

**NJSAC District Performance Review
School Year 2012-2013**

Instructions for Completing the District Performance Review

General Information:

There are seven separate worksheets to complete for the District Performance Review (DPR): District Information and Score Summary, Instruction and Program, Fiscal Management, Governance, Personnel, Operations and Declaration Page. Each worksheet can be found within this one file; there is a separate tab for each section at the bottom of the Excel viewing pane.

Unless otherwise indicated, the DPR indicators evaluate conditions and performance in the district during the preceding year. To attain points for DPR indicators, **the district must assign a score of one (1) for answering "Yes" or "N/A"** to each numbered indicator or block of indicators. Partial points are not awarded. The due date for the SOA for School Year 2012-13 is November 15, 2012.

Instructions for Completing the District Information and Score Summary Page:

Enter the required information (district and county name, superintendent name, district address).

The district score and county score columns will tally automatically once each section of the DPR is completed. There will be five scores - one each for Instruction and Program, Fiscal Management, Governance, Personnel and Operations. The scores will be expressed as a percentage, based upon the total point values awarded to each section.

Instructions for Completing the Five DPR sections (Instruction and Program, Fiscal Management, Governance, Personnel and Operations):

1. In each of the DPR sections, read the indicator carefully and determine whether the district fully complies with the indicator requirements. Then, **enter a "1" for a Yes or N/A response in the District Score column**. If the district does not comply with the indicator requirements, leave the "0" in the District Score column.
2. An N/A response must be accompanied by the reason(s) why district administration has determined that the indicator is not applicable. Type the reason in the "Comments" column in the appropriate indicator row. Full points are awarded for an N/A response, just as they are for a Yes response.
3. The documents listed in the "Documentation" column are meant to provide you with the types of information necessary to ensure that you comply with the indicator requirements.
4. The "Comments" column is for use by the district and by the county office of education. Districts should use this column to: explain why an indicator was scored N/A and/or to provide the county office reviewers with any information that would help to clarify or enhance understanding of the district's scoring of a particular indicator. The county office will use the column to provide the district with specifics when the county staff score an indicator with a "0", which signifies a No response or non-compliance with indicator requirements.
5. Remember to save the DPR Excel file when you have completed your entries. Save it as District name (County name) QSAC DPR 2012-13.xls [e.g.: Smith Township (Mercer) QSAC DPR 2012-13.xls] If your district uses the 2007 version of Excel, you will need to save the Excel file as .xls document NOT .xlsx.

**NJQSAC District Performance Review
School Year 2012-2013**

Instructions for Submitting the Completed DPR Excel File, Signed Declaration Page and Board Resolution to NJDOE:

1. The district's DPR Excel file, signed Declaration Page and Board resolution must be submitted electronically to NJDOE.
2. Go to <http://homeroom.state.nj.us/> and click on QSAC DPR. Enter your district's code, user name and password. To obtain your user name and password, contact your Web User Administrator (WUA).
3. Make sure you have saved your district's DPR Excel file as
District name (County name) QSAC DPR 2012-13.xls
EXAMPLE: Smith Township (Mercer) QSAC DPR 2012-13.xls
NOTE: If your district uses the 2007 version of Excel, you will need to save the Excel file as .xls document NOT .xlsx.
4. Follow instructions regarding uploading your DPR Excel file.
5. You will also need to upload your district's Declaration Page and Board resolution. Please save both files as PDF files and upload through NJ Homeroom, along with your DPR Excel file.

Data Provided by the NJ Department of Education (NJDOE):

NJDOE will provide the data you need to respond to the Instruction and Program indicators listed below. Your County Office will give you these data under separate cover.

Instruction and Program 1, 2, 3, 4, 5, 6 and 20.

Questions About Completing and Submitting Your District's QSAC Files:

Send an e-mail to qsac@doe.state.nj.us

NJ QSAC Single Accountability Continuum (NJQSAC) District Performance Review - School Year 2012-13

District Information and Score Summary

District	Township of Union Public Schools
County	Union
District Superintendent	Dr. Patrick Martin
District Address	2369 Morris Avenue, Union, NJ 07083

DPR Area	District Score	County Score
Instruction and Program	86%	0%
Fiscal Management	96%	0%
Governance	100%	0%
Operations	100%	0%
Personnel	100%	0%

