board of education:
b. Completes the CSA evaluation by July 1 in accordance with N.J.A.C. 6A:10-8.1(g).
Points: 6

Indicator 2b Purpose

To ensure the CSA evaluation is completed by the required date of July 1.

Indicator 2b Documentation for Verification

This indicator is monitored remotely.

- District board of education minutes indicating the evaluation was conducted by July 1.
- Dated and signed copy of the CSA evaluation by July 1.

Indicator 2b Department Review Process

- Verify evaluation of the CSA was conducted by July 1 in the board of education minutes.
- Review copy of the CSA evaluation dated and signed by July 1.

Indicator 2b Verification of Indicator Compliance

If the district has completed the CSA evaluation and the evaluation is signed, dated and verified in the board minutes by July 1, then points are awarded.

Governance Indicator 3:

All new, renegotiated, amended, altered, or extended contracts for CSAs, deputy superintendents, assistant superintendents, and school business administrators are submitted to the executive county superintendent (ECS) for review and approval. The district board of education takes no formal action to approve or implement such contracts prior to ECS review and approval. (N.J.S.A. 18A:7-8 and N.J.A.C. 6A:23A-3.1)

Points: 6

Indicator 3 Purpose

To ensure the district board of education gains prior approval by the ECS prior to formal action being taken on contracts for .CSAs, deputy superintendents, assistant superintendents, and school business administrators

Indicator 3 Documentation for Verification

This indicator is monitored remotely.

- ECS approval letter dated prior to any required public notice and hearing, as well as prior to the approval and execution of contracts by the district's board of education.
- Minutes for the district board of education meeting approving the contracts for CSAs, deputy superintendents, assistant superintendents and school business administrators.

Indicator 3 Department Review Process

- Review the date of the ECS approval letter of the contracts.
- Review the date of approval of contracts in the board minutes.

Indicator 3 Verification of Indicator Compliance

If the district board of education has approved the contract following ECS review and approval, then points are awarded.

Governance Indicator 4:

The district board of education approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees, only by a roll call majority vote of the district board of education's full membership upon the CSA's recommendation. (N.J.S.A. 18A:27-4.1 and N.J.A.C. 6A:32-4.1 and 4.7)

Points: 6

Indicator 4 Purpose

To ensure no district board of education action is taken regarding personnel without CSA recommendation.

Indicator 4 Documentation for Verification

This indicator is monitored onsite.

Board of education minutes demonstrating that upon the CSA's recommendation, there was a roll call majority vote of the district board of education's full membership for the following personnel matters:

- Approved appointments;
- Transfers; and,
- Removal/renewal of certified and non-certified officers and employees.

Indicator 4 Department Review Process

Review board of education minutes indicating a roll call majority vote of the district board of education's full membership for approved appointments, transfers and removal/renewal of certified and non-certified officers and employees upon the recommendation of the CSA.

Indicator 4 Verification of Indicator Compliance

If board of education minutes indicate that the board has acted upon the recommendation of the CSA, by roll call majority of the district board of education's full membership for approved appointments, transfers and removal/renewal of certified and non-certified officers and employees, points will be awarded.

Governance Indicator 5:

The district board of education-approved corrective action plans are submitted for any finding or recommendation for all compliance-related reports, consolidated monitoring reports, financial audits, special education reports, etc. The school district has no outstanding monitoring or complaint investigation findings that exceed the required timelines for correction. There is no evidence of the school district not implementing the plan.

Points: 7**Indicator 5 Purpose**

To ensure that the school district is in compliance with corrective action plans and complaint investigation findings.

Indicator 5 Documentation for Verification

This indicator is monitored remotely.

- CAP, if applicable.
- Certification of Implementation (COI) of CAP Board of Education minutes.
- Compliance letters from the New Jersey Department of Education's individual offices.

Indicator 5 Department Review Process

- Review compliance letters from the New Jersey Department of Education.
- Review CAPs, reports and audits.
- Determine that all timelines for corrective actions have been met and that there are no outstanding monitoring or complaint investigations or findings.

Indicator 5 Verification of Indicator Compliance

If all elements of the CAP, reports and audits have occurred within the required timeframe for the CAP, points will be awarded.

Governance Indicator 6:
The budgeting process and allocation of resources, including grant funding, are aligned with instructional priorities and student needs to provide for a thorough and efficient education as demonstrated by: (N.J.S.A. 18A:7F-6 and 46 and N.J.A.C. 6A:23A-8.1)
a. Adoption and implementation of written policies and procedures for the budget and financial planning process that are integrated and aligned with school district priorities and planning objectives based on Statewide assessments and applicable strategic plans.
Points: 8

Indicator 6a Purpose

To ensure that district board of education policies and regulations are adopted and aligned with district priorities and objectives for the budget-planning process based on Statewide assessments and applicable strategic plans.

Indicator 6a Documentation for Verification

This indicator is monitored remotely.

- Board approved policies and procedures demonstrating that the budget and financial planning processes are:
 - Integrated and aligned with school district priorities and planning objectives; and,
 - Based on statewide assessments and applicable strategic plans

Indicator 6a Department Review Process

- Evaluate the policies and procedures demonstrating the integration and alignment with school district priorities based on statewide assessments and applicable strategic plans.

Indicator 6a Verification of Indicator Compliance

If there is evidence of the adoption of written policies and procedures for the district’s budget and financial planning that is aligned with district priorities based on Statewide assessments and applicable strategic plans, points will be awarded.

Governance Indicator 6:

The budgeting process and allocation of resources, including grant funding, are aligned with instructional priorities and student needs to provide for a thorough and efficient education as demonstrated by: (N.J.S.A. 18A:7F-6 and 46 and N.J.A.C. 6A:23A-8.1)

b. Annually align fiscal goals and budget objectives with curricula that comply with the NJSLS.

Points: 8

Indicator 6b Purpose

The budget process verifies that the board-adopted curricula conforms to New Jersey Student Learning Standards (NJSLS), and that fiscal goals and budget objectives align with instructional, and professional development priorities.

Indicator 6b Documentation for Verification

This indicator is monitored remotely.

- Evidence that instructional priorities and student needs are aligned to annual fiscal goals and budget objectives.
- Mid-year budget review documentation.
- Minutes of stakeholder meetings for budget development.

Indicator 6b Department Review Process

- Review mid-year budget review documentation.
- Check minutes from stakeholder meetings for budget development.
- Verify stakeholder involvement in the process.

Indicator 6b Verification of Indicator Compliance

If documentation shows that fiscal goals and budget objectives align with student achievement goals and objectives and curricula that comply with New Jersey Student Learning Standards, points will be awarded.

Governance Indicator 7:
The district board of education follows the budget process by:
a. Conducting a public hearing on the proposed budget;
b. Adopting the budget at a public meeting;
c. Providing ongoing information on the budget’s status and any revision(s) or emergent conditions; and
d. Making the budget available for public notice and inspection. (N.J.S.A. 18A:22-7 and N.J.A.C. 6A:23A-8.1 and 8.2)
Points: 8

Indicator 7 Purpose

To ensure that a transparent budget process is in place.

Indicator 7 Documentation for Verification

This indicator is monitored onsite.

- Public notice of the public hearing on the proposed budget.
- Public availability of the budget (i.e., budget information has separate section on district website).
- Minutes/agendas/resolutions regarding the proposed and adopted budget.

Indicator 7 Department Review Process

- Check evidence of public meeting notices.
- Verify the public hearing of the proposed budget and the adoption of the budget at a public meeting in the district board of education minutes.
- Verify availability of the budget for public review (separate section on the district website).
- Review sample size of board minutes, agendas and resolutions regarding the budget status.

Indicator 7 Verification of Indicator Compliance

If the school district provides evidence of the public notice and budget availability to the public and minutes/agendas/resolutions regarding the proposed and adopted budget, points will be awarded.

Governance Indicator 8:

The district board of education ensures compliance with all stakeholder engagement requirements pursuant to the Federal grant programs for which the school district receives funds, which shall include but not be limited to grant programs under the Elementary and Secondary Act, the Individuals with Disabilities Education Act, and the Carl D. Perkins Career and Technical Education Act.

Points: 6

Indicator 8 Purpose

To ensure that the district administration communicates with appropriate stakeholders as defined by each grant.

Indicator 8 Documentation for Verification

This indicator is monitored remotely.

- A list of Federal grants awarded (entitlement and discretionary).
- A list of invited stakeholders.
- The notification to stakeholders.
- Sign-in sheets, agendas, and minutes of stakeholder meetings.
- Stakeholder engagement activities, identified in grant applications for ESSA, IDEA, and Perkins through EWEG.

Indicator 8 Department Review Process

- Review the stakeholder engagement activities identified in the grant application.
- Cross-reference the evidence provided by the district to verify that there are lists of invited stakeholders, notifications, sign in sheets, agendas, minutes as well as stakeholder engagement activities identified in the grant applications.

Indicator 8 Verification of Indicator Compliance

If all information is compliant with all stakeholder engagement requirements pursuant to the Federal grant programs for which the school district receives funds, points will be awarded.

Governance Indicator 9:

The district board of education has established programs and services for all English language learners (ELLs), pursuant to N.J.A.C. 6A:15

Points: 7

Indicator 9 Purpose

To ensure the educational needs of English Language Learners are met through bilingual, English as a Second Language (ESL) or English Language Services (ELS) programs.

Indicator 9 Documentation for Verification

This indicator is monitored remotely.

- NJDOE approval letter for board-approved bilingual/ESL/ELS three-year plan.
- NJDOE approval letter for the annual bilingual waiver, if applicable.
- Board of education minutes approving three-year plan.

Indicator 9 Department Review Process

- Verify the approval letter for the board-approved bilingual/ESL/ELS three-year plan.
- Verify the approval of the annual bilingual waiver, if applicable.
- Verify board of education approval of the three-year plan in board minutes.
-

Indicator 9 Verification of Indicator Compliance

If the school district has demonstrated that programs and services for all ELLs, pursuant to N.J.A.C. 6A:15, have been developed, points will be awarded.

Governance Indicator 10:

The district board of education implements the Open Public Meetings Act and there have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.S.A. 10:4-6 et seq.)

Points: 3

Indicator 10 Purpose

To ensure that the board of education conducts business in an open and transparent manner.

Indicator 10 Documentation for Verification

This indicator is monitored remotely.

- Public postings of meeting times, dates, and locations and whether formal action may or may not be taken (legal advertisements showing this information).
- Statements of adequate notice are in the board minutes, confirming that the board provided the public with at least 48 hours of written notice of the meetings;
- Adoption of resolutions to go into executive session, which meet the approved OPMA criteria for executive session; and,
- Any court orders of violations of OPMA

Indicator 10 Department Review Process

- Verify that there are public postings of meeting dates, times, and locations, and whether formal action may or may not be taken (legal advertisements showing this information).
- Verify that there are statements of adequate notice in the board minutes, confirming that the board provided the public with 48 hours of written notice of the meetings.
- Review resolutions to go into executive session, which meet the approved OPMA criteria for executive session.
- Determine if there are any court orders of violations of OPMA.

Indicator 10 Verification of Indicator Compliance

If the school district has not violated OPMA (i.e., there are no court orders demonstrating OPMA violations) and the school district has complied with OPMA by publicly posting its meeting dates, times, locations, and whether formal action will be taken, provided the public with at least 48 hours of written notice of its meetings, and has adopted resolutions, which meet the approved OPMA criteria for executive session, then points will be awarded.

