The Board's Role in NJQSAC

NJSBA Field Services

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What is NJQSAC

New Jersey DEPARTMENT OF EDUCATION

N.J.A.C. 6A:30, Evaluation of the Performance of School Districts

## District Accountability: New Jersey Quality Single Accountability Continuum (NJQSAC)

NJQSAC District Accountability is one of the New Jersey accountability systems and was developed to ensure all students are provided a thorough and efficient education. In particular, NJQSAC serves as the monitoring and evaluation system for school districts implemented through self-reporting and verification and is designed to identify districts that need additional support.

NJQSAC - Key Facts

N.J.S.A. 18A:7A-10
N.J.A.C. 6A:30-1.1, et seq.
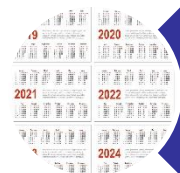
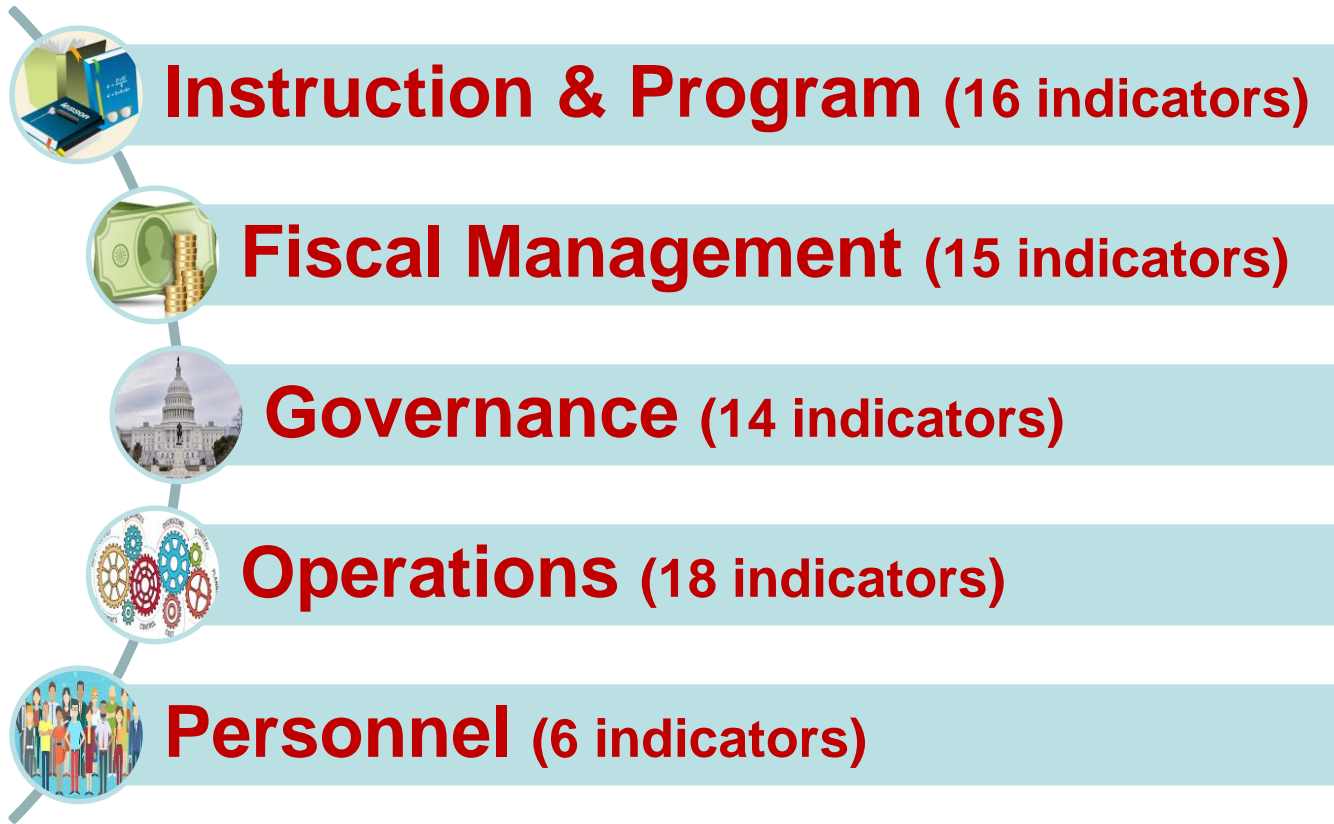**District review every 3 years (no extensions)**