**NJQSAC District Performance Review
School Year 2012-2013**

4/2012

Instruction and Program					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
1a. The district meets the current district definition of Adequate Yearly Progress (AYP) in language arts literacy (LAL).	DPR Assessment Worksheet provided by NJDOE	3	0	0	
b. The district meets the third grade NJ State benchmark for Adequate Yearly Progress (AYP) in language arts literacy.	DPR Assessment Worksheet provided by NJDOE	1	0	0	
c. The district meets the eighth grade NJ State benchmark for Adequate Yearly Progress (AYP) in language arts literacy (LAL).	DPR Assessment Worksheet provided by NJDOE	1	0	0	
2. The district meets the current district definition of Adequate Yearly Progress (AYP) in mathematics.	DPR Assessment Worksheet provided by NJDOE	3	0	0	
Directions for indicator A3a through A3h: Each district may only receive credit for one indicator depending on the percentage of proficiency of the total student population or the progress made by the total student population. The maximum number of points that a district may receive for A3a through A3d is 10.					
3. Language Arts Literacy (LAL) State assessment data for the district's total student population shows <u>one</u> of the following:					
a. At least 95% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed (NJDOE goal); or	DPR Assessment Worksheet provided by NJDOE	10	0	0	
b. At least 85%-94.9% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed; or	DPR Assessment Worksheet provided by NJDOE	8	0	0	

**NJQSAC District Performance Review
School Year 2012-2013**

4/2012

Instruction and Program					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
c. At least 75%-84.9% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed; or	DPR Assessment Worksheet provided by NJDOE	6	0	0	
d. At least a 5% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	DPR Assessment Worksheet provided by NJDOE	5	0	0	
e. At least a 4% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	DPR Assessment Worksheet provided by NJDOE	4	0	0	
f. At least a 3% decrease in the difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	DPR Assessment Worksheet provided by NJDOE	3	0	0	
g. At least a 2% decrease in the difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	DPR Assessment Worksheet provided by NJDOE	2	0	0	
h. At least a 1% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population.	DPR Assessment Worksheet provided by NJDOE	1	0	0	

**NJQSAC District Performance Review
School Year 2012-2013**

4/2012

Instruction and Program					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
	Subtotal		0	0	

**NJQSAC District Performance Review
School Year 2012-2013**

4/2012

Instruction and Program					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
Directions for indicator 4a through 4d: Each district may only receive credit for one indicator depending on the percentage of proficiency of the total student population or the progress made by the total student population. The maximum number of points that a district may receive for 4a through 4h is 10.					
4. Mathematics assessment data for the district's total student population shows one of the following:					
a. At least 95% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed (NJDOE goal); or	DPR Assessment Worksheet provided by NJDOE	10	0	0	
b. At least 85%-94.9% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed; or	DPR Assessment Worksheet provided by NJDOE	8	0	0	
c. At least 75%-84.9% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed; or	DPR Assessment Worksheet provided by NJDOE	6	0	0	
d. At least a 5% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	DPR Assessment Worksheet provided by NJDOE	5	0	0	
e. At least a 4% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	DPR Assessment Worksheet provided by NJDOE	4	0	0	

NJQSAC District Performance Review
School Year 2012-2013

4/2012

Instruction and Program					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
f. At least a 3% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	DPR Assessment Worksheet provided by NJDOE	3	0	0	
g. At least a 2% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	DPR Assessment Worksheet provided by NJDOE	2	0	0	
h. At least a 1% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population.	DPR Assessment Worksheet provided by NJDOE	1	0	0	
Subtotal			0	0	
5. The district has no schools in "Schools in Need of Improvement" (SINI) status pursuant to No Child Left Behind (20 U.S.C. Sec 6301 et seq).	DPR Assessment Worksheet provided by NJDOE	2	0	0	
6. At least 70% of the district's total student population, across all grades tested in science, achieved proficient or advanced proficient status on the most recent state science assessments.	DPR Assessment Worksheet provided by NJDOE	4	0	0	
Directions for indicator 7A through 7d: Each district may only receive credit for one indicator depending on the percentage of students who graduated from high school by way of the High School Proficiency Assessment (HSPA) in the last academic year. The maximum number of points that a district may receive for 7a through 7d is 4.					