Governance Indicator 11:

The district board of education approves the monthly district board of education secretary's and treasurer's reports within 60 days of month's end and, in its minutes, certifies that major funds (general fund, special revenue, and capital projects fund) have not been over-expended. (N.J.A.C. 6A:23A-16.10(c))

Points: 6

Indicator 11 Purpose

To ensure the transparency of the fiscal conditions of the district.

Indicator 11 Documentation for Verification

This indicator is monitored onsite.

- Board of education minutes reflecting approval of the board secretary's and treasurer's reports for the month, within 60 days of the month's end.
- Certification that major funds (general fund, special revenue and capital projects) have not been over-expended.

Indicator 11 Department Review Process

- Review district board of education minutes to verify that the board approved the board's secretary and treasurer's reports for the month, within 60 days of the month's end.
- Verify that the board has certified that major funds (general fund, special revenue and capital projects) have not been over-expended.

Indicator 11 Verification of Indicator Compliance

If the school district's board of education minutes show that the secretary's and treasurer's reports for the month have been approved within 60 days of the month's end and that funds have not been over-expended, points will be awarded.

Governance Indicator 12:

Minutes of all meetings, including executive sessions, reflect all district board of education actions and are publicly available within two weeks or by the next district board of education meeting (N.J.S.A.18A:17-7)

Points: 6

Indicator 12 Purpose

To ensure the transparency of official district board of education actions.

Indicator 12 Documentation for Verification

This indicator is monitored onsite.

District board of education minutes, including executive sessions, must be made publicly available within two weeks or by the next district board of education meeting.

Indicator 12 Department Review Process

- Review the district board of education minutes to verify that district board of education minutes are publicly available within two weeks or by the next district board of education meeting.

Indicator 12 Verification of Indicator Compliance

If the school district board of education minutes, including executive sessions, are publicly available within two weeks or by the next district board of education meeting, points are awarded.

Governance Indicator 13:

District board of education members and school administrators annually file a timely and properly completed financial and personal/relative disclosure statement. The district board of education annually discusses the School Ethics Act and no district board of education member or administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-22 and 26)

Points: 8**Indicator 13 Purpose**

To ensure transparency and ethical conduct of board of education members.

Indicator 13 Documentation for Verification

This indicator is monitored remotely.

- Annual online completion of required disclosure statements for board of education members and school administrators.
- Annual discussion of the School Ethics Act, as demonstrated in the board of education minutes.
- List of any board of education member or administrator in the district who has been in violation of the School Ethics Act from the School Ethics Commission.

Indicator 13 Department Review Process

- Verify annual online completion of required disclosure statements for board members and school administrators.
- Review board of education minutes indicating annual discussion of the School Ethics Act
- Verify that no board of education members or administrators have been in violation of the School Ethics Act from the School Ethics Commission.

Indicator 13 Verification of Indicator Compliance

If, annually, the school district demonstrates completion of the required disclosure statements for board members and school administrators, discussion of the School Ethics Act, and there have been no violations of the School Ethics Act, then points will be awarded.

Governance Indicator 14:

The district board of education ensures that all students have access to library media services that are connected to classroom studies in each school building including access to computers; school district-approved instructional software; appropriate books, including novels, anthologies, and other reference materials; and supplemental materials that motivate students to read in and out of school and to conduct research. (N.J.A.C. 6A:13-2.1(h))

Points: 6**Indicator 14 Purpose**

To ensure that districts provide students with the diverse materials and resources needed to access information and conduct research.

Indicator 14 Documentation for Verification

This indicator is monitored onsite.

Name and certification of the district library media specialist.

Evidence of compliance with N.J.A.C. 6A:13-2.1(h) in the provision of library media services, which includes providing library media services under the direction of a certified school library media specialist.

Indicator 14 Department Review Process

- Review evidence that students have access to library media service under the direction of a certified school library media specialist, that are connected to classroom studies in each building.
- Determine that all students have access to computers and district approved software that is connected to classroom studies in each school building.
- Check that all students have access to appropriate books, novels, anthologies, reference materials and supplemental materials to conduct research.

Indicator 14 Verification of Indicator Compliance

If the school district provides all students with access to library media services, connected to their classroom study in each school building, then points are awarded.

The Five DPR Areas of QSAC Overview: Operations

The Operations indicators are used to assess a school district's performance and capacity in:

- Implementing school district policies related to code of student conduct, attendance, alcohol, tobacco, as well as other drugs, and harassment, intimidation and bullying (HIB);
- Submitting accurate, complete data for Standards Measurement and Resource for Teaching (NJ SMART) and the Department's web application portfolio, accessed through Homeroom, ensuring a safe school environment;
- Developing and maintaining a positive school climate;
- Implementing the education and law enforcement memorandum of agreement;
- Providing school health services;
- Reporting potentially missing and abused children; and,
- Providing transportation services.

General Monitoring Notes:

- The review process will begin with a district self-assessment.
- The verification process will begin remotely by the county office requesting the required evidence, unless stated otherwise within the verification process for the indicator.
- If questions, clarifications or additional information is needed, a site visit may be scheduled at the discretion of the executive county superintendent (ECS).

Operations Indicator 1:
The school district's NJ SMART and educator evaluation data files:
a. Have been certified by established deadlines and provide complete data.
Points: 2

Indicator 1a Purpose

To ensure data is complete and submitted in a timely manner for all NJ SMART and Evaluation Score Certification Tool (ESCT).

Indicator 1a Documentation for Verification

This indicator is monitored remotely.

The NJDOE will provide this indicator score based on the NJ SMART and ESCT reports.

Indicator 1a Department Review Process

The NJDOE will provide this indicator score based on the NJ SMART and ESCT reports.

Indicator 1a Verification of Indicator Compliance

If the district's NJ SMART submissions and their ESCT submissions are both certified by the established deadlines and are complete data, then points are awarded.

Operations Indicator 1:
The school district's NJ SMART and educator evaluation data files:
b. Have an error rate of less than 1.5 percent for each file– inclusive of student sync errors.
Points: 3

Indicator 1b Purpose

To ensure accuracy of data submitted by districts through NJ SMART.

Indicator 1b Documentation for Verification

This indicator is monitored remotely. The district does not have to submit any documentation.

The NJDOE will provide this indicator score based on the NJ SMART report.

Indicator 1b Department Review Process

The NJDOE will provide this indicator score based on the NJ SMART report.

Indicator 1b Verification of Indicator Compliance

If the district has an error rate of less than 1.5 percent for each NJ SMART file, inclusive of student sync errors, then the district will receive credit for this indicator.

Operations Indicator 2:
The school district's educational entity system data:
a. Have been submitted by established deadlines and no evidence of changes not approved by the Department was reported since the last NJQSAC monitoring.
Points: 1

Indicator 2a Purpose

To ensure that districts maintain accurate data within the educational entity system, currently known as the county district school code system (CDS), make appropriate changes during the established deadlines of CDS's open collection period and follow proper approval by the county office if emergency changes occur outside of the established open collection period.

Indicator 2a Documentation for Verification

This indicator is monitored remotely. The district does not have to submit any documentation.

- The educational entity system, currently known as CDS, accessed through [Homeroom](#) on the NJDOE's website
- Educational entity system, currently known as CDS, change forms located in the county office

Indicator 2a Department Review Process

- Review information entered into educational entity system, currently known as CDS, to confirm alignment with the district's current known information.
- Confirm all data has been submitted to the educational entity system, currently known as CDS, within the established guidelines. Any change forms sent after the close of the established time period that the county office did not deem emergent or unforeseen will result in loss of points.
- Review change forms and educational entity system, currently known as CDS, to confirm that all changes, except contact information, were submitted to the county office for review and approval prior to the change going into effect at the school district.

Indicator 2a Verification of Indicator Compliance

If the educational entity system data have been submitted by established deadlines, and there is no evidence of changes not approved by the NJDOE since the last NJQSAC monitoring, then points are awarded.

Operations Indicator 2:
The school district’s educational entity system data:
b. Have accurately maintained the school contacts throughout the year and the school district has obtained Department approval for changes to all school configurations within five business days of the proposed changes.
Points: 3

Indicator 2b Purpose

To ensure the availability and accuracy of current district and school contact information, as well as school configurations.

Indicator 2b Documentation for Verification

This indicator is monitored remotely. The district does not have to submit any documentation.

- The educational entity system, currently known as CDS, accessed through [Homerroom](#) on NJDOE’s website
 - If school grade configurations were changed, the district had to provide minutes of the district board of education approval for the reconfiguration. The proposed change was submitted on the CDS change form, within five days of the board’s approval of the school configuration change.
- Any incidents reported to the county office

Indicator 2b Department Review Process

- Review the district board of education minutes and, if applicable, the change form for grade reconfiguration.
- Review any incidents reported for incorrect contact information.

Indicator 2b Verification of Indicator Compliance

If the district maintained accurate school contacts, there is consistency between the grade configurations posted in the educational entity system (currently known as CDS) and the grade configurations that the district has, and the district submitted changes to the county office for review and approval within five business days of the board of education action, then points are awarded.

Operations Indicator 3:
The school district has a data management process that includes:
a. Identification of a school district data coordinator, school district contacts for all Department data submission applications, and an internal communication/information dissemination procedure;
Points: 2

Indicator 3a Purpose

To ensure that data is submitted accurately and shared throughout the school district.

Indicator 3a Documentation for Verification

This indicator is monitored remotely.

- The name of the data coordinator (this person may have the function but not the exact title)
- The names of all district contacts for active NJDOE application submissions, with their assignments specified
- The district's written procedures for communication and dissemination of data submitted through the applications

Indicator 3a Department Review Process

- Confirm the district has a data coordinator (this person may have the function but not the exact title).
- Confirm all applications have an assigned district staff member.
- Review the policy for communication and dissemination of data submitted through the applications.

Indicator 3a Verification of Indicator Compliance

If staff members have been assigned (one for the function of a data coordinator and others for all NJDOE data submission applications) and the policies reflect an internal communication procedure for data, then points are awarded.

Operations Indicator 3:
The school district has a data management process that includes:
b. Submission of data collection applications via the Department’s website by the established deadlines.
Points: 3

Indicator 3b Purpose

To ensure the district submits all [applications by the due dates](#).

Indicator 3b Documentation for Verification

This indicator is monitored remotely. The district does not have to submit any documentation.

The NJDOE will provide this indicator score based on the report generated by the NJDOE. A district may obtain points for late submission if it can produce evidence of NJDOE program office approval. The NJDOE has identified the following applications for accountability with Indicator 3b:

• Ch 192-193 Funding Statement and Additional Funding Request
• Audit Summary Online
• Applications for State School Aid
• Bilingual Waiver Request Submission
• County District School Information System
• Report of Nonpublic Auxiliary and Handicapped Services
• Charter School Enrollment System
• Career and Technical Education Data Management System
• The Evaluation Score Certification Tool
• Application for Special Education Extraordinary Aid
• Graduation Data Collection System
• School Self-Assessment for Determining Harassment, Intimidation and Bullying
• Nonpublic Enrollment and Approved Private Schools for Students with Disabilities Program Enrollment
• Nonpublic Project Completion Reports (Nursing, Textbook and Technology Included)
• Private Schools for Students with Disabilities Appendix S System
• Report Card Narrative
• New Jersey School Report Card

<ul style="list-style-type: none"> • School Ethics Commission List of School Officials
<ul style="list-style-type: none"> • School Improvement Plan Management System
<ul style="list-style-type: none"> • Student Safety Data System (formerly EVVRS)
<ul style="list-style-type: none"> • Tuition Reimbursement for State-Responsible Homeless Children and Youth
<ul style="list-style-type: none"> • NJDOE Title I Schoolwide Plan Management System
<ul style="list-style-type: none"> • District Report of Transported Resident Students

Indicator 3b Department Review Process

The NJDOE will provide this indicator score based on the report generated by the NJDOE.