5 Key District Performance Review (DPR) Areas

Score of 80% or higher in all DPR Areas – High Performing District

District Performance Review Areas

Instruction & Program (16 indicators)

Fiscal Management (15 indicators)

Governance (14 indicators)

Operations (18 indicators)

Personnel (6 indicators)

5 DPR Areas consisting of 69 Total Indicators
NJDOE Website - http://www.state.nj.us/education/genfo/qsac

How NJQSAC Works

Self-Assessment: **District scores themselves on each quality performance indicator in the 5 areas in the DPR. Submitted to ECS by Nov 15.**

County Review*: **Verification process led by the ECS to review district provided evidence to support their scores.**

Commissioner Decision: **By March 15 the Commissioner issues a final performance determination and placement on the performance continuum.**

*Remote County Review & Verification, as feasible. On-Site visits scheduled based on ECS discretion.

How NJQSAC Works

District Performance Review Committee

- Conducts the district self-assessment

- Minimum Required Committee Members:

  ➢ CSA, District Administrator, Teacher, Business Administrator, Curriculum & Instruction Rep

  ➢ Member of local bargaining unit selected by the bargaining unit

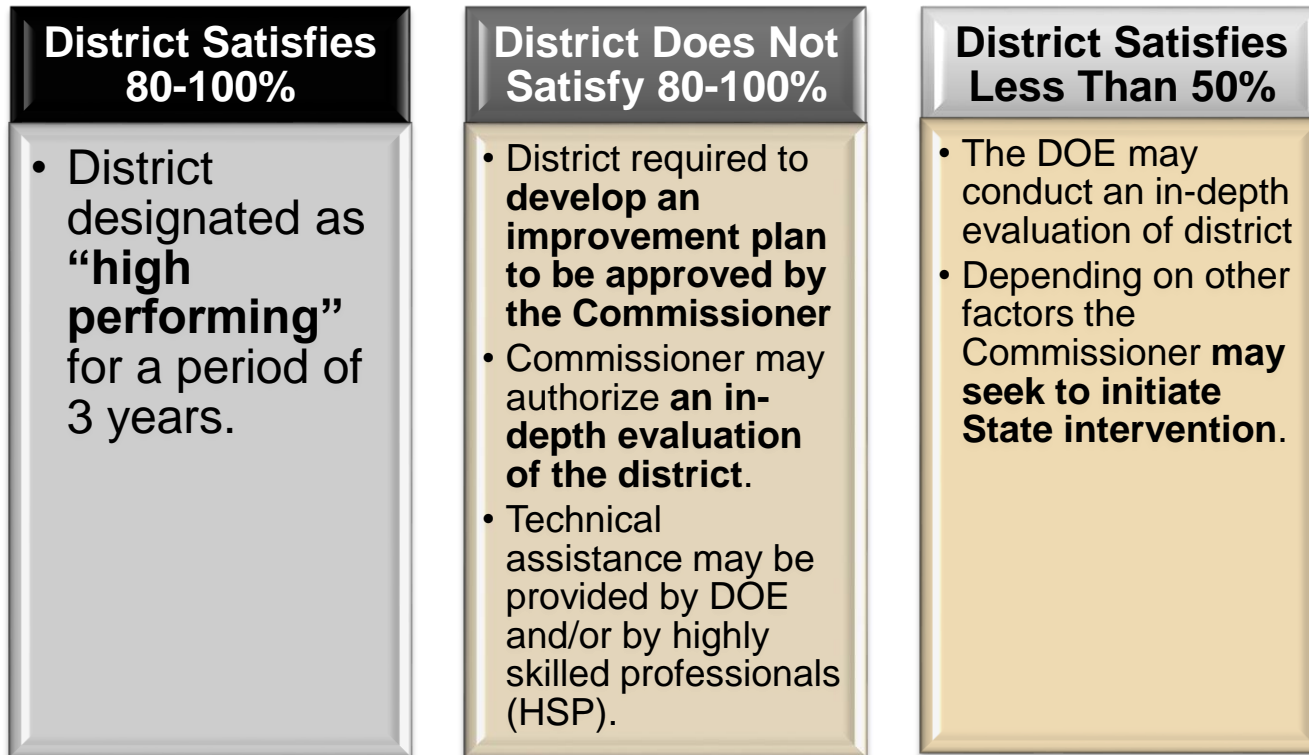 ➢ Board Member, selected by board

**CSA may include additional Committee Members w/board approval**

How NJQSAC Works

Placement on the Continuum

Based on Scores for the Five District Performance Review Areas

District Satisfies 80-100%	District Does Not Satisfy 80-100%	District Satisfies Less Than 50%
• District designated as **"high performing"** for a period of 3 years.	• District required to **develop an improvement plan to be approved by the Commissioner** • Commissioner may authorize **an in-depth evaluation of the district**. • Technical assistance may be provided by DOE and/or by highly skilled professionals (HSP).	• The DOE may conduct an in-depth evaluation of district • Depending on other factors the Commissioner **may seek to initiate State intervention**.

District scores less than 80% in any DPR area results in "interim status" designation. Improvement plan must be developed and subsequent interim reviews scheduled.

District Performance Review Areas

Instruction & Program

Fiscal Management

Governance (14 indicators)

Operations

Personnel
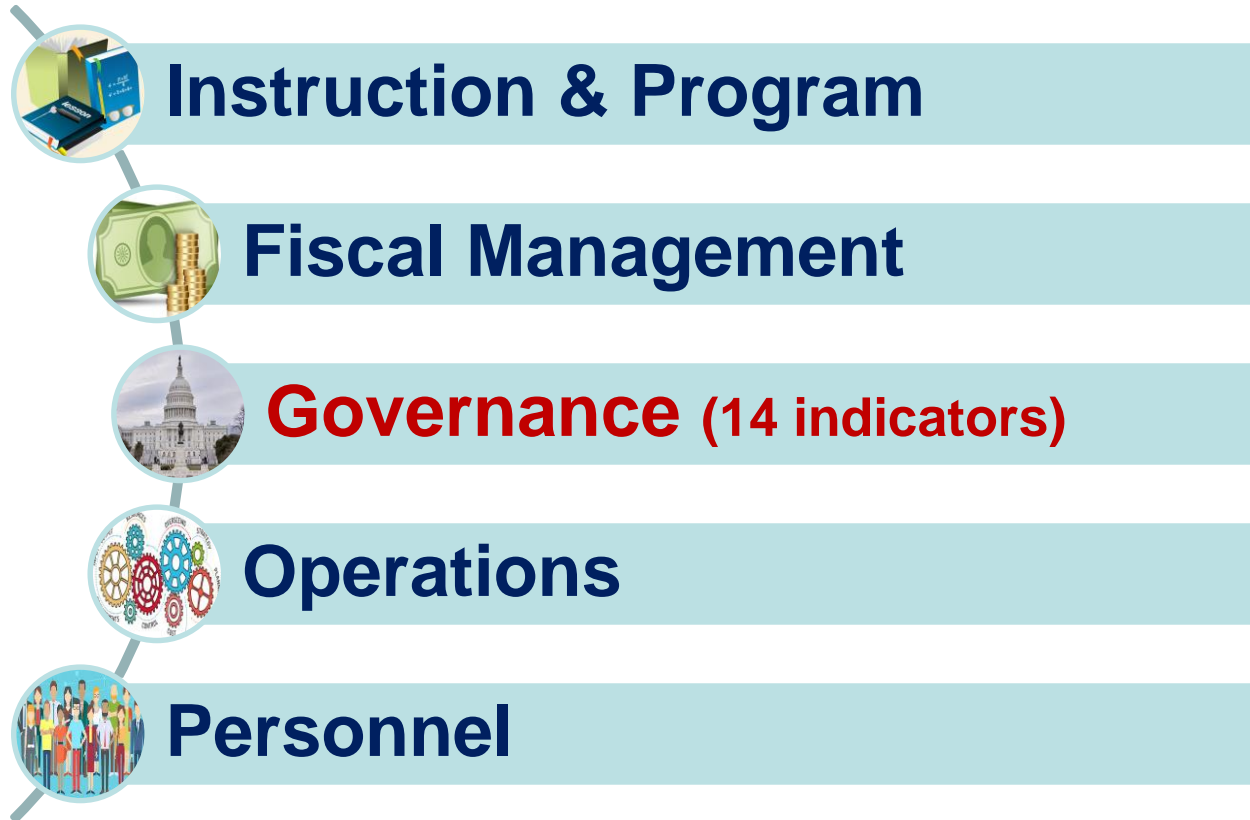
BOE responsible for all 14 Governance Indicators