NJQSAC District Performance Review
School Year 2012-2013

4/2012

Instruction and Program					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
7. The percentage of students who graduated from high school by way of the High School Proficiency Assessment (HSPA) in the last academic year is:					
a. at least 95%, according to the most recent NJDOE-published high school graduation rate (N.J.S.A. 18A:7E-3); or	District calculation of graduation rate	4	1	0	
b. at least 90%, according to the most recent NJDOE-published high school graduation rate (N.J.S.A. 18A:7E-3); or	District calculation of graduation rate	3	0	0	
c. at least 85%, according to the most recent NJDOE-published high school graduation rate (N.J.S.A. 18A:7E-3); or	District calculation of graduation rate	2	0	0	
d. at least 80%, according to the most recent NJDOE-published high school graduation rate (N.J.S.A. 18A:7E-3).	District calculation of graduation rate	1	0	0	
Subtotal			4	0	
8. The district analyzes student achievement data by comparing each grade level across all schools within the district, similar DFGs and against state averages. The district provides the analysis to each principal and verifies that the data analysis drives instruction and professional development.	District analysis Summary of assessment results by content Explanation of how district prepared analysis	3	1	0	

**NJQSAC District Performance Review
School Year 2012-2013**

4/2012

Instruction and Program					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
<p>9. Based on state assessment data, the achievement of all subgroup populations is analyzed at the district and school levels. For those populations not meeting AYP targets or showing a stagnant or declining trend, the district investigates and identifies possible causes, including but not limited to those below:</p> <p>Lack of curriculum that is aligned to the New Jersey Core Curriculum Content Standards (NJCCCS) and Common Core State Standards (CCSS)</p> <p>Lack of consistent focus on academic work using data</p> <p>Insufficient exposure to the NJCCCS and CCSS</p> <p>Use of unaligned instructional materials</p> <p>Inadequate support and/or professional development for teachers for new content and materials</p> <p>Teacher vacancy/substitute teacher</p> <p>Student absence or mobility</p> <p>Failure to meet the annual measurable achievement objective (AMAO) for the percentage of students making progress in learning English.</p> <p>Failure to meet the AMAO for the percentage of students attaining English proficiency.</p> <p>Other</p>	<p>District analysis by total population, subgroup, concentration</p> <p>Minutes from curriculum meetings</p> <p>Review of information, issues, and status</p> <p>District action plan to correct areas of concern</p> <p>Letter of achievement of AMAO</p>	4	1	0	

NJQSAC District Performance Review
School Year 2012-2013

4/2012

Instruction and Program					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
<p>10. For those subgroup populations at the district and school levels that have shown improvement or growth, the district investigates and identifies factors that may have contributed to improvement, including but not limited to those below:</p> <ul style="list-style-type: none"> Curriculum aligned to the NJCCCS and CCSS Consistent focus on academic work Appropriate use of aligned assessments, both formative and summative Increased exposure to the NJCCCS and CCSS Adoption and implementation of aligned instructional materials Targeted professional development for teachers based on needs assessment and data analysis Employment of full-time, highly qualified teachers Improved student attendance Additional learning support (tutoring, after school, summer school, etc.) Increased parent involvement Met the annual measurable achievement objective (AMAO) for the percentage of students making progress in learning English. Met the AMAO for the percentage of students attaining English proficiency. 	<p>District analysis by total population and subgroup(s)</p> <p>Minutes from curriculum meetings</p> <p>Review of information, issues, and status</p> <p>District action plan to correct areas of concern</p> <p>New/revised curriculum</p> <p>New/revised assessments</p>	4	1	0	

**NJQSAC District Performance Review
School Year 2012-2013**

4/2012

Instruction and Program					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
11. The district implements strategies to support progress or to address deficiencies identified in indicators 1-10 above. The strategies must explicitly link changes in instruction, curriculum, materials, staffing, professional development and support, or other areas to address any and all hypothesized causes through the use of data. The strategies also specify a timeline for implementation with expected outcomes and target dates for resolution.	Analysis and related plan New/revised curriculum, teacher hires or other charges identified in the analysis District/school improvement plans	4	1	0	
12. The district assesses the progress of each student in mastering the New Jersey Core Curriculum Content Standards (NJCCCS) and Common Core State Standards (CCSS) at least two times each year, including content areas not included on statewide assessments. Data from rigorous assessments at the district, school and classroom level is used to evaluate, adjust and improve instruction.	Assessment schedule for district, schools, and classrooms Samples of tests Assessment reports Meeting agendas that show review of test scores Test contracts	4	1	0	
13. The district uses a monitoring process to continually improve curriculum implementation for each NJCCCS and CCSS area.	Class schedules Lesson plans Assessment data Data analysis Observation	3	1	0	