Indicator 3b Verification of Indicator Compliance

If there were no late submissions in Department applications, or the district provided evidence of NJDOE program office approval for a late submission, then points are awarded.

Operations Indicator 4:

The school district has policies and procedures that require the use of multiple sources of data to monitor student achievement and progress and to evaluate the effectiveness of programs, initiatives, and strategies.

Points: 3

Indicator 4 Purpose

To ensure that decision making is data driven and that a variety of data is used to analyze and monitor student achievement and progress, as well as to evaluate school programs.

Indicator 4 Documentation for Verification

This indicator is monitored remotely.

- District policies and procedures requiring multiple sources of data (more than two) are utilized to:
 - Monitor progress of students; and,
 - Measure the effectiveness of programs, initiatives and strategies.

Indicator 4 Department Review Process

Review district policies and procedures, checking for multiple data sources.

Indicator 4 Verification of Indicator Compliance

If a district has a policy indicating the use of multiple (more than two) sources of data to monitor progress of students and measure the effectiveness of programs, initiatives and strategies, then points are awarded.

Operations Indicator 5:

The district board of education adopts and annually distributes to staff, parents, and students, policies and procedures to address the equitable application of a code of student conduct that establishes expectations for academic achievement, behavior, and attendance. The policy provides comprehensive tiered behavioral supports and responses to violations that include positive disciplinary practices that minimize exclusionary practices, such as suspension and expulsion; and details students' due process rights. (N.J.A.C. 6A:16-7.1)

Points: 5**Indicator 5 Purpose**

To ensure the policies and procedures for the code of student conduct (CSC) are communicated to all stakeholders and are inclusive of both disciplinary measures and supportive measures.

Indicator 5 Documentation for Verification

This indicator is monitored remotely.

- Board of education approved CSC policies and procedures that meet the requirements in (N.J.A.C. 6A:16-7-1)
- District's easily identifiable process for distribution of the CSC (e.g., student handbooks contain CSC, parents receive through mail, email or online from school district website)

Indicator 5 Department Review Process

- Review the CSC policies and procedures using NJDOE compliance checklist to ensure it contains all requirements as listed under N.J.A.C. 6A:16-7.
- Verify how the information is distributed to all stakeholders.
 - Note: If evidence provided is distribution of an abridged version of the CSC only, this is not acceptable. Minimally, the recipient of the policy must be directed to where a complete copy of the policy may be viewed or obtained. For example, the abridged version of the policy in a student handbook must also include the location to view or obtain a complete copy.

Indicator 5 Verification of Indicator Compliance

If the CSC meets the checklist requirements, and it was distributed to all stakeholders, as well as adopted by the district board of education, then points are awarded.

Operations Indicator 6:

Twice per year, the Chief School Administrator (CSA) presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (HIB) incidents submitted on the Department's incident reporting system. The CSA or designee submits the final data verification to the Department by July 15. (N.J.A.C. 6A:16-5.3)

Points: 5**Indicator 6 Purpose**

To ensure that accurate information on violence, vandalism, substance abuse and HIB incidents submitted to the NJDOE are publicly reported to the district board of education and shared with stakeholders.

Indicator 6 Documentation for Verification

This indicator is monitored remotely.

- District board of education minutes indicating that the summary of incidents for Report Period 1, September 1 through December 31, and Report Period 2, January 1 through June 30, were presented to the district board of education by the superintendent or designee at a public meeting once between January and June and once between July and December.
- Incident data is from Electronic Violence and Vandalism Reporting System (EVVRS) (prior to SY18) and Student Safety Data System (SSDS) (SY18 and after).

Indicator 6 Department Review Process

- Review the district board of education minutes for the two CSA presentations.
- Review the list of LEAs that verified data after the due date.

Indicator 6 Verification of Indicator Compliance

If the district board of education minutes confirm that the CSA presented to the district board of education at the two reporting periods, the district is not on the Office of Student Support Services list of LEAs that verified data after July 15 and schools were included in the report to the district board of education, then points are awarded.

Operations Indicator 7:

The school district implements a process to ensure the school safety/school climate team in each school, with support from the CSA: (1) reviews and takes action to strengthen school climate policies; (2) educates the community, including students, teachers, staff, and parents, to prevent HIB; (3) provides professional development opportunities that address effective practices of successful school climate programs or approaches; and (4) completes the HIB self-assessment. The CSA submits to the Department the statement of assurance (SOA) and the district board of education approval date for the HIB self-assessment for each school in the school district by September 30. (N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7)

Points: 7**Indicator 7 Purpose**

To ensure the promotion of safe schools and a continual focus on improving school climate through implementation of the N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7.

Indicator 7 Documentation for Verification

This indicator is monitored remotely.

- Each of the county selected schools, based on the established sample size, must provide all of the following from the most recent school year:
 - List of members of the School Safety/School Climate Team (SS/SCT) including, at least:
 - The anti-bullying specialist (ABS);
 - Principal or designee;
 - Teacher in the school; and,
 - Parent of a student in the school.
 - SS/SCT meeting agendas, sign-in sheets and notes.

Indicator 7 Department Review Process

- Examine the following evidence to ensure that each of the selected schools from the district sample provided the following from the most recent school year:
 - Review the list of team members of the SS/SCT to ensure the school has a team with at least the following members:
 - ABS;
 - Principal or designee;
 - Teacher in the school; and,
 - Parent of a student in the school.
 - Review the SS/SCT agendas, sign-in sheets and notes to ensure that each team met at least two times during the school year.
- Confirm that the district has complied with the September 30 deadline for the submission of its statement of assurance and the district board of education's approval of the HIB self-assessment for each school in the district.

Indicator 7 Verification of Indicator Compliance

Points are awarded if the district has a process to ensure the school safety/school climate team in each school, with support from the CSA, which includes:

- Reviewing and taking action to strengthen school climate policies;
- Educating the community, including students, teachers, staff and parents, to prevent HIB;
- Providing professional development opportunities that address effective practices of successful school climate programs or approaches; and,
- Submitting to the NJDOE the Statement of Assurance and board of education approval of the HIB self-assessment for each school in the district by September 30.

Operations Indicator 8:

The *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials* (MOA) has been signed within the past year. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-6.2)

Points: 6**Indicator 8 Purpose**

To ensure direct communication, cooperation and support between local law enforcement and the school district in order to provide the safety and protection of students.

Indicator 8 Documentation for Verification

This indicator is monitored remotely. The district does not have to submit any documentation.

- A copy of the most recent version of the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials*, on file at the county office, signed by:
 - The CSA;
 - Chief of police/station commander;
 - President of the district board of education;
 - Executive county superintendent of schools; and,
 - The county prosecutor.
- Corrective action plan for NJQSAC findings from the prior year (if applicable).

Indicator 8 Department Review Process

- Ensure MOA is signed by all applicable parties.
- Ensure a corrective action plan is implemented for NJQSAC findings from the prior year (if applicable).

Indicator 8 Verification of Indicator Compliance

If the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials* has been signed by all required parties and, if applicable, the corrective action plan has been implemented for the NJQSAC findings from the prior year, then points are awarded.

Operations Indicator 9:

The comprehensive alcohol, tobacco, and other drug abuse program includes policies and procedures for the prevention, assessment, intervention, referral for evaluation, referral for treatment, discipline for students using alcohol or other drugs, and continuity of care and supports. (N.J.S.A. 18A:40A and N.J.A.C. 6A:16-3 and 4)

Points: 6**Indicator 9 Purpose**

To ensure that the school district takes a comprehensive approach and appropriately addresses substance abuse.

Indicator 9 Documentation for Verification

This indicator is monitored remotely.

- District policies and procedures for comprehensive alcohol, tobacco, and other drug abuse that address:
 - Prevention;
 - Assessment;
 - Intervention;
 - Referral for evaluation and referral for treatment;
 - Discipline for students using alcohol or other drugs; and,
 - Continuity of care and supports.

Indicator 9 Department Review Process

- Review the district's policies and procedures to ensure they include:
 - Prevention;
 - Assessment;
 - Intervention;
 - Referral for evaluation and referral for treatment;
 - Discipline for students using alcohol or other drugs; and,
 - Continuity of care and supports.

Indicator 9 Verification of Indicator Compliance

If the policy contains all required elements, then points are awarded.

Operations Indicator 10:

Policies and procedures are established to review and resolve transportation incidents and ensure the safety of students by meeting Motor Vehicle Commission requirements for inspections by bus drivers and evacuation drills. The CSA presents to the district board of education evidence of completion of emergency exit drills. (N.J.A.C. 6A:27-11.1, 11.2, and 12)

Points: 6

Indicator 10 Purpose

To ensure the safe transportation of students with a plan to review and resolve transportation incidents.

Indicator 10 Documentation for Verification

This indicator is monitored remotely

- District board of education approved policies and procedures that align with the administrative code (N.J.A.C 6A:27-11.1, 11.2, and 12) and Motor Vehicle requirements
- The record for evacuation drills that are required at least two times per year for all students who are transported to and from school on a bus. For all other students the drill is done once per school year.
- District board of education minutes approving the policy and illustrating the CSA presentation to the board of education meeting immediately following the completed drill

Note: This requirement applies to walking school districts as well.

Indicator 10 Department Review Process

- Review all required documentation to ensure the requirements of the applicable administrative code sections are addressed.
- Review district board of education minutes, identifying schedule of drills and the CSA presentation to BOE at the meeting following the completion of the drills.

Indicator 10 Verification of Indicator Compliance

If the district has board of education approved policies and procedures that address transportation incidents and meet Motor Vehicle Commission requirements for inspections by bus drivers and evacuation drills, and the CSA has presented evidence of the completion of emergency exit drills to the district board of education at the meeting following the completion of the drills, then points are awarded.

Operations Indicator 11:

Policies and procedures are established to report potentially missing, abused, or neglected children to law enforcement and child welfare authorities; to appoint a school district liaison to law enforcement authorities; and to provide training to school district employees, volunteers, and interns on policies and procedures. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-11)

Points: 6**Indicator 11 Purpose**

To ensure the district has established and enacts policies to report potentially missing, abused or neglected children to law enforcement and child welfare authorities expeditiously.

Indicator 11 Documentation for Verification

This indicator is monitored remotely

- District board of education approved policies and procedures
- District board of education approved law enforcement liaison matches educational entity system, currently known as the CDS liaison
- Training sign-in sheets and agendas of school district employees hired within the last year and volunteers demonstrating internal training on policies and procedures
- Prior year NJQSAC findings and corrective action plan (if applicable)

Indicator 11 Department Review Process

- Review the district board of education approved policies and procedures for reporting potentially missing, abused or neglected children to law enforcement and child welfare authorities.
- Review district board of education minutes approving the liaison and verifying that is it the same person identified in educational entity system, currently known as the CDS.
- Verify that training has occurred for district employees, volunteers and interns.
- Verify, if applicable, the corrective action plan from the prior QSAC monitoring.

