

NJQSAC Statement of Assurance – School Year 2017-18

District Name:

Instruction and Program	Yes or N/A = 1 No = 0	Comments
1. Reports to the district board of education and the public on the performance of all students on the New Jersey standardized testing system (N.J.A.C. 6A:8-3.1).	1	Board minutes
2. Communicates district graduation requirements to all high school students, their families, and the community annually (N.J.A.C. 6A:8-5.1).	1	
3. Implements board-approved new and/or revised curricula that clearly and specifically align with the most recent State Board adopted version of the New Jersey Student Learning Standards (NJSLS) and with the timeline for implementation of curriculum for each content standard (N.J.A.C. 6A:3-3.1).		
(Continued on next page)		

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Instruction and Program	Yes or N/A = 1 No = 0	Comments
Content Area, Date Standards Were Adopted by the State Board of Education and Required Adoption Date for Districts	Yes or N/A = 1 No = 0	In the boxes below, enter the district board adoption date for each content area. DO NOT ENTER THE ANNUAL READOPTION DATE; ENTER THE MOST RECENT DATE CURRICULUM WAS BOARD ADOPTED TO COMPLY WITH THE MOST CURRENT NJSLS STANDARDS.) If the content area has not been aligned to the standards, provide an explanation.
English Language Arts (State adopted on 5/4/2016; district implementation by 9/2017)	1	10/19/2017
Math (State adopted on 5/4/2016; district implementation by 9/2017)		5/26/2016
Science (State adopted on 7/9/2014; district implementation by: 9/2016 for grades 6-12 and 9/2017 for grades K-5)		5/26/2016
Social Studies (State adoption on 7/9/2014; district implementation by 9/2015)		9/15/2016
World Languages (State adoption on 7/9/2014; district implementation by 9/2015)		10/19/2017
Technology (State adopted on 10/1/2014; district implementation by 9/2015)		10/19/2017
21st Century Life and Careers (State adoption on 10/1/2014; district implementation by 9/2015)		10/19/2017
Visual and Performing Arts (State adoption on 7/9/2014; district implementation by 9/2015)		9/15/2016
Comprehensive Health and Physical Education (State adoption on 7/9/2014; district implementation by 9/2015)		10/19/2017

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Instruction and Program	Yes or N/A = 1 No = 0	Comments
4. Aligns the approved career and technical education program with the State Plan for Career and Technical Education and evaluates the program annually, including the required safety and health program (<i>N.J.A.C. 6A:19 et seq.</i>).	1	n/a
5. Has a preschool program plan approved by NJDOE Div. of Early Childhood Education, as per <i>N.J.A.C. 6A:13A-3.1</i> (if district receives State preschool education aid). For those school districts receiving full State funding under the School Funding Reform Act (SFRA) funded per pupil	1	n/a
Instruction & Program Subtotal	5	
Fiscal Management	Yes or N/A = 1 No = 0	Comments
The district:		
1. Follows a budget calendar that was developed and shared with the board annually and that reflects all applicable legal and management requirements.	1	Approved December 2016
2. Bases the tuition estimate on an analysis of prior year expenditures and the current year schedule of out-of-district placements from existing contracts.	1	see budget book
3. Bases appropriations for capital projects on the district's Long Range Facilities Plan (<i>N.J.A.C. 6A:26-2.1</i>) and the comprehensive maintenance plan (<i>N.J.A.C. 6A:26-20</i>).	1	see budget book / LRFP / CMP
4. Supports other budget lines by a trend analysis of historical expenditures.	1	see budget book
5. Includes only line-item transfers or appropriations of surplus for new programs and initiatives contained in the original budget certified for taxes (excluding transfers for health and safety related items and awards of additional state aid or grants for new purposes).	1	Board minutes
6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner.	1	EWEG