Summary of Governance Indicators

Indicator	Pts	Compliance Verification
1. At least annually BOE reviews, updates, and adopts by resolution policies that reflect current statutory and regulatory authority.	8	• Review minutes for annual review and newly adopted or amended policies. • Audit a sample size of policy manual.
2a. Policy/contract with CSA to evaluate annually based on adopted goals, with highest priority on student achievement and subgroup achievement. Each new member has received training on CSA evaluation.	7	• Review CSA evaluation. • Confirm CSA evaluation policy. • Examine evidence that new member completed required training.
2b. Completes CSA evaluation by July 1.	6	• Review minutes and dated & signed copy of CSA evaluation.

Summary of Governance Indicators

Indicator	Pts	Compliance Verification
3. All new or amended/modified contracts for CSA, Asst. CSA or BA are sent to ECS first before Board approval.	6	• Review date of ECS approval of contracts. • Review board minutes for board approval date.
4. Approval of staff appointments, transfers, removals, and renewals by roll call of majority of full board upon recommendation of CSA.	6	• Review minutes to indicate Board has acted upon recommendation of CSA by roll call vote of full membership.
5. Approved correction action plans and evidence of implementation for all compliance-related/monitoring reports and financial audits.	7	• Review DOE compliance letters • Review CAP, timelines • Review Certification of Implementation (COI) in minutes

Summary of Governance Indicators

Indicator	Pts	Compliance Verification
6. Budgeting process and allocation of resources aligned with instructional priorities and student needs for T&E education.		
6a. Adoption/implementation of policies/procedures for budget aligned with district priorities based on state assessments and strategic plan.	8	• Evaluate policies/procedures for integration and alignment with district priorities based on statewide assessments & strategic plans.
6b. Annually align fiscal goals and budget priorities with curricula that comply with NJSLS.	8	• Mid-year budget review. • Verify stakeholder involvement. • Alignment evidence.

Summary of Governance Indicators

Indicator	Pts	Compliance Verification
7. Budget process is followed by conducting public hearing, adopting budget a public meeting, providing ongoing information, and making budget available to public.	8	• Public meeting notices • Minutes of public hearing and budget adoption • Check for separate section of website for budget.
8. Compliant with stakeholder engagement requirements for Federal Grant programs.	6	• List of federal grants received. • Stakeholder sign-in sheets, agendas, activities, minutes.
9. Established programs and services for all ELLs.	7	• DOE approval letter for board approved 3-year plan. • Verify DOE waiver if applicable. • Minutes approving 3-year plan.