Indicator 11 Verification of Indicator Compliance

If the district has board of education has approved policies and procedures to report potentially missing, abused or neglected children to law enforcement and child welfare authorities; has appointed a school district liaison to law enforcement authorities; has provided training to school district employees, volunteers and interns on policies and procedures; and there have been no findings of noncompliance since the previous monitoring, then points are awarded.

Operations Indicator 12:

Comprehensive record of immunizations, required physical examinations and health screenings are maintained to identify the need for medical services for public and nonpublic school students. Health records are kept separately from other student records. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-2.1(a)8, 2.2, and 2.5 and 6A:32-7.4(c))

Points: 4**Indicator 12 Purpose**

To ensure the district maintains student health records and stores records in a location separate from other student records.

Indicator 12 Documentation for Verification

This indicator will be monitored onsite.

- The comprehensive health record for public and nonpublic school students (if applicable) is maintained in an area separate from other student records and includes:
 - Immunizations;
 - Required physical examinations and health screenings [e.g., height, weight, vision, hearing and physical examinations (N.J.A.C. 6A:16-2.2(g)1-4)]; and,
 - Scoliosis report every other year for students ages 10 to 18 (N.J.S.A. 18A:40-4.3).
- Evidence that the comprehensive record of immunizations, required physical examinations and health screenings is used to identify the medical needs of public and nonpublic students.
 - Note: Evidence may be in any format the district provides.
- Prior year NJQSAC findings and corrective action plan (if applicable)

Indicator 12 Department Review Process

- Review a sample of the student health records to ensure that they include:
 - Immunizations;
 - Required physical examinations and health screenings [e.g., height, weight, vision, hearing and physical examinations (N.J.A.C. 6A:16-2.2(g)1-4)]; and,
 - Scoliosis report every other year for students ages 10 to 18 (N.J.S.A. 18A:40-4.3).
- Onsite visit to a sampling of schools to ensure that health records are maintained separately from other student records.
- Review NJQSAC findings from the prior year and corrective action plan (if applicable).

Indicator 12 Verification of Indicator Compliance

- Points are awarded if the health records are maintained separately from other students' records and are used to identify the needs of public and nonpublic student health needs
- The sampled records contain:
 - Immunizations;
 - Required physical examinations and health screenings [e.g., height, weight, vision, hearing and physical examinations (N.J.A.C. 6A:16-2.2(g)1-4)]; and,
 - Scoliosis report for students ages 10 to 18 (N.J.S.A. 18A:40-4.3) every other year.

Operations Indicator 13:

At least one certified school nurse is employed by the school district (not through a third-party contract). For medically fragile students who require one-to-one clinical nursing services, the school district uses a provider of clinical nursing services who appears on the New Jersey Department of Human Services' directory of private-duty nursing. The district board of education annually adopts a nursing services plan for each school that addresses sufficient nursing requirements and the needs of all students, including nonpublic school students. (N.J.A.C. 6A:16-2.1(b) and 2.5(j)6)

Points: 8**Indicator 13 Purpose**

To ensure the district employs at least one certified school nurse, any one-to-one clinical nurse is properly approved and a board approved nursing services plan for the district is adopted.

Indicator 13 Documentation for Verification

This indicator is monitored on-site.

- At least one certification of a school nurse employed by the district (not employed through a third party contract)
- Review of clinical one-to-one nurses, if applicable to ensure service providers for medically fragile students (as applicable) are hired by the district board of education using providers of clinical nursing services who appear as approved on the Department of Human Services directory of providers of private duty nursing pursuant to N.J.S.A. 18A:40-3.3
- District board of education adopted district nursing services plan that meets all requirements of [N.J.A.C. 6A:16-2.1\(b\)](#) for the school and, if applicable, the nonpublic school

Indicator 13 Department Review Process

- Review the certifications within the employee file to confirm that at least one nurse employed by the district is a certified school nurse (CSN).
- Review documentation for contracted nursing services for one-to-one clinical nursing services for medically fragile students and ensure that they are on the approved New Jersey Department of Human Services (NJ DHS) directory, if applicable.
- Review district board of education approved district-level nursing services plan and, if applicable, nursing services plan for nonpublic school(s).

Note: A provider may be chosen by the parent or guardian of a medically fragile student to render such clinical nursing services to the student, but only if the cost to the school district remains neutral. Such requests shall be submitted to the NJDOE, along with a certification from the school district stating that the cost is neutral.

Indicator 13 Verification Indicator Compliance

If the school district has at least one certified school nurse who is employed by the school district (not through a third-party contract), uses a provider of clinical nursing services who appears on the (NJ DHS) directory of private-duty nursing for medically fragile students who require one-to-one clinical nursing services, and the district board of education annually adopts a nursing services plan for each school that

addresses sufficient nursing requirements and the needs of all students, including nonpublic school students, then points are awarded.

Operations Indicator 14:

Students removed for disciplinary reasons (e.g., suspension or expulsion) or for chronic or temporary illness have received educational services from a certified instructor who has completed the Department's criminal history record check within five days of a student's removal for disciplinary reasons or within five days after receipt of the school physician's verification of the need for home instruction due to chronic or temporary illness (e.g., home instruction/temporary hospital setting). (N.J.S.A. 18A:6-4.13 and 7.1 and N.J.A.C. 6A:16-7.2, 7.3, and 10.1)

Points: 6

Indicator 14 Purpose

To ensure there is a continuation of educational services for students removed for disciplinary reasons and students absent for chronic illness within the designated time frame and to ensure that services are provided by staff with appropriate teaching certification and criminal history background checks.

Indicator 14 Documentation for Verification

This indicator is monitored on-site.

- List of employees/third-party contractor(s) who provide home instruction (including evidence of teaching certification and criminal history check)
- Documentation (e.g., home instruction log of visitation, name of instructor, date of removal, date of re-entry) for the last five students during the previous 12 months who received home instruction
 - For the students identified above: If the school district chose to contract with a student's medical or treatment facility to provide home instruction, and the medical treatment facility is not on the Department's list of approved clinics and agencies, evidence must demonstrate that the instructors providing educational services are certified and have successfully completed a criminal history record check with the NJDOE.

Note: If less than five students were removed for five or more school days within the current school year, utilize documentation for all students who were removed.

Indicator 14 Department Review Process

- Review human resources (HR) records for certification and criminal history background check for instructors/contractors as well as the criminal providing services.
- Documentation (e.g., home instruction log of visitation, name of instructor, date of removal, date of re-entry) for the last five students during the previous 12 months who received home instruction.
 - a. For the students identified above: If the school district chose to contract with a student's medical or treatment facility to provide home instruction, and the medical treatment facility is not on the Department's list of approved clinics and agencies, evidence must demonstrate that the instructors providing educational services are certified and have successfully completed a criminal history record check with the NJDOE.

Indicator 14 Verification of Indicator Compliance

If the district provided educational services from a certified instructor who has completed the Department's criminal history record check, for students removed for disciplinary reasons (e.g., suspension or expulsion) or for chronic or temporary illness within five days of a student's removal for disciplinary reasons or receipt

of the school physician's verification of the need for home instruction due to chronic or temporary illness, then points are awarded.

Operations Indicator 15:

Safety and security plans, procedures, and mechanisms are annually reviewed and revised in consultation with law enforcement, health, social service, and emergency management agencies and other community members, including parents. The CSA has verified in writing that the process has occurred. (N.J.A.C. 6A:16-5.1)

Points: 6**Indicator 15 Purpose**

To ensure that the district has reviewed and revised its Annual School Safety and Security Plan.

Indicator 15 Documentation for Verification

This indicator is monitored remotely. The district does not have to provide documentation for this indicator.

The Annual School Safety and Security Plan Review, SOA, submitted to the county office of education annually by November 30

Indicator 15 Department Review Process

Verification of receipt of the most current approved Annual School Safety and Security Plan Review, SOA, at the county office.

Indicator 15 Verification of Indicator Compliance

If the district submitted the Annual School Safety and Security Plan Review, SOA, by November 30 of the year the district is monitored, then points are awarded. For example, if the district is being monitored in the 2018-19 school year, the county will verify receipt of the SOA before November 30, 2018.

Operations Indicator 16:

A security drill statement of assurance that accurately represents the monthly security drills were conducted is submitted no later June 30 each year to the Department. (N.J.S.A. 18A:41)

Points: 4

Indicator 16 Purpose

To ensure that the district submits an SOA documenting the record of monthly security drills to the NJDOE no later than June 30.

Indicator 16 Documentation for Verification

This indicator is monitored remotely.

- School drill record using established sample size.
- County Office copy of district's SOA

Indicator 16 Location of Review and Review Process

- Verification that the SOA accurately reflects the school security drills and that the SOA was submitted by June 30.
- Review the drill schedule and record to confirm drill compliance with N.J.S.A. 18A:41.

Indicator 16 Verification of Indicator Compliance

If the district submitted the SOA by June 30 and conducted all required drills, then points are awarded.

Operations Indicator 17:

The school district has a comprehensive equity plan (CEP) designed to eliminate discrimination according to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability socioeconomic status, pregnancy, or parenthood that is approved by the Department. Additionally, the school district submits to the Department the annual CEP statement of assurance. (N.J.A.C. 6A:7-1.4)

Points: 6**Indicator 17 Purpose**

To ensure that the district has a plan to eliminate discrimination and ensure equity in education.

Indicator 17 Documentation for Verification

This indicator is monitored remotely. The district does not have to provide documentation for this indicator.

- The NJDOE issued letter that approved comprehensive equity plan (CEP letter).
- Annual county approval of the CEP SOA.

Indicator 17 Department Review Process

- Verification of the approval of the CEP and the annual SOA.

Indicator 17 Verification of Indicator Compliance

If the district has a CEP approval letter and has annually submitted the CEP SOA, then points are awarded.

Operations Indicator 18:

The district board of education has adopted policies and procedures that require regular attendance of students, expectations of timely arrival, daily attendance when school is in session, and responses to unexcused absences and lateness, and attempt to determine the cause and to provide tiered supports in maintaining regular attendance for all students. (N.J.A.C. 6A:16-7.6)

Points: 8**Indicator 18 Purpose**

To ensure that districts have board approved attendance policies and procedures.

Indicator 18 Documentation for Verification

- District board of education adopted attendance policy and procedure

Indicator 18 Department Review Process

- Review district board of education adopted policies and procedures to ensure that all requirements under N.J.A.C. 6A:16-7.6 by using the NJDOE Attendance Policy Checklist.

Indicator 18 Verification of Indicator Compliance

If the district policies and procedures requiring regular attendance of students contain expectations of timely arrival and daily attendance when school is in session; responses to unexcused absences and lateness; attempt to determine the cause of unexcused absences; and, provide tiered supports in maintaining regular attendance for all students, then points are awarded.

The Five DPR Areas of QSAC Overview: Personnel

The Personnel indicators are used to assess a district’s performance and capacity in fulfilling the requirements for staffing and for staff development, including assurance that:

- Staff evaluations are aligned to the TEACHNJ Act;
- Support is provided to novice teachers;
- Professional learning is provided to staff based on the professional development plan (PDP);
- The district’s PDP is aligned to the district’s goals and budget;
- Staff are appropriately certified and meet the qualifications of their positions;
- Staffing attendance and budget systems are in place; and,
- Supervisory processes result in appropriate goal-setting and feedback procedures.