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Fiscal Management	Yes or N/A = 1 No = 0	Comments
7. Maintains separate accounts and keeps records, by grant (IDEA, Title I, IDEA-ARRA, Education Jobs Funds, etc.) and location as required (Title I, etc.), and/or consolidates accounts for approved school-wide programs as allowed in accordance with the approved budget.	1	See Ledger
8. Expends federal funds consistent with the approved indirect cost rate.	1	
9. At a minimum, performs a semi-monthly review of the budget status (budget to actual) to ensure that sufficient appropriations are available.	1	Projections / Board Secretary Report
10. Approves purchase orders approved only by 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.	1	see email sent out
Fiscal Management Subtotal	10	
Governance	Yes or N/A = 1 No = 0	Comments
The district:		
1. Establishes policies and procedures for the provision of educational programs and services to all students (N.J.A.C. 6A:7 et.seq).	1	Policy manual
2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2)	1	Policy manual and attached
3. Follows all requirements for the annual organization meeting (N.J.S.A. 18A:10-3 et seq. and 15-1 et seq.).	1	attached

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Governance	Yes or N/A = 1 No = 0	Comments
4. Drafts minutes of all meetings, including executive sessions, that reflect all board actions and makes the minutes publicly available within two weeks or by the next board meeting (N.J.S.A. 18A:17-7). When appropriate, the board obtains public input and provides information to district staff as it relates to community expectations. The board also implements the Open Public Records Act (OPRA) pursuant to N.J.S.A. 47:1A-1 et seq.).	1	visit website (www.mrhs.net) under Board Docs
5. Requires each board member and administrator to file a timely and properly completed financial and personal/relative disclosure statement each year (N.J.S.A. 18A:12-26). Annually discusses the School Ethics Act and has not been found in violation of the School Ethics Act (N.J.S.A. 18A:12-22).	1	SEC website / attached
6. Establishes a travel and related expense reimbursement policy and ensures school board members and all employees operate in accordance with that policy (N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7).	1	attached
7. Submits new, renegotiated, amended, altered or extended contracts for superintendents, deputy superintendents, assistant superintendents and school business administrators to the Executive County Superintendent (ECS) for review and approval. Takes no formal action to approve or implement such contracts prior to ECS review and approval (N.J.S.A. 18A:7-8, N.J.A.C. 6A:23A-3.1).	1	
8. Approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees only by a roll call majority vote of the full membership of the board upon the recommendation of the Chief School Administrator and acts within 60 days of the CSA's recommendation (N.J.S.A. 18A:27-4.1).	1	Board agendas / minutes

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Governance	Yes or N/A = 1 No = 0	Comments
9. Approves the monthly board secretary's and treasurer's reports within 60 days of month's end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over-expended (<i>N.J.A.C. 6A:23A-16.10</i>).	1	Board agendas / minutes
10. Conducts a public hearing on the proposed budget and formally adopts the budget at a public meeting (<i>N.J.A.C. 18A:22-7 et seq. and N.J.A.C. 23A:8-1</i>).	1	attached / Board minutes
Governance Subtotal	10	
Operations	Yes or N/A = 1 No = 0	Comments
The district:		
1. Conducts all required trainings for school district employees (<i>N.J.S.A. 18A and N.J.A.C. 6A</i>).	1	
2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file.	1	
3. Adopts and distributes to all school staff, students and parents a code of student conduct that contains all required elements (<i>N.J.A.C. 6A:16-7.1</i>).	1	
4. Collects and reports annually, incidents of violence, vandalism, substance abuse and disruptive behavior to the NJDOE on the Electronic Violence and Vandalism Reporting System (EVVRS). Reports to the board all incidents from the previous year, annually at a public hearing. Analyzes these incidents and identifies activities to address them (<i>N.J.A.C. 6A:16-5.3</i>).	1	

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Operations	Yes or N/A = 1 No = 0	Comments
5. Develops and implements policies and procedures prohibiting harassment, intimidation and bullying (HIB); distributes them to students, parents and staff; and posts the policies and procedures on the district's website (<i>N.J.S.A. 18A:37-14-18 and N.J.A.C. 6A:16-7.7</i>).	1	website
6. Satisfies all requirements of the Gun-Free Schools Act, 20 USC 7151 and the Title IV Section 4141 of NCLB (<i>N.J.S.A. 18A:37-7-12 and N.J.A.C. 6A:16-5.5</i>).	1	policy manual
7. Provides for