Summary of Governance Indicators

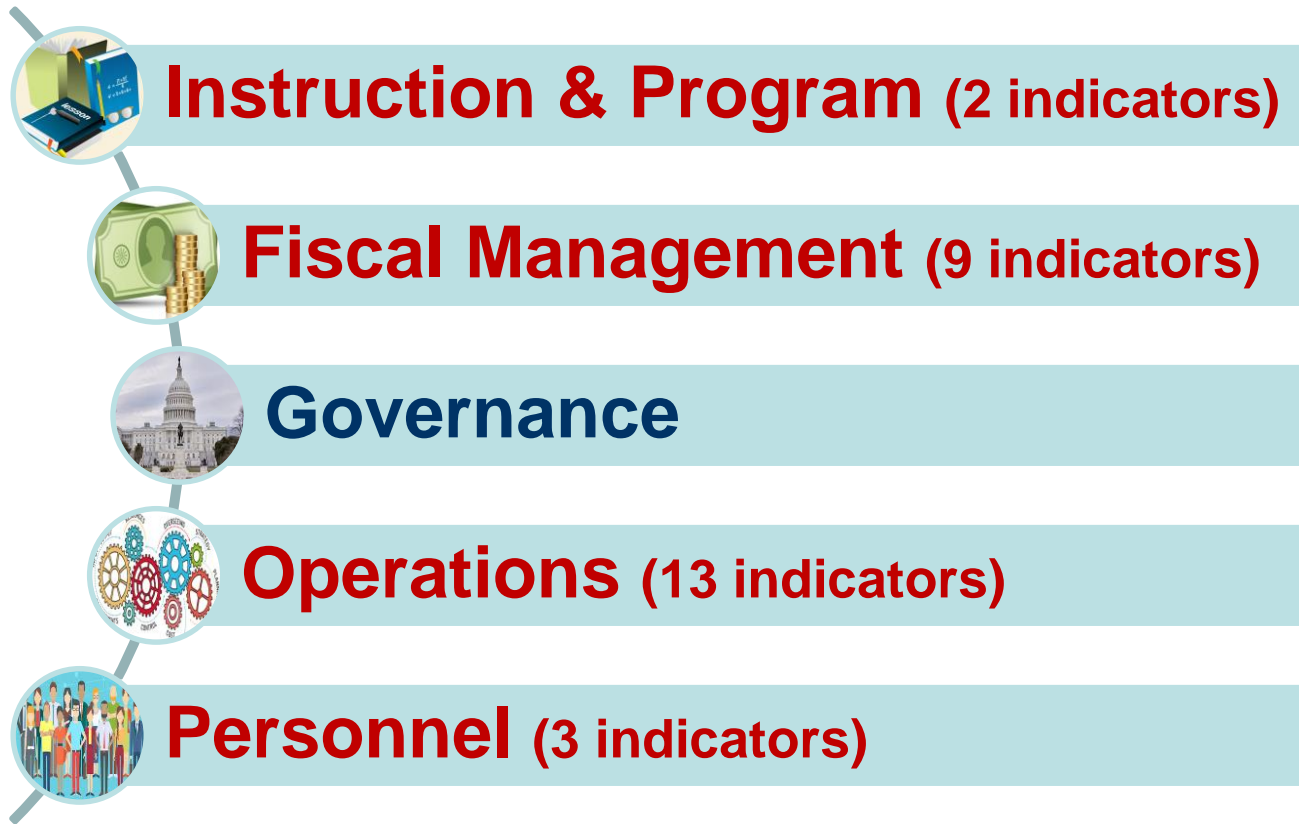| Indicator	Pts	Compliance Verification
10. BOE implements the OPMA with no findings of noncompliance.	3	• Verify public meeting postings and adequate notice. • Review closed session resolutions
11. Approves BS and treasurer's reports within 60 days of month end. Certifies no major funds over-expended.	6	• Review minutes to verify approval of reports and board certification that funds not over-expended.
12. Meeting minutes, including exec. session, are available to public in 2 weeks or next BOE meeting.	6	• Review of availability dates of minutes.