NJQSAC District Performance Review
School Year 2012-2013

4/2012

Instruction and Program					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
14. The curriculum specifies the content to be mastered for each grade and includes clear grade level benchmarks and interim assessments.	Curriculum in each content area Curriculum audit or map Interim assessments	3	1	0	
15. The curriculum and information about student strengths and needs are horizontally and vertically articulated among all grades, content areas, schools, and at all specific transition points.	Curriculum in each content area Curriculum audit or map Agendas Sign-in sheets Formative and benchmark Data analysis Interventions	3	1	0	
16. The high school graduation requirements have been implemented for all students based on the implementation schedule in N.J.A.C. 6A:6-5.1.	Board of education resolution, minutes, district/student policy manual Meeting schedules, agendas, curriculum Education Proficiency Plan (EPP)	2	1	0	
17. For each content area:					
a. supervisory practices are implemented to ensure that the curriculum is taught in every classroom; these practices focus on classroom instruction as evidenced by teacher-principal/supervisor discussions and meetings, teacher evaluations and observations, lesson planning, student performance data and walk-throughs.	District policies and procedures Teacher evaluation schedules Lesson plans Professional improvement plans Assessment data	6	1	0	

NJQSAC District Performance Review
School Year 2012-2013

4/2012

Instruction and Program					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
b. lesson plans are aligned with the curriculum, the NJCCCS and the CCSS, integrate technology and are reviewed at least monthly by principals/supervisors. Each teacher is provided with feedback on lesson planning and implementation.	Teacher observations and evaluation schedules Lessons plans and feedback loop Meeting agendas Board approved curriculum	6	1	0	
18. The district requires and verifies that instruction for all students is based on the district's curriculum, instructional materials, media and school library resources and includes instructional strategies, activities and content that meet individual students needs including Individual Education Programs (IEP). "All students" include those students with disabilities, English language learners, gifted and talented students and students in alternative education programs.	Library Skills/Information Literacy/Library Media curriculum Lesson plans Assessment data and analysis Classroom visits Test contracts Recommendation forms Program description Student roster District technology plan	6	1	0	

**NJQSAC District Performance Review
School Year 2012-2013**

4/2012

Instruction and Program					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
19. The district promotes regular attendance of students by adopting and implementing policies and procedures that include expectations and consequences regarding timely arrival and attendance and district responses to unexcused absences. (N.J.A.C. 6A:16-7.8)	District policies and procedures regarding attendance and on-time arrivals (refer to <i>District Review of Checklist for Board-Approved Student Attendance Policies and Procedures</i>). District procedures for responding to unexcused absences and excused absences Records indicating actions taken to prevent and intervene in the cases of absences and truancy that include contacts with parents regarding absences	2	1	0	
20. The district's average daily attendance (ADA) rate averages 90% or higher as calculated for the three years prior to completion of the DPR. (N.J.A.C. 6A:32-13.1)	ADA report provided by the NJDOE	2	1	0	
Directions for indicator 21a through 21f: Each district may only receive credit for one indicator depending on the number of "yes and/or "N/A" responses on the Instruction and Program section of the Statement of Assurance document. The maximum number of points that a district may receive for indicator 21 is 10.					
21. The board has annually approved, by resolution, the district Statement of Assurance document as reflected in the minutes.					
a. Compliance with 5 items	Completed and signed NJDOE Statement of Assurance document	10	1	0	
b. Compliance with 4 items	Completed and signed NJDOE Statement of Assurance document	8	1	0	
c. Compliance with 3 items	Completed and signed NJDOE Statement of Assurance document	6	1	0	

NJQSAC District Performance Review
School Year 2012-2013

4/2012

Instruction and Program					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
d. Compliance with 2 items	Completed and signed NJDOE Statement of Assurance document	4	1	0	
e. Compliance with 1 items	Completed and signed NJDOE Statement of Assurance document	2	1	0	
f. Compliance with 0 items	Completed and signed NJDOE Statement of Assurance document	0	1	0	
Subtotal			30	0	
Instruction and Program District Performance Review		100	86	0	