General Monitoring Notes:

- The review process will begin remotely by the county office requesting the required evidence, unless stated otherwise within the review process for the indicator.
- If questions arise, or clarification or additional information is needed, a site visit may be scheduled at the discretion of the executive county superintendent (ECS).
- Any approved equivalencies or waivers must accompany DPR document for verification purposes.

Personnel Indicator 1

Indicator 1a

Indicator	Points: 100 percent of audited files meet the indicator	Points: 95 to 99 percent of audited files meet the indicator	Points: Less than 95 percent of audited files meet the indicator
<p>1. An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with N.J.A.C. 6A:9C and 6A:10 in the following categories:</p> <p>a. Teacher evaluation processes result in complete summative scores, measures of teacher practice, and measures of student growth (SGO and mSGP) (N.J.A.C. 6A:10- 2.4, 4.1, 4.2, 4.3, and 4.4).</p>	8	4	0

Indicator 1a Purpose

To verify that the evaluation processes for teachers result in complete evaluation data, as evidenced through district submission to the Evaluation Score Certification Tool (ESCT).

Specifically, there are:

- A measure of teacher practice via observations;

- Multiple measures of student growth via SGO(s) and/or mSGP; and,
- A summative rating.

Indicator 1a Documentation for Verification

This indicator is monitored remotely (unless there are discrepancies)

- The NJDOE program office will note discrepancies in data that warrant a follow-up by county staff.
- Review prepared data extract from ESCT showing the degree to which the district has completed evaluations of relevant staff. The ESCT data extract is provided by the NJDOE.
 - If there are discrepancies, the data will be reconciled through an onsite review of district data and documentation.

Note: Districts will not be penalized for staff who have incomplete evaluations for reasons beyond the district's control (i.e., maternity leaves, medical leaves, etc.)

Indicator 1a Department Review Process

- The data extract from ESCT shows the degree to which the district has completed evaluations of relevant staff with no discrepancies noted from the NJDOE program office that necessitate a follow-up, then points are awarded.
- The data extract from ESCT has discrepancies noted from the NJDOE program office but the data is reconciled through an audit of staff personnel files and other relevant school district records demonstrate that evaluations have occurred in accordance with [N.J.A.C. 6A:9C](#) and [6A:10](#), whereby the teacher evaluation processes result in complete summative scores, measures of student growth (SGO and mSGP), and measures of teacher practice, then points are awarded.

Indicator 1a Verification of Indicator Compliance

If the audit of staff personnel files and other relevant school district records demonstrate that evaluations have occurred in accordance with [N.J.A.C. 6A:9C](#) and [6A:10](#), whereby the teacher evaluation processes result in complete summative scores, measures of student growth (SGO and mSGP), and measures of teacher practice, then points are awarded.

Indicator 1b

Indicator	Points: 100 percent of audited files meet the indicators	Points: 95 to 99 percent of audited files meet the indicators	Points: Less than 95 percent of audited files meet the indicators
1. An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with N.J.A.C. 6A:9C and 6A:10 in the following categories: b. School leader evaluation processes result in complete summative scores, measures of principal practice, and measures of student growth (SGO, mSGP, administrator goals) (N.J.A.C. 6A:10- 2.4, 5.1, 5.2, 5.3, and 5.4).	6	3	0

Indicator 1b Purpose

To verify that school leader evaluation processes result in complete evaluation data for all principals and vice or assistant principals (VP/AP), as evidenced annually through the ESCT. Specifically, there are:

- A measure of principal practice via observations;
- Measures of student growth via administrator goals, average teacher SGOs and mSGP (for qualifying educators); and,
- A summative rating.

Indicator 1b Documentation for Verification

This indicator is monitored remotely (unless there are discrepancies)

- The NJDOE program office will note discrepancies in data that warrant a follow-up by county staff.
- Review prepared data extract from ESCT showing the degree to which the district has completed evaluations of relevant staff. The ESCT data extract is provided by the NJDOE.
 - If there are discrepancies, the data will be reconciled through an onsite review of district data and documentation.

Note: Districts will not be penalized for staff who have incomplete evaluations for reasons beyond the district's control, i.e., maternity leaves, medical leaves, etc.

Indicator 1b Department Review Process

- Review prepared data extract from ESCT showing the degree to which the district has completed evaluation of relevant staff. The program office will note discrepancies in data that warrant a follow-up by county staff.
- Review the evidence provided and reconcile any data anomalies as needed through further communication with the district.

Note: Districts will not be penalized for staff who have incomplete evaluations for reasons beyond the district's control, i.e., maternity leaves, medical leaves, etc.

Indicator 1b Verification of Indicator Compliance

- The data extract from ESCT shows the degree to which the district has completed evaluations of relevant staff with no discrepancies noted from the NJDOE program office that necessitate a follow-up, then points are awarded.
- The data extract from ESCT has discrepancies noted from the NJDOE program office but the data is reconciled through an audit of staff personnel files and other relevant school district records demonstrate that evaluations have occurred in accordance with [N.J.A.C. 6A:9C](#) and [6A:10](#), whereby the school leader evaluation processes result in complete summative scores, measures of principal practice, and measures of student growth (SGO, mSGP, administrator goals), and measures of teacher practice, then points are awarded.

Personnel Indicator 1c			
Indicator	Points: 100 percent of audited files meet the indicators	Points: 95 to 99 percent of audited files meet the indicators	Points: Less than 95 percent of audited files meet the indicators
1. An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with N.J.A.C. 6A:9C and 6A:10 in the following categories: c. Evaluations of other certificated staff according to regulations (N.J.A.C. 6A:10-2.2, 2.4, 2.5, 6.1, and 6.2).	4	2	0

Indicator 1c Purpose

To verify that evaluation processes for other certificated staff (OCS) result in complete evaluation data, as certified annually by the district through the ESCT. Specifically, there is a summative rating.

Indicator 1c Documentation for Verification

This indicator is monitored remotely (unless there are discrepancies)

The data extract from the ESCT shows the proportion of OCS whose evaluations were completed.

Indicator 1c Department Review Process

- The NJDOE program office will note discrepancies in data that warrant a follow-up by county staff.
- Review prepared data extract from ESCT showing the degree to which the district has completed evaluations of relevant staff. The ESCT data extract is provided by the NJDOE.
 - If there are discrepancies, the data will be reconciled through an onsite review of district data and documentation.

Note: Districts will not be penalized for staff who have incomplete evaluations for reasons beyond the district’s control, i.e., maternity leaves, medical leaves, etc.

Indicator 1c Verification of Indicator Compliance

- The data extract from ESCT shows the degree to which the district has completed evaluations of relevant staff with no discrepancies noted from the NJDOE program office that necessitate a follow-up, then points are awarded.
- The data extract from ESCT has discrepancies noted from the NJDOE program office but the data is reconciled through an audit of staff personnel files and other relevant school district records demonstrate that evaluations have occurred in accordance with [N.J.A.C. 6A:9C](#) and [6A:10](#), whereby the evaluations of other certificated staff result in a summative rating, then points are awarded.

Personnel Indicator 1:

An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with [N.J.A.C. 6A:9C](#) and [6A:10](#) in the following categories:

d. Evaluation processes for all certificated staff have occurred, including evaluation training and evaluation conferences. ([N.J.A.C. 6A:10-2.2](#))

Points: 4**Indicator 1d Purpose**

To verify that training in evaluation processes occur. Specifically, there are:

- Annual trainings on evaluation rubrics for all evaluators and those being evaluated prior to evaluations occurring; and,
- At least two co-observations annually for teacher evaluators.

To verify that evaluation conferences have occurred. Specifically, there are:

- Post-observation conferences within 15 working days of each observation (at least two for tenured teachers and principals and three for non-tenured teachers and principals);
- Pre-observation conferences preceding at least one announced observation for teachers; and,
- An annual summary conference prior to June 30 (and prior to April 30 for non-tenured teachers).

Indicator 1d Documentation for Verification

This indicator is monitored remotely (unless there are discrepancies). The district will provide this documentation.

- Evaluation training documentation from the current year:
 - Training agenda
 - Submitted sign in sheets
- Items above must be provided for the following groups:
 - Teachers;
 - Teacher evaluators;
 - School leaders; and,
 - School leader evaluators.
- Documentation of evaluation conferences from the previous year
- Evaluation schedules from the previous year (for teachers, school leaders and other certificated staff) that clearly show:
 - Staff name;
 - Staff role;
 - Tenure status;
 - Evaluator name;
 - Observation dates;
 - Dates of pre-observation, post-observation and annual summary conferences; and,
 - Co-observation dates for each teacher evaluator.

Indicator 1d Department Review Process

- Verify that training in evaluation processes occur. Specifically, there are:
 - Annual trainings on evaluation rubrics for all evaluators and evaluatees prior to evaluations occurring; and,
 - At least two co-observations annually for teacher evaluators.
- Verify that evaluation conferences have occurred. Specifically, there are:
 - Post-observation conferences within 15 working days of each observation (at least two for tenured teachers and principals and three for non-tenured teachers and principals);
 - Pre-observation conferences preceding at least one announced observation for teachers; and,
 - An annual summary conference prior to June 30 (and prior to April 30 for non-tenured teachers).

Indicator 1d Verification of Indicator Compliance

If evaluation training and evaluation conferences have been conducted as required, for all certificated staff, then points will be awarded.

Personnel Indicator 1:

An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with [N.J.A.C. 6A:9C](#) and [6A:10](#) in the following categories:

e. School improvement panels have been established in each school and are functioning in accordance with the TEACHNJ Act ([N.J.S.A. 18A:6-120](#)) and regulations ([N.J.A.C. 6A:9C-5.3](#) and [6A:10-2.3, 2.5, 3.1, and 3.2](#)).

Points: 4

Indicator 1e Purpose

To verify that the district convenes and utilizes school improvement panels (SciPs) in each school and that they are functioning in accordance with the TeachNJ Act. Specifically, the SciPs are meeting the following requirements:

- SciP membership is at least one third teachers and includes the principal and an assistant principal/vice-principal (AP/VP) or other certified supervisor; and,
- SciPs are fulfilling at least one of the responsibilities below:
 - Oversight and support for school-wide evaluation processes;
 - Oversight and support for mentoring of teachers new to the school; and,
 - Identification of PD opportunities that support school PDPs by using aggregate evaluation data and student achievement data.

Indicator 1e Documentation for Verification

This indicator is monitored remotely (unless there are discrepancies). The district will provide this documentation.

- SciP membership list that includes name and position
- Agenda showing that one of the required responsibilities is being met
- Minutes or meeting notes showing that one of the required responsibilities is being met

Indicator 1e Department Review Process

- Review the SciP membership list to ascertain that it is at least one third teachers and includes the principal or designee and an AP/VP or other certified supervisor; and,
- Verify that the SciPs performed a minimum of one of the following required activities:
 - Oversight and support for school-wide evaluation processes;
 - Oversight and support for mentoring of teachers new to the school; and,
 - Identification of PD opportunities that support school PDPs by using aggregate evaluation data and student achievement data.