NJSBA

Summary of Governance Indicators

Indicator	Pts	Compliance Verification
13. Files annual disclosure statements, discusses School Ethics Act annually, and no violations of Act.	5	• Verify completed disclosure statements. • Review minutes for discussion of School Ethics Act.
14. All students have access to library media services in each building connected to classroom studies with access to computers, software, books, reference materials, etc.	3	• Evidence that all students have access to library media service and resources under direction of certified school library media specialist.

District Performance Review Areas
BOE Specific Indicators

Instruction & Program (2 indicators)

Fiscal Management (9 indicators)

Governance

Operations (13 indicators)

Personnel (3 indicators)

**Remaining 4 DPR Areas consist of 55 total Indicators
BOE involved in 27 of remaining 55 Indicators**

Instruction & Program
(2 BOE Specific Indicators)

BOE Specific Instruction and Program Indicators

Indicator	Pts	Compliance Verification
8. The chief school administrator (CSA) reports participation and performance results of annual Statewide assessments to the district board of education within 60 days of receipt of the finalized information from the Department.	6	• Evidence showing CSA reported results to BOE within 60 days of receiving final DOE information.
16. Policies and procedures exist to ensure a coordinated system for planning, delivering, measurement and modification of intervention and referral services is implemented in each school by a multidisciplinary team to address the learning, behavior and health needs of all students.	6	• Evidence of board approved policies and procedures in place outlining a coordinated system for intervention and referral services.

Fiscal Management
(9 BOE Specific Indicators)

BOE Specific
Fiscal Management Indicators

Indicator	Pts	Compliance Verification
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.	6	• Review board meeting minutes to verify timely and accurate secretary and treasurer reports. • Review CAFR and AMR for potential recommendations.
2. A standard operating procedures (SOP) manual for business functions is maintained, updated and implemented.	8	• Review the SOP manual. • Review CAFR and AMR for potential recommendations. • Conduct interviews with administrative staff on job functions within SOP.

BOE Specific
Fiscal Management Indicators

Indicator	Pts	Compliance Verification
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.	4	• Review the online OFAC verification system to determine the CAFR has been filed with the OFAC by the due date.

BOE Specific
Fiscal Management Indicators

Indicator	Pts	Compliance Verification
5b. Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district: Budgets grant funds according to the approved application and spends grant funds as budgeted	2	• Use the CAFR, AMR and the Budget Summary Report for Fund 20 budget to determine if the budget application matches the budget report.
5d. Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.	2	• Review time and activity reports. • All federally-funded staff salaries are approved by the district board of education and recorded in the minutes.

BOE Specific – Fiscal Management Indicators

Indicator	Pts	Compliance Verification
6c. Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district: Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	4	• Review spending for each project. • Review any change orders • Review all approvals for spending over the authorized amount.
6d. Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district:. Conducts the proper fiscal close-out of completed projects, including proper transfer of interest earned annually to the debt service and/or general fund	4	• Review required evidence, such as board minutes. • Review the final balance, open encumbrances and transfer of earned interest in the financial reports.

BOE Specific – Fiscal Management Indicators

Indicator	Pts	Compliance Verification
8. County office approval has been granted for emergent projects.	2	• Verify that the county office of education approved emergent project(s). • Board minutes identify the project as emergent. • Review the CAFR and AMR for any non-compliance citations.
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.	6	• 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.

BOE Specific
Fiscal Management Indicators

Indicator	Pts	Compliance Verification
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.	4	• Review transfer approvals signed by the county office. • Review board minutes. • Review the CAFR and AMR for any non-compliance citations.
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.	4	• Randomly review a sample of purchase orders. • Review the SOP manual. • Review district board of education minutes for the bill and claims list.

Operations
(13 BOE Specific Indicators)

BOE Specific Operations Indicators

Indicator	Pts	Compliance Verification
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.	3	• Review district policies and procedures, checking for multiple data sources.
5. The district board education adopts and annually distributes to staff, parents, and students, policies and procedures to address the equitable application of a code of student conduct...	5	• Review the CSC policies and procedures using NJDOE compliance checklist. • Verify how the information is distributed to all stakeholders.