**NJSAC District Performance Review
School Year 2012-2013**

4/2012

Fiscal Management					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
1. The monthly Board Secretary's report is completed and reconciled without exceptions (e.g.: unbalanced/inaccurate balance sheet, unauthorized transfers) and is completed within 30 days of the month's end, reconciled with the Treasurer's report or equivalent report within 45 days of the month's end and submitted to the board within 60 days of the month's end for approval (<i>N.J.A.C. 6A:23A-6.10</i>). The report contains a budget status report, which includes for each required line item account, the original budget, transfers, adjusted budget, expenditures, encumbrances and available balance.	Comprehensive Annual Financial Report (CAFR) Auditors Management Report (AMR) Monthly board secretary's and treasurer's report or equivalent report Board minutes	2	1	0	

**NJSAC District Performance Review
School Year 2012-2013**

4/2012

Fiscal Management					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
2. The district follows a standard operating procedures manual for business functions (<i>N.J.A.C. 6A:23A-6.6</i>), which includes a system of internal controls (<i>N.J.A.C. 6A:23-A-6.4</i>) to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud.	Budget status reports Monthly transfer reports Adopted board policies Organizational chart and duties AMR Listing of PO numbers and invoice dates Cash receipts journal Listing of manual checks issued Fixed asset inventory CAFR Interim and Final Expenditure Reports Position Control Roster Standard Operating Procedures Manual Date of BOE adoption Review of software capabilities	2	1	0	

**NJSAC District Performance Review
School Year 2012-2013**

4/2012

Fiscal Management					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
3. At least monthly, the district prepares and analyzes fiscal year cash flow management for all funds to ensure that payments can be made on a prompt basis and to ensure that reimbursement requests for federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	PO listing Contract files Annual purchasing plan (aggregation) CAFR AMR Cash Management Plan Cash-flow documentation Board secretary report Treasurer or equivalent report	2	1	0	
4. The district has filed the annual audit of its Comprehensive Annual Financial Report (CAFR) and filed other supporting forms and collections (Auditor's Management Report, Federal Data Collection Form) by the due date. (<i>N.J.S.A. 18A:23-1</i>)	CAFR AMR Audit Synopsis Federal data collection form AUDSUM submission	2	1	0	
5. The district received an unqualified opinion on the annual audit and satisfies the all of the following:					

**NJSAC District Performance Review
School Year 2012-2013**

4/2012

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Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
a. if required, has implemented a corrective action plan (CAP) acceptable to the Executive County Superintendent, which addresses all audit recommendations.	Corrective Action Plan (CAP) adopted by board of education Document of CAP acceptable to Executive County Superintendent Certification of CAP implementation CAFR AMR Unqualified opinion for 5a	3	1	0	
b. Has no repeat audit findings of a substantive nature.	CAFR AMR	3	1	0	

**NJSAC District Performance Review
School Year 2012-2013**

4/2012

Fiscal Management					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
c. has no material weaknesses in the findings.	CAFR AMR	3	1	0	
d. ends the year with no deficit balances and no line item over-expenditures in the general fund, special revenue fund, capital projects fund or debt service fund (other than permitted under state law and GAAP).	CAFR AMR	2	1	0	
6. The district manages and oversees NCLB, IDEA, ARRA and other entitlement and discretionary grants as required. Specifically, the district:					
a. complies with demonstration of comparability, maintenance of effort, supplement not supplant and other federal grant fiscal requirements.	CAFR AMR Grant application submission and approval dates Carryover reports Transfer approvals MOE and comparability reports Interim and Final Expenditure Reports Project files Board meeting minutes Accounting system/reports by capital project	1	1	0	

**NJSAC District Performance Review
School Year 2012-2013**

4/2012

Fiscal Management

Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
b. spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold (entitlement grants - lesser of 10% or \$50,000; discretionary grants - lesser of 10% or \$10,000).	CAFR AMR Grant application submission and approval dates Carryover reports transfer approvals; MOE and comparability reports	1	1	0	

**NJQSAC District Performance Review
School Year 2012-2013**

4/2012

Fiscal Management

Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
c. spends federal and state grants funds as required and distributes non-public allocations as required. The district shows evidence of contact with non-public schools. If the district has returned funds in excess of \$1,000 to NJDOE: list the name of the grant and dollar amount refunded in the Comments column. If the returned funds were for nonpublic school services, specify the date the services began and the reason the funds were not spent.	CAFR Interim and Final Expenditure Reports Accounting system/report by capital project Project files Voter or other requisite approval to spend above authorized amount Board meeting minutes	1	1	0	
d. approves salaries funded by federal grants as documented in the board minutes and maintains the required time and activity reports.	CAFR Interim and Final Expenditure Reports Board meeting minutes	1	1	0	
7. The district provide proper oversight and accounting of capital projects ond Referendum and pther Fund 30 capital projects. Specifically the district:					
a. maintains a separate accounting by project.	CAFR AMR Accounting system/reports by capital project Project files Voter or other requisite approval to spend above authorized amount Report of available balances Board minutes	2	1	0	