Indicator 1e Verification of Indicator Compliance

If 100% of the sampled SciPs have been established in each school and have the required membership and responsibilities, then points will be awarded.

Personnel Indicator 1:

An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with [N.J.A.C. 6A:9C](#) and [6A:10](#) in the following categories:

f. Other evaluation structures and processes, including tenure charge proceedings conducted according to the TEACHNJ Act ([N.J.S.A. 18A:6-11 and 17.3](#)).

Points: 2

Indicator 1f Purpose

To ensure evaluation structures and processes, other than those delineated in Indicators 1a through e, are occurring. Specifically, there are:

- Board of education approved evaluation rubrics; and,
- Tenure charges submitted by the superintendent for staff receiving multiple years of less than effective ratings.

Indicator 1f Documentation for Verification

This indicator is monitored remotely (unless there are discrepancies). The districts will provide this documentation.

- Personnel report
- Board resolutions for:
 - Observation rubrics
 - Reflective Practice Protocol use (if applicable)
- Tenure charge documentation (if applicable)

Indicator 1f Department Review Process

- Review board resolutions and the Personnel report, which is based on information provided by the district to the program office, for:
 - Evaluation rubrics;
 - Reflective Practice Protocol use (if applicable); and,
 - Tenure charge documentation (if applicable).
- Review the ESCT indicating staff for whom tenure charges should be brought.

Indicator 1f Verification of Indicator Compliance

If the Board has approved evaluation rubrics and tenure charges have been submitted for any staff that received ratings below effective for multiple years, then points will be awarded.

Personnel Indicator 2:

The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following ([N.J.A.C. 6A:9C](#) and [6A:13-2](#)):

a. An audit of personnel files indicates that required individual professional development plans (PDPs) or corrective action plans (CAPs) are aligned to the professional standards for school leaders or teachers and have been completed for administrators and teachers and are linked to (1) school district, school, team, and/or individual goals, and (2) results from individual performance evaluations. (N.J.A.C. 6A:9C and 6A:10-2.5).

Points: 5

Indicator 2a Purpose

To verify that PDPs and/or CAPs are:

- In place for teachers and principals by October 31 or within 25 days of being hired, if hired after October 1.
- Aligned to professional standards for the individual's role.
- Written to include at least:
 - One goal linked to results from the individual's performance evaluation, and,
 - One goal linked to district, school, team or individual goals.
- Replaced by an appropriate Corrective Action Plan (CAP) within 25 days of receipt of a less-than-effective summative rating for the prior year.

Indicator 2a Documentation for Verification

This indicator is monitored remotely. The district will provide this documentation.

- Educator's individual PDP that provides an approval date and at least two required goals
- Evidence from observation and/or annual performance reports showing connection to at least one goal
- Evidence from district/school/team or individual goals showing connection to at least one goal
- CAP for the current year (if applicable) for each staff member whose summary score for the prior year is below effective that includes approval date
 - Evidence must show the CAP was created within 25 days of receipt of the summative score

Note: [PDP and CAP template](#) available on the NJDOE websites.

Indicator 2a Department Review Process

According to determined sample size:

- Review educator's individual PDP to ensure they have been developed by October 31, and include rationale for each of the two required goals; and,
- Review each CAP for the current year (if applicable) to ensure that it was created within 25 days of receipt of the summative score and was developed for each individual whose summative score for the prior year is below effective.

Indicator 2a Verification of Indicator Compliance

If an audit of personnel files demonstrates that:

- CAPs were developed for staff with less-than-effective scores from the previous year and were created within 25 days of receipt of the summative score.
- PDPs were developed for administrators and teachers by October 31 (or within 25 days of hire if hired after October 1) and a minimum of 80% of sampled PDPs have goals linked to an individual's performance evaluation and the district, school, team and/or individual goals, then points will be awarded.

Personnel Indicator 2:

The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following ([N.J.A.C. 6A:9C](#) and [6A:13-2](#)):

b. School schedules that include adequate and consistent time for teachers to work together in and across content areas and grade levels to examine student results and to collaborate on addressing student learning needs, such as through professional learning community (PLC) time. (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1).

Points: 5**Indicator 2b Purpose**

To verify that adequate and consistent time is scheduled for teachers to work together in and across content areas and grade levels to examine student results and to collaborate on addressing student learning needs.

Note: The state professional learning committee recommended once a month as an adequate and consistent time.

Indicator 2b Documentation for Verification

This indicator is monitored remotely. The district will provide this documentation.

- Schedules for PD, PLC or other meetings showing time for the collaboration of teachers, in and across grade levels/content areas, occurring at least once a month
- Agendas, minutes or other artifacts demonstrating that the team work is connected to addressing student learning needs

Indicator 2b Department Review Process

Review evidence to verify that adequate and consistent time is scheduled for teachers to work together in and across content areas and grade levels to examine student results and collaboratively address student learning needs.

Indicator 2b Verification of Indicator Compliance

If the district provides adequate and consistent time for teachers to work together in and across content areas and grade levels, and the time was used to examine student results and to collaborate on addressing student learning needs, then points will be awarded.

Personnel Indicator 2:
The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following (N.J.A.C. 6A:9C and 6A:13-2):
c. The school district-level PDP:
<ul style="list-style-type: none"> • Details districtwide and school-level professional learning for active staff holding instructional teaching, educational services, and administrative certificates; • Incorporates professional learning that is sustained and job-embedded not exclusively one-time workshops; and • Addresses the NJSLS and the professional standards for teachers and school leaders (N.J.A.C. 6A:8 and 6A:9) and is based on a variety of sources and types of student, educator, and system evidence, including educator evaluation data and school-level PDPs. (N.J.A.C. 6A:9C-4.2)
Points: 5

Indicator 2c Purpose

To verify that the district’s PD needs are being addressed through a PDP that includes:

- Professional learning opportunities for all active staff, focused on adult learning and improvements to practice; and,
- A focus on educator evaluation data, school-level PDPs and data from school- and district-level performance.

Indicator 2c Documentation for Verification

This indicator is monitored remotely. The district will provide this documentation.

- District PDP for the current year
 - Incorporates professional learning that is sustained and job-embedded, not exclusively one-time workshops and
 - Based on a variety of sources and types of student, educator and system evidence, including educator evaluation data and school-level PDPs
- At least two pieces of source data describing how to justify PDP development that may include school-level PDPs, district goals, evaluation data trends, other performance data, etc.

Note: [District PDP Template](#) can be found on the NJDOE website.

Indicator 2c Department Review Process

- Review the district’s PDP for the current year.
- Verify that the PDP incorporates professional learning that is sustained and job-embedded, not exclusively one-time workshops.
- Determine that the PDP is based on a variety of sources and types of student, educator and system evidence, including educator evaluation data and school-level PDPs. (N.J.A.C. 6A:9C-4.2)
- Review the description of source data used to justify PDP development.

Indicator 2c Verification of Indicator Compliance

If the district has a PDP that includes professional learning opportunities for all active staff focusing on adult learning and improving practices and is based on data from educator evaluation and school and district-level performance, then points will be awarded.

Personnel Indicator 2:

The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following ([N.J.A.C. 6A:9C](#) and [6A:13-2](#)):

d. The school district allocates resources for educator professional learning and development (e.g., people, time, technology, money) that align to the school district's professional development needs, as stated in the PDP and mentoring plan, beyond the resources designated toward completion of State-mandated professional development topics.)

Points: 5

Indicator 2d Purpose

To verify that resources are being allocated to support the implementation of the district's current PDP.

Indicator 2d Documentation for Verification

This indicator is monitored remotely. The district will provide this documentation.

- District PDP showing *at least two* of the resources dedicated to educator professional learning and development (e.g., people, time, technology, money), beyond the resources designated toward completion of state-mandated PD topics; or,
- Other documentation (e.g., budget documents, board minutes, etc.) showing *at least two* resources dedicated to educator professional learning and development, beyond the resources designated toward completion of state-mandated PD topics.

Indicator 2d Department Review Process

- Review allocation of *at least two* of the resources for educator professional learning and development (e.g., people, time, technology, money) that align to the school district's PD needs; and,
- Verify that the allocation of *at least two* of the resources as stated in the PDP and mentoring plan, or other documentation, such as budget documents and board minutes, are beyond the resources designated toward completion of state-mandated PD topics.

Indicator 2d Verification of Indicator Compliance

If *at least two* of the district's resources are being allocated to support implementation of the district's current PDP, beyond the resources designated toward completion of state-mandated PD topics, then points will be awarded.

Personnel Indicator 2:
The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following (N.J.A.C. 6A:9C and 6A:13-2):
e. The district mentoring plan: (N.J.A.C. 6A:9C-5)
<ul style="list-style-type: none"> • Details support for all non-tenured teachers in their first year of employment through, at minimum, an introduction to school district curricula, student assessment policies, and training on the school district’s evaluation rubric;
<ul style="list-style-type: none"> • Describes the process for selecting and assigning one-to-one mentors who meet State eligibility requirements to work with provisional teachers;
<ul style="list-style-type: none"> • Describes how mentors are trained; and
<ul style="list-style-type: none"> • Describes the process by which the administrative office oversees mentor payments.
Points: 3

Indicator 2e Purpose

To verify that districts have a mentoring plan that, at a minimum, includes:

- Induction support for all teachers who are new to the district; and,
- Procedures for:
 - Determining mentor eligibility;
 - Selecting and assigning one-to-one mentors to novice provisional teachers;
 - Training mentors; and,
 - Handling mentor payments.

Indicator 2e Documentation for Verification

This indicator is monitored remotely. The district will provide this documentation.

- District Mentoring Plan for the current year describing procedures for:
 - Determining mentor eligibility
 - Selecting and assigning one-to-one mentors to novice provisional teachers
 - Training mentors
 - Handling mentor payments

Indicator 2e Department Review Process

- Review the District Mentoring Plan for the current year that describes procedures for:
 - Determining mentor eligibility;
 - Selecting and assigning one-to-one mentors to novice provisional teachers;
 - Training mentors; and,
 - Handling mentor payments.

Indicator 2e Verification of Indicator Compliance

If the district has a mentoring plan that provides induction support for all teachers who are new to the district and details procedures for determining mentor eligibility, selecting and assigning one-to-one mentors to novice provisional teachers, training mentors and handling mentor payments, then points will be awarded.

Personnel Indicator 2:

The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following ([N.J.A.C. 6A:9C](#) and [6A:13-2](#)):

f. Documentation that verifies staff have completed professional development on State-mandated topics required for their assignments. ([N.J.S.A. 18A](#) and N.J.A.C. 6A).

Points: 2

Indicator 2f Purpose

To verify staff have completed PD on state-mandated topics.

Indicator 2f Documentation for Verification

This indicator is monitored remotely. The district will provide this documentation.

- District PDP showing plan or other list displaying the delivery of mandated topics
- Evidence that at least one mandated training was conducted

Note: [The State required professional development topic](#) can be found on the NJDOE website.

Indicator 2f Department Review Process

This indicator is monitored remotely.

- Review district plan for delivering training on state-mandated topics that demonstrate the district provided the training.

Indicator 2f Verification of Indicator Compliance

If the district has demonstrated that the district has provided and staff have completed PD on 100% of the state-mandated topics required for their assignments, then points will be awarded.