BOE Specific Operations Indicators

Indicator	Pts	Compliance Verification
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.	5	• Review the board minutes for the two CSA presentations. • Review the list of LEAs that verified data after the due date.

NJSBA

BOE Specific Operations Indicators

Indicator	Pts	Compliance Verification
7. The school district implements a process to ensure the school safety/school climate team in each school, with support from the CSA... 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.	7	• Review list of members of the School Safety/School Climate Team (SS/SCT). • Review the SS/SCT agendas, sign-in sheets to ensure team met at least two times during the school year. • Confirm that the district has complied with September 30 deadline for SOA submission and BOE approval of the HIB self-assessment for each school in the district.

BOE Specific – Operations Indicators

Indicator	Pts	Compliance Verification
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.	6	• Ensure MOA is signed by all applicable parties. • Ensure a corrective action plan is implemented for NJQSAC findings from the prior year.
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.	6	• Review policies and procedures to ensure 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.

BOE Specific
Operations Indicators

Indicator	Pts	Compliance Verification
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..	6	• Review all required documentation.. • Review board minutes, identifying schedule of drills and the CSA presentation to BOE at the meeting following the completion of the drills.

BOE Specific
Operations Indicators

Indicator	Pts	Compliance Verification
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..	6	• Review board approved policies and procedures. • Review board minutes approving the liaison. • Verify that training has occurred for district employees, volunteers and interns. • Verify, if applicable, the corrective action plan from the prior QSAC monitoring.

BOE Specific
Operations Indicators

Indicator	Pts	Compliance Verification
13. At least one certified school nurse is employed by the school district (not through a third-party contract)…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. .	8	• Review the certifications within the employee file. • Review documentation for contracted nursing services. • Review district board of education approved district-level nursing services plan.

BOE Specific Operations Indicators

Indicator	Pts	Compliance Verification
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.	6	• Verify the Annual School Safety and Security Plan Review, SOA, submitted to the county office of education annually by November 30.
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.	4	• Verification that the SOA accurately reflects the school security drills and that the SOA was submitted by June 30. • Review the drill schedule.

BOE Specific Operations Indicators

Indicator	Pts	Compliance Verification
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. .	6	• Verification of the NJDOE letter approval of the CEP. • Verification of county approval of the CEP annual SOA.

BOE Specific Operations Indicators

Indicator	Pts	Compliance Verification
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.. .	8	• Review board adopted policies and procedures to ensure all requirements under N.J.A.C. 6A:16-7.6 by using the NJDOE Attendance Policy Checklist.

Personnel
(3 BOE Specific Indicators)