**NJSAC District Performance Review
School Year 2012-2013**

4/2012

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Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
b. monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	CAFR AMR Accounting system/reports by capital project Project files Voter or other requisite approval to spend above authorized amount Report of available balances Board minutes	2	1	0	
c. spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	CAFR AMR Accounting system/reports by capital project Project files Voter or other requisite approval to spend above authorized amount Report of available balances Board minutes	2	1	0	

**NJSAC District Performance Review
School Year 2012-2013**

4/2012

Fiscal Management

Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
d. conducts the proper fiscal close-out of completed projects. This includes proper transfer of interest earned annually to the debt service and/or general fund.	CAFR AMR Accounting system/reports by capital project Project files Voter or other requisite approval to spend above authorized amount Report of available balances Board minutes	2	1	0	
8. The district implements, reviews and revises as needed, projects that are consistent with the approved Long Range Facilities Plan and has received county office approval for emergent projects (<i>N.J.A.C. 6A:23A-3.16</i>).	Project approval County office approval for emergent projects Board minutes List of participants Revisions approved by NJDOE	1	1	0	
9a. Annual health and safety reviews have been conducted in each building using the <i>Evaluation of School Buildings Checklist Report (N.J.A.C. 6A:19-6.1 et seq.)</i> .	Signed Checklist	2	1	0	
b. "100% compliance" section - all items are in compliance in all buildings.	Signed Checklist	4	1	0	
c. "80% compliance" section - at least 80% of items are in compliance in all buildings.	Signed Checklist	2	0	0	
Directions for indicator 10a through 10k: Each district may only receive credit for one indicator depending on the number of "yes and/or "N/A" responses on the Fiscal					

**NJSAC District Performance Review
School Year 2012-2013**

4/2012

Fiscal Management					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
10. The board has annually approved by resolution, the district Statement of Assurance document as reflected in the minutes.					
a. Compliance with 10 items	Completed and signed NJDOE Statement of Assurance document	10	1	0	
b. Compliance with 9 items	Completed and signed NJDOE Statement of Assurance document	9	0	0	
c. Compliance with 8 items	Completed and signed NJDOE Statement of Assurance document	8	0	0	
d. Compliance with 7 items	Completed and signed NJDOE Statement of Assurance document	7	0	0	
e. Compliance with 6 items	Completed and signed NJDOE Statement of Assurance document	6	0	0	
f. Compliance with 5 items	Completed and signed NJDOE Statement of Assurance document	5	0	0	
g. Compliance with 4 items	Completed and signed NJDOE Statement of Assurance document	4	0	0	
h. Compliance with 3 items	Completed and signed NJDOE Statement of Assurance document	3	0	0	
i. Compliance with 2 items	Completed and signed NJDOE Statement of Assurance document	2	0	0	
j. Compliance with 1 item	Completed and signed NJDOE Statement of Assurance document	1	0	0	
k. Compliance with 0 items	Completed and signed NJDOE Statement of Assurance document	0	0	0	

**NJSAC District Performance Review
School Year 2012-2013**

4/2012

Fiscal Management					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
SUBTOTAL			10	0	
Fiscal Management District Performance Review		50	48	0	

**NJQSAC District Performance Review
School Year 2012-2013**

4/2012

Governance

Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
1. At least annually, and more frequently if required by changes in law or statute, the district board of education or advisory board reviews, updated and, by resolution, adopts policies, procedures and by-laws reflective of current statutory authority (<i>N.J.S.A. 18A:11-1</i>).	Mandatory policies Non-mandatory policies Adopting resolution for each policy District procedures manual attachments Board agendas	8	1	0	
2. The board of education has a policy and a contract with the Chief School Administrator (CSA) to annually evaluate the CSA based on the adoption of goals and performance measures, which reflect that highest priority is given to student achievement and attention to subgroup achievement. The board annually reviews and revises, as necessary, the evaluative instrument based on district goals and objectives. In the event that the certificate of the CSA is revoked, the contract is null and void as of the date of the revocation (<i>N.J.S.A. 18A:17-15</i> and <i>N.J.A.C. 18A:17-20.3</i>).	Board policy Evaluation instrument Adopted goals Board minutes School district newsletters	7	1	0	