Personnel Indicator 3:

The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:

a. Any administrator or educational services staff employed under a certificate of eligibility with advanced standing (CEAS) or a certificate of eligibility (CE) has been registered in the appropriate residency program for his or her endorsement and the school district has applied to the Department's certification office for a provisional certificate before the residency period began. Any teacher with a CEAS or a CE or serving as a long-term substitute (for greater than 60 days) has been registered in the provisional teacher process within 60 days of beginning employment. ([N.J.A.C. 6A:9B](#))

Points: **3**

Indicator 3a Purpose

- To verify that a district has registered all teachers, principals, vice principals, assistant principals, media specialists and student assistant counselors employed under a CE or CEAS in the provisional program no later than 60 days after beginning employment.
- To verify that the district has registered all long-term substitutes holding a CE or CEAS, if their employment will extend to 60 days or beyond, no later than 60 days after beginning employment.

Indicator 3a Documentation for Verification

This indicator is monitored onsite.

- Provisional Licensure Registration Management System (PLRMS) report
- Evidence of date of hire

Indicator 3a Department Review Process

- Compare the PLRMS report to the staff hire date to determine whether all eligible staff described above have been registered in the PLRMS.
- Review the PLRMS report to determine whether each registered staff member was entered into the system within 60 days of hire by the district.

Indicator 3a Verification of Indicator Compliance

If the district demonstrates through the PLRMS and staff hire date that 100% of eligible provisional staff members and long-term substitutes in the district are registered within 60 days of hire, then points will be awarded.

Personnel Indicator 3:

The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:

b. Provisional staff are assigned a mentor, required mentor hours and/or residency hours are tracked, and evaluation is conducted. ([N.J.A.C. 6A:9B-8.4](#), [6A:9C-5](#), and [6A:10](#))

Points: **3**

Indicator 3b Purpose

To verify that provisional teachers in their first 30 weeks, or equivalent time, of practice in a district are assigned a mentor who has planned in-person contact time with the provisional teacher, occurring:

- Over the course of the academic year; and,
- At least weekly for the first:
 - four weeks for teachers with a CEAS; and,
 - eight weeks for teachers with a CE.

Indicator 3b Documentation for Verification

This indicator is monitored remotely.

- Mentoring logs
- County office selection one provisional teacher within each grade configuration and will review that teacher's mentoring logs for evidence appropriate frequency of contact

Note: Evaluation of the provisional teacher will be verified in Indicator 3d.

Indicator 3b Department Review Process

- Review mentoring logs to determine whether required mentoring hours were tracked for all eligible staff.
- Compare the mentoring entries in PLRMS with the mentor logs for consistency.

Indicator 3b Verification of Indicator Compliance

If the district provides evidence that the provisional staff are assigned a mentor and the required mentor hours are tracked, then points will be awarded.

Personnel Indicator 3:

The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:

c. Provisional staff seeking the standard license for teacher of students with disabilities and/or teacher of bilingual education submit annual transcripts from their educator preparation programs (EPPs) to allow school districts to track staff progress toward completion of required coursework. ([N.J.A.C. 6A:9A](#) and [6A:9B](#))

Points: **3**

Indicator 3c Purpose

To verify provisional teachers of students with disabilities and/or teachers of bilingual education are on course to obtain a standard license.

Indicator 3c Documentation for Verification

This indicator is monitored remotely.

- Completed template for each provisional teacher of students with disabilities and/or teacher of bilingual education showing annual progress toward program completion
- Annual college transcripts of these provisional teachers.

Indicator 3c Department Review Process

- Identify provisional teachers of students with disabilities and provisional teachers of bilingual education through PLRMS report.
- Verify that the district completed the template for all eligible provisional teachers and review submitted transcripts to verify the district's rationale for the provisional teachers' progress towards program completion.

Indicator 3c Verification of Indicator Compliance

If the district has a completed teacher of students with disabilities/bilingual education provisional teacher template for each eligible teacher showing annual progress toward program completion, then points will be awarded.

Personnel Indicator 3:

The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:

d. All school district-provided information required for a professional staff member to obtain a standard certificate is submitted to the Department within 30 days of the staff member becoming eligible for a standard license. ([N.J.A.C. 6A:9B](#))

Points: **2**

Indicator 3d Purpose

To verify that districts have completed and recorded evaluations for provisional teachers within 30 days of their eligibility for a standard license.

Indicator 3d Documentation for Verification

This indicator is monitored remotely

- Date of eligibility
- PLRMS recorded entry of the teacher summative evaluation rating that qualifies the teacher for the standard certificate, i.e., the second such evaluation at a level of effective or highly effective

Indicator 3d Department Review Process

Determine whether annual summative evaluation ratings are recorded in the PLRMS report for each provisional teacher who is eligible to receive a standard certificate and that the second effective or highly effective rating is recorded within 30 days of June 30 of the evaluation year.

Indicator 3d Verification of Indicator Compliance

If the district has recorded evaluation ratings in the PLRMS for 100% of provisional teachers who are eligible to receive a standard certificate, and this is completed within 30 days of eligibility for the license, then points will be awarded.

Personnel Indicator 4:

The district board of education has ensured the following staffing practices are followed:

a. New employees have a successful criminal history record check prior to employment and are not disqualified for employment. ([N.J.S.A. 18A:6-7.1](#) and [18A:39-19.1](#))

Points: **2**

Indicator 4a Purpose

To verify that all new district employees have a successful criminal history check prior to employment and are not disqualified for employment.

Indicator 4a Documentation for Verification

This indicator is monitored remotely.

- List of new employees
- Criminal history clearance letters for all new employees.

Indicator 4a Department Review Process

- Review the district's list of new employees for the current school year.
- Review the criminal history clearance letters for employees.
- Verify that the criminal history clearance letters are present for 100% of the sample of employees.

Indicator 4a Verification of Indicator Compliance

If the district demonstrates that all new district employees have a successful criminal history check prior to employment, then points will be awarded.

Personnel Indicator 4:

The district board of education has ensured the following staffing practices are followed:

b. Candidates for employment and employees, when applicable, receive a physical examination and the resulting medical records are maintained in a secure location separate from personnel files. ([N.J.S.A. 18A:16-2](#) and [N.J.A.C. 6A:32-6.2 and 6.3](#))

Points: **2**

Indicator 4b Purpose

To verify physical examinations for employment candidates and employees are being conducted, when applicable.

Indicator 4b Documentation for Verification

This indicator is monitored onsite.

- District-maintained physical exam files, separate from personnel files

Indicator 4b Department Review Process

- Review physical examination files are maintained separately from personnel files.
- Verify that physical exam files are present for 100% of the sample of individuals.

Indicator 4b Verification of Indicator Compliance

If the district demonstrates that employment candidates and employees, when applicable, have the appropriate physical examinations, then points will be awarded.

Personnel Indicator 4:

The district board of education has ensured the following staffing practices are followed:

c. Approved job descriptions are maintained for every certificated staff member. Certificated staff are appropriately certified for their assignment ([N.J.A.C. 6A:9B](#)).

Points: 5

Indicator 4c Purpose

To verify that staff have an approved job description and appropriate certification for their assignment.

Indicator 4c Documentation for Verification

This indicator is monitored remotely.

- Matrix report

Indicator 4c Department Review Process

- Identify staff in the matrix report that appear to be in a position for which they do not have the appropriate certification.
- Reconcile matrix report information with local job description and staffing information, identifying data entry errors versus cases in which appropriate certification is not held for the given role in the district.

Indicator 4c Verification of Indicator Compliance

If the district demonstrates that 95% of staff have an approved job description and appropriate certification for their assignment, then points will be awarded.

Personnel Indicator 4:

The district board of education has ensured the following staffing practices are followed:

d. Accurate staff attendance records are maintained at school district and school levels. The records include the type and date of absence and an analysis of attendance patterns. Any issue(s) identified through the analysis of staff attendance has been addressed in accordance with the district board of education's staff attendance policies.

Points: 5

Indicator 4d Purpose

To verify that the district maintains accurate attendance records, analyzes the records to determine patterns of absenteeism by date and type and addresses identified issues in accordance with staff attendance policies.

Indicator 4d Documentation for Verification

This indicator is monitored remotely.

- District attendance file or log for all certificated staff
- Analysis of staff attendance files by date and type of absence
- Board policy regarding staff attendance
- Evidence of addressing identified patterns of absenteeism

Indicator 4d Department Review Process

- Review district attendance file or log to ensure it contains data for each certificated staff person.
- Verify that attendance records include type and date of absenteeism.
- Review attendance/absenteeism pattern analysis.
- Verify that the district addressed identified attendance issues.

Indicator 4d Verification of Indicator Compliance

If the district shows that accurate teacher attendance records, including date and type of each absence, are maintained, analyzed and identified issues are addressed in accordance with district board of education-approved staff attendance policies, then points will be awarded.

Personnel Indicator 4:

The district board of education has ensured the following staffing practices are followed:

e. The length of service for substitute teachers is tracked and placement of substitutes is appropriate. ([N.J.A.C. 6A:9B-7](#)).

Points: **2**

Indicator 4e Purpose

To ensure that districts are tracking the length of service of qualified substitute teachers and appropriately placing them during the absence of a regular teacher.

Indicator 4e Documentation for Verification

This indicator is monitored onsite.

- Substitute employment file, tracking length of service and placement as a substitute teacher found in the Position Control Roster (PCR)

Indicator 4e Department Review Process

- Review the substitute employment file from the PCR.

Indicator 4e Verification of Indicator Compliance

If the district demonstrates that the length of service for substitute teachers is tracked and the placement of substitute teachers is appropriate, then points will be awarded.

Personnel Indicator 5:

The position control roster: ([N.J.A.C. 6A:23A-6.8](#))

a. Contains the employee name; date of hire; a permanent position tracking number for each employee; a control number for substitute teachers; a control number for overtime; a control number for extra pay; the status of the position (filled, vacant, abolished, etc.); an indication, when available, of whether an employee is retiring in the budget year or not being renewed, including associated costs such as contractual buyouts, severance pay, paid vacation, or sick days, etc.; base salary; step; longevity; guide; stipends by type; overtime; other extra compensation; the benefits paid by the school district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare; the position's full-time equivalent value by location; the date the position was filled; and the date the position was originally created by the district board of education (if the date the position was originally created is not available, the date the person currently filling that position was approved by the district board of education).

Points: 6

Indicator 5a Purpose

To verify the district has files for each district position that contains:

- Position control number;
- Full Time Equivalent (FTE);
- Status of position, including date posted and filled or abolished, as applicable;
- The following information about the employee filling the position:
 - Name;
 - Compensation, including base salary, step, longevity, guide status, stipend, overtime;
 - Benefits including FICA, Medicare;
 - Retirement/non-renewal status and associated costs (if applicable); and,
 - Substitute teacher status.

Indicator 5a Documentation for Verification

This indicator is monitored remotely. The county office will determine if the indicator is reviewed during the budget review process or separate from the budget review process. If the review is separate from the budget review process, then the district will provide:

- The PCR containing the job code report, salary guide and payroll register
- In Homeroom, a FICA system for certificated staff
- In Homeroom, a FICA district 941 report for non-certificated staff
- A benefit cost analysis in the PCR or in other documentation provided by the district

Indicator 5a Department Review Process

- Review PCR to verify the inclusion of the job code report, salary guide, payroll register and benefit cost analysis.
- Review Homeroom for the FICA system for certificated staff and the FICA district 941 report for non-certificated staff.