BOE Specific
Personnel Indicators

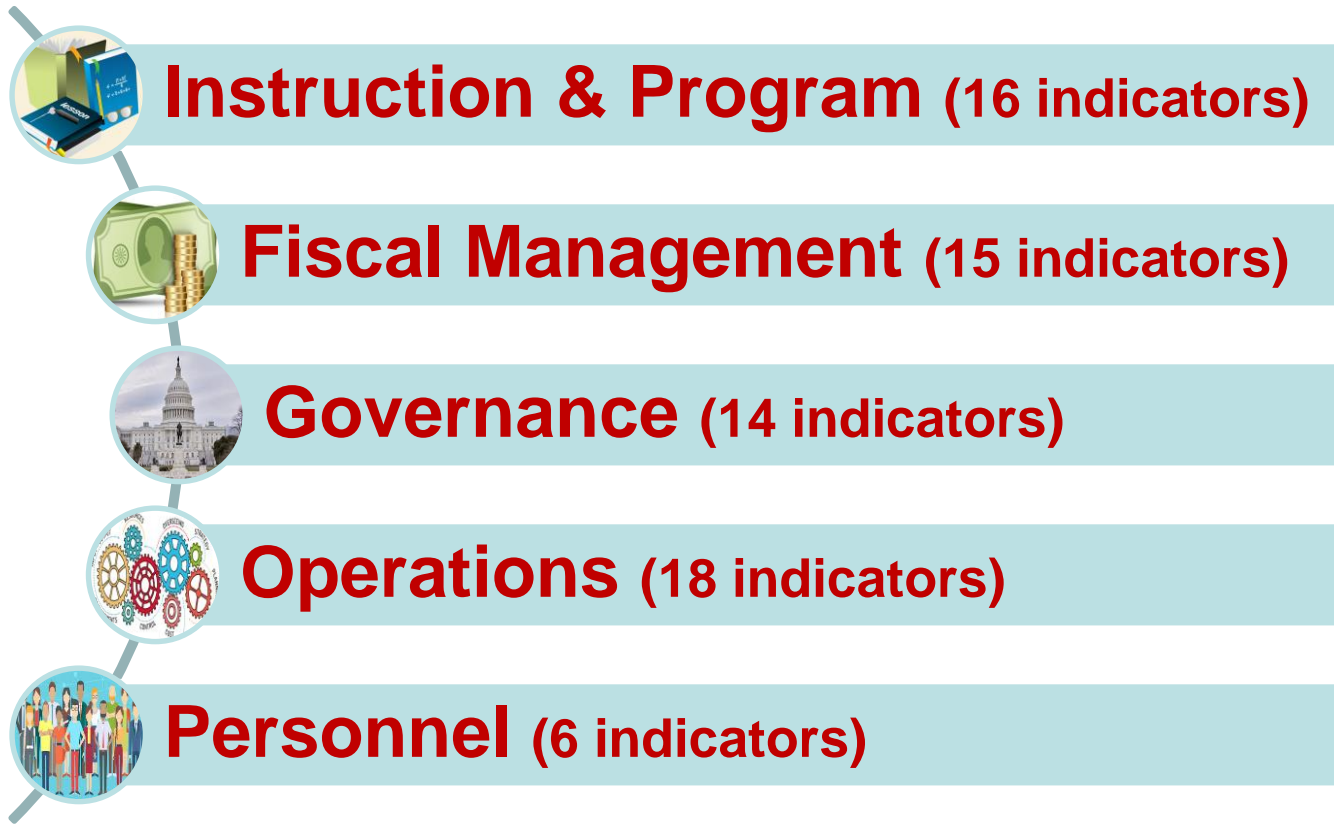| Indicator	Pts	Compliance Verification
2d. The school district allocates resources for educator professional learning and development (e.g., people, time, technology, money) that align to the school district's professional development needs, as stated in the PDP and mentoring plan, beyond the resources designated toward completion of State-mandated professional development topics.	5	• Review allocation of at least two of the resources for educator professional learning. • Verify other documentation (e.g., budget documents, board minutes, etc.) showing at least two resources dedicated to educator professional learning and development.

BOE Specific
Personnel Indicators

Indicator	Pts	Compliance Verification
3a-d. The district board of education has ensured the staffing practices are followed for all staff requiring provisional certification: • administrator or educational services staff • Provisional Teachers	11	• Review Provisional Licensure Registration Management System (PLRMS) report to verify all eligible staff have been registered. • Verify each registered staff member was entered into the system within 60 days of hire by the district.

BOE Specific Personnel Indicators

Indicator	Pts	Compliance Verification
4a-e. The district board of education has ensured the following staffing practices are followed: • Criminal History Record Check • Physical Exam • Approved Job Descriptions • Staff Attendance Records • Substitute Teacher Length of Service	16	• Review the criminal history clearance letters for employees. • Review physical examination files. • Verify 95% of staff have an approved job description and appropriate certification for their assignment. • Review district attendance file and attendance/absenteeism pattern analysis. • Review the substitute employment file from the Position Control Roster.

District Performance Review Areas

Instruction & Program (16 indicators)

Fiscal Management (15 indicators)

Governance (14 indicators)

Operations (18 indicators)

Personnel (6 indicators)

**BOE has direct involvement in 42 of 69 total Indicators
NJDOE Website - http://www.state.nj.us/education/genfo/qsac**