**NJQSAC District Performance Review
School Year 2012-2013**

4/2012

Governance					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
3. The district's budgeting process and its allocation of resources are aligned with instructional priorities and student needs to provide for a thorough and efficient (T&E) education (<i>N.J.A.C. 6A:16-8.1</i>).					
a. The district has developed written policies and procedures for the budget and financial planning process that ensure the process is integrated and aligned with district priorities and planning objectives based on statewide assessments and applicable strategic plans such as school improvement plans, curriculum plans, a textbook replacement plan, a long-range facilities plan and maintenance plans.	Board minutes/agendas and minutes from goal setting meetings QSAC District Improvement Plans, if applicable Strategic plans NCLB needs assessment Curriculum plans Professional Development Plans CAPA plan(s), if applicable Long Range Facilities Plan Maintenance Plan Textbook replacement plan	6	1	0	
b. The district annually aligns fiscal goals and budget objectives to ensure that instructional resources are sufficient to address the needs of students and student subgroup performance as measured under NCLB. The district develops curricula and ensures professional development for all staff.	Budget calendar Budget supporting document Other budget support/tools updated annually Description of how the district's planning and budgeting processes link	6	1	0	

**NJSAC District Performance Review
School Year 2012-2013**

4/2012

Governance					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
c. The board's adopted budget includes sufficient resources to address all board-approved corrective measures, as applicable, in response to annual audits and other programmatic and fiscal monitoring reports.	Advertisements and notice(s) for budget hearing Minutes of budget hearing	6	1	0	

**NJQSAC District Performance Review
School Year 2012-2013**

4/2012

Governance					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
4. The board has reviewed all audit recommendations and, if required, approved and submitted an acceptable corrective action plan for any audit finding and recommendation, or other compliance-related report according to N.J.S.A. 18A:23-5 and N.J.A.C.6A:23A-4.3 (e.g. Title I audits, special education monitoring reports).	Annual Audit and recommendations	7	1	0	
Directions for indicator 5a through 5k: Each district may only receive credit for one indicator depending on the number of "yes and/or "N/A" responses on the Governance section of the Statement of Assurance document. The maximum number of points that a district may receive for indicator 10 is 10.					
5. The board has annually approved, by resolution, the district Statement of Assurance document as reflected in the minutes.					
a. Compliance with 10 items	Completed and signed NJDOE Statement of Assurance document	10	1	0	
b. Compliance with 9 items	Completed and signed NJDOE Statement of Assurance document	9	0	0	
c. Compliance with 8 items	Completed and signed NJDOE Statement of Assurance document	8	0	0	
d. Compliance with 7 items	Completed and signed NJDOE Statement of Assurance document	7	0	0	
e. Compliance with 6 items	Completed and signed NJDOE Statement of Assurance document	6	0	0	
f. Compliance with 5 items	Completed and signed NJDOE Statement of Assurance document	5	0	0	
g. Compliance with 4 items	Completed and signed NJDOE Statement of Assurance document	4	0	0	

**NJQSAC District Performance Review
School Year 2012-2013**

4/2012

Governance					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
h. Compliance with 3 items	Completed and signed NJDOE Statement of Assurance document	3	0	0	
i. Compliance with 2 items	Completed and signed NJDOE Statement of Assurance document	2	0	0	
j. Compliance with 1 item	Completed and signed NJDOE Statement of Assurance document	1	0	0	
k. Compliance with 0 items	Completed and signed NJDOE Statement of Assurance document	0	0	0	
SUBTOTAL			10	0	
Governance District Performance Review		50	50	0	

**NJSAC District Performance Review
School Year 2012-2013**

4/2012

Personnel					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
Directions for indicator 1a through 1f: Each district may only receive credit for one indicator depending on the number of "yes and/or "N/A" responses on the Personnel section of the Statement of Assurance document. The maximum number of points that a district may receive for indicator 1 is 10.					
The board has annually approved, by resolution, the district Statement of Assurance document as reflected in the minutes.					
a. Compliance with 5 items	Completed and signed NJDOE Statement of Assurance document	10	1	0	
b. Compliance with 4 items	Completed and signed NJDOE Statement of Assurance document	8	0	0	
c. Compliance with 3 items	Completed and signed NJDOE Statement of Assurance document	6	0	0	
d. Compliance with 2 items	Completed and signed NJDOE Statement of Assurance document	4	0	0	
e. Compliance with 1 items	Completed and signed NJDOE Statement of Assurance document	2	0	0	
f. Compliance with 0 items	Completed and signed NJDOE Statement of Assurance document	0	0	0	
Personnel District Performance Review			10	0	