Note: This review may be completed at the time of budget review to determine completeness.

Indicator 5a Verification of Indicator Compliance

If the PCR contains a job code report, salary guide, payroll register and benefit cost analysis, and Homeroom contains the FICA system for certificated staff and the FICA district 941 report for non-certificated staff, then points will be awarded.

Personnel Indicator 5:
The position control roster: (N.J.A.C. 6A:23A-6.8)
b. Is accurate and up to date.
Points: 5

Indicator 5b Purpose

To review that the district's PCR is accurate and up-to-date, including a verification of the following:

- There are no duplicate names, which demonstrates that the same person is not inadvertently filling two positions;
- There are no duplicate positions, with the exception of part-time shared positions; and,
- Resignations/terminations are appropriately reflected in district Homeroom records/systems.

Indicator 5b Documentation for Verification

This indicator is monitored remotely. The county office will determine if the indicator is reviewed during the budget review process or separate from the budget review process. If the review is separate from the budget review process, then the district will provide:

- Job code report in the PCR
- District board of education minutes or resolutions listing any staff resignations/terminations, as compared with the district's Homeroom records/systems

Indicator 5b Department Review Process

- Review the job code report in the PCR to verify that there are no duplicate names or positions.
- Review the district board of education minutes/resolutions and verify that all resignations/terminations are reflected in the district's Homeroom records/systems.

Indicator 5b Verification of Indicator Compliance

If the job code report in the PCR is updated, there are no duplicate names or positions and the district board of education minutes/resolutions reflecting resignations/terminations are consistent with the information reported in the district's Homeroom records/systems, then points are awarded.

Note: This review may be completed at the time of budget review to determine completeness.

Personnel Indicator 5:
The position control roster: (N.J.A.C. 6A:23A-6.8)
c. Reconciles with the budget.
Points: 4

Indicator 5c Purpose

To verify that the PCR reconciles with the budget.

Indicator 5c Documentation for Verification

This indicator is monitored remotely. The county office will determine if the indicator is reviewed during the budget review process or separate from the budget review process. If the review is separate from the budget review process, then the district will provide:

- Approved budget
- PCR

Indicator 5c Department Review Process

Determine whether the position control fields and the associated position information in the PCR match the district's budget documents.

Indicator 5c Verification of Indicator Compliance

If the PCR reconciles with the budget, then points will be awarded.

Note: This review may be completed at the time of budget review to determine completeness.

Personnel Indicator 6:

Documentation and evaluation of administrator practices, as well as an audit of personnel files, including observation reports, indicates that supervision processes are occurring in accordance with [N.J.A.C. 6A:10](#) and result in:

a. Professional practices aligned with goal-setting procedures (N.J.A.C. 6A:10-4.2 and 5.2).

b. Supervisory feedback that is timely, targeted, and actionable (N.J.A.C. 6A:10-2.4, 2.5 and 4.4 and 5.4).

Points: 5

Indicator 6 Purpose

- To verify documentation and evaluation of administrator practices indicates that supervision is occurring.
 - SGOs that are based on student learning data, aligned to state learning standards, based on growth and/or achievement and involved consultation between supervisors and teachers; and,
 - Administrator goals that are based on student growth and/or achievement data, include a significant number of students within the school and involved consultation between a supervisor and principal.
- To verify that supervisory feedback is:
 - Timely (contained in a post-observation report and delivered within 15 working days of the observation);
 - Targeted (connected to evidence provided in the report); and,
 - Actionable (practical and can lead to a change in practice).

Indicator 6 Documentation for Verification

This indicator is monitored onsite.

Samples of the following documentation, including the appropriate signatures (which may be electronic):

- SGOs
- Administrator goals
- Observation report excerpts showing feedback provided

Indicator 6 Department Review Process

- Review goals to verify that:
 - SGO and administrator goals are based on student learning data, aligned to state learning standards, based on growth and/or achievement and involved consultation between supervisor and teacher; and,
 - Administrator goals are based on student growth and/or achievement data, include a significant number of students within the school and involved consultation between a supervisor and principal.
- Verify that post-observation reports contain feedback that is:
 - Timely (contained in a post observation report and delivered within 15 working days of the observation);
 - Targeted (connected to evidence provided in the report); and,
 - Actionable (practical and can lead to a change in practice).

Indicator 6 Verification of Indicator Compliance

If supervision processes are occurring that result in compliant goal-setting procedures and supervisory feedback is timely, targeted and actionable, then points will be awarded.

The Five DPR Areas of QSAC Overview: Glossary

Glossary of Terms

Citation	Term	Definition
N.J.A.C. 6A:8-1.3	21st Century themes and skills	Themes such as global awareness; financial, economic, business and entrepreneurial literacy; civic literacy; health literacy; learning and innovation skills, including creativity and innovation, critical thinking and problem solving, and 14 communication and collaboration; information, media, and technology skills; and life and career skills, including flexibility and adaptability, initiative and self-direction, social and cross-cultural skills, productivity and accountability, and leadership and responsibility.
N.J.A.C. 6A:8-1.3	Alternative assessment for students with disabilities	The alternative assessment used to determine cumulative student achievement of the knowledge and skills specified by the New Jersey Student Learning Standards for students with disabilities who are unable to participate in the Statewide assessment system.
N.J.A.C. 6A:8-1.3	Assessment	A State-developed or State-approved standardized instrument or process that measures student performance levels on the New Jersey Student Learning Standards.
20 U.S.C. §1401(2)	Assistive technology device	Any item, or piece of equipment or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of a child with a disability. (Source: 20 U.S.C. §1401(1))
20 U.S.C. §1401(2)	Assistive technology service	A service that directly assists a child with a disability in the selection, acquisition, or use of an assistive technology device. (Source: 20 U.S.C. §1401(2))
Career Ready Practices	Career Ready Practices	These practices outline the skills that all individuals need to have to truly be adaptable, reflective, and proactive in life and careers. These are researched practices that are essential to career readiness.
ESSA	Digital learning	Any instructional practice that effectively uses technology to strengthen a student's learning experience and encompasses a wide spectrum of tools and practices, including - (A) Interactive learning resources, digital learning content (which may include openly licensed content), software, or simulations, that engage students in academic content; (B) access to online databases and other primary source documents; (C) the use of data and information to personalize learning and provide targeted supplementary instruction; (D) online and computer-based assessments; (E) learning environments that allow for rich collaboration and communication, which may include student collaboration with content experts and peers; (F) hybrid or blended learning, which occurs during direct instructor supervision at a school or other location away from home and, at least in part, through online delivery of instruction with some element of student control over time, place, path or pace; and (G) access to online course opportunities for students in rural or remote areas.
(Personnel)	Evaluation	An appraisal of an individual's professional performance in relation to his or her job description and professional standards and based on, when applicable, the individual's evaluation rubric.

Citation	Term	Definition
N.J.A.C. 6A:8-1.3	Interdisciplinary Connections	Integrating NJSLS and skills from one or more content areas into instruction and assessment of another content area.
ESSA State Plan	Measure for school quality	Chronic absenteeism, 10%; excused versus unexcused.
N.J.A.C. 6A:8-1.3	New Jersey Student Learning Standards -- or "NJSLS"	<p>Standards adopted by the State Board of Education on May 1, 1996, and as thereafter revised by the State Board, and the Common Core State Standards adopted by the State Board on June 16, 2010, and as thereafter revised by the State Board, that describe the knowledge and skills all New Jersey students are expected to acquire by benchmark grades in the following areas:</p> <ul style="list-style-type: none"> • English language arts; • mathematics; • science; • social studies; • visual and performing arts; • comprehensive health and physical education; • world languages; • technology; and, • 21st career life and careers. <p>The standards are established for the provision of a thorough and efficient education pursuant to N.J.S.A. 18A:7F-46 and as a basis for the evaluation of school districts in accordance with N.J.A.C. 6A:30.</p>
N.J.A.C. 6A:9-2.1	Observation	A method of collecting data on the performance of a teaching staff member's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, principal, or supervisor endorsement.
N.J.A.C. 6A:9-2.1	Observation	A method of collecting data on the performance of a teaching staff member's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, principal, or supervisor endorsement.
N.J.A.C. 6A:8-1.3	Pacing guide	A schedule that includes aligned concepts, topics and skills related to a particular curriculum to be addressed over a defined period of time. It is not a prescriptive, lock-step set of lesson plans that impede an educator's ability to exercise flexibility in meeting students' learning needs.
N.J.A.C. 6A:8-1.3	Portfolio appeals process	An alternative assessment of proficiency for graduation established by the Commissioner, utilizing techniques and instruments other than PARCC assessments or substitute competency tests.
N.J.A.C. 6A:10-3.2	ScIP	<p>School Improvement Panel responsibilities:</p> <p>A. The School Improvement Panel shall:</p> <ol style="list-style-type: none"> 1. Oversee the mentoring of teachers according to N.J.A.C. 6A:9C-5.3(a)2 and support the implementation of the school district mentoring plan; 2. Conduct evaluations of teachers pursuant to N.J.A.C. 6A:10-2.4 and 4.4;

Citation	Term	Definition
		<ol style="list-style-type: none"> 3. Ensure corrective action plans for teachers are created in accordance to N.J.A.C. 6A:10-2.5; and ensure mid-year evaluations are conducted for teachers who are on a corrective action plan; and 4. Identify professional development opportunities for all teaching staff members based on the review of aggregate school-level data, including, but not limited to, educator evaluation and student performance data to support school-level professional development plans described in N.J.A.C. 6A:9C-4.2. <p>B. To conduct observations for the purpose of evaluation, the teacher member shall have:</p> <ol style="list-style-type: none"> 1. Agreement of the majority representative; 2. An appropriate supervisory certificate; and 3. Approval of the principal who supervises the teacher being observed. <p>C. The teacher member who participates in the evaluation process shall not serve concurrently as a mentor under N.J.A.C. 6A: 9C-5.2(a)3.</p>
SMART Goals	SMART Goals	An acronym referencing the management approach to goal setting developed by Doran, Miller, and Cunningham (1981), these are goals that are specific, measurable, attainable, relevant and time-sensitive.
N.J.A.C. 6A:10-1.2	Student growth objective	An academic goal that teachers and designated supervisors set for groups of students.
N.J.A.C. 6A:10-1.2	Student growth percentile	A specific metric for measuring individual student progress on Statewide assessments by tracking how much a student's test scores have changed relative to other students Statewide with similar scores in previous years.
ESSA	Subgroup	<ul style="list-style-type: none"> • American Indian or Alaska Native • Asian, Native Hawaiian/Other Pacific Islander • Black or African American • Hispanic/Latino • White • Two or more races
N.J.A.C. 6A:10-1.2	Teacher	A teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the State Board of Examiners and is assigned a class roster of students for at least one particular course.
N.J.A.C. 6A:10-1.2	Teaching Staff Member	<p>A member of the professional staff of any district or regional board of education, or any county vocational school district board of education, holding office, position or employment of such character that the qualifications for such office, position or employment require him or her to hold a valid, effective and appropriate standard, provisional or emergency certificate issued by the State Board of Examiners. Teaching staff members include the positions of school nurse and school athletic trainer. There are three different types of certificates that teaching staff members work under:</p> <ol style="list-style-type: none"> 1. An instructional certificate; 2. An administrative certificate; and 3. An educational services certificate.