**NJQSAC District Performance Review
School Year 2012-2013**

4/2012

Operations					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
Directions for indicator 1a through 1i: Each district may only receive credit for one indicator depending on the number of "yes and/or "N/A" responses on the Operations section of the Statement of Assurance document. The maximum number of points that a district may receive for indicator 1 is 10.					
The board has annually approved, by resolution, the district Statement of Assurance document as reflected in the minutes.					
a. Compliance with 20 items	Completed and signed NJDOE Statement of Assurance document	10	1	0	
b. Compliance with 19 items	Completed and signed NJDOE Statement of Assurance document	9.5	0	0	
c. Compliance with 18 items	Completed and signed NJDOE Statement of Assurance document	9	0	0	
d. Compliance with 17 items	Completed and signed NJDOE Statement of Assurance document	8.5	0	0	
e. Compliance with 16 items	Completed and signed NJDOE Statement of Assurance document	8	0	0	
f. Compliance with 15 items	Completed and signed NJDOE Statement of Assurance document	7.5	0	0	
g. Compliance with 14 items	Completed and signed NJDOE Statement of Assurance document	7	0	0	
h. Compliance with 13 items	Completed and signed NJDOE Statement of Assurance document	6.5	0	0	
i. Compliance with 12 items	Completed and signed NJDOE Statement of Assurance document	6	0	0	
j. Compliance with 11 item	Completed and signed NJDOE Statement of Assurance document	5.5	0	0	
k. Compliance with 10 items	Completed and signed NJDOE Statement of Assurance document	5	0	0	
l. Compliance with 9 items	Completed and signed NJDOE Statement of Assurance document	4.5	0	0	

**NJSAC District Performance Review
School Year 2012-2013**

4/2012

Operations					
Indicator	Documentation	Point Value	District Score (Type "1" for Yes and if N/A, or "0" for No)	County Score (Type "1" for Yes and if N/A, or "0" for No)	Comments
m. Compliance with 8 items	Completed and signed NJDOE Statement of Assurance document	4	0	0	
n. Compliance with 7 items	Completed and signed NJDOE Statement of Assurance document	3.5	0	0	
o. Compliance with 6 items	Completed and signed NJDOE Statement of Assurance document	3	0	0	
p. Compliance with 5 items	Completed and signed NJDOE Statement of Assurance document	2.5	0	0	
q. Compliance with 4 items	Completed and signed NJDOE Statement of Assurance document	2	0	0	
r. Compliance with 3 items	Completed and signed NJDOE Statement of Assurance document	1.5	0	0	
s. Compliance with 2 items	Completed and signed NJDOE Statement of Assurance document	1	0	0	
t. Compliance with 1 item	Completed and signed NJDOE Statement of Assurance document	0.5	0	0	
u. Compliance with 0 items	Completed and signed NJDOE Statement of Assurance document	0	0	0	
Operations District Performance Review			10	0	

DECLARATION PAGE

Type or print the name of the individuals in the district who were members of the NJQSAC Committee and who assisted in the completion of this District Performance Review. (Use additional page if needed.)

POSITION	NAME	SIGNATURE
Chief School Administrator	Dr. Patrick Martin	
District Administrative Staff	Dr. Noreen Lishak	
Teacher	Nicole Tartagla	
School Business Administrator	Manny Viera	
Curriculum and Instruction Representative	Tiffany Moutis	
Local Collective Bargaining Representative	James Frasier	
District Board of Education Member	Francis "Ray" Perkins	

Accuracy verified by Chief School Administrator:

Print Name

Signature

Date (00/00/0000)

DECLARATION PAGE

Type or print the name of the individuals in the district who were members of the NJQSAC Committee and who assisted in the completion of this District Performance Review. (Use additional page if needed.)

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Local Collective Bargaining Representative	James Frasier	
District Board of Education Member	Francis "Ray" Perkins	

Accuracy verified by Chief School Administrator:

Print Name

Signature

Date (00/00/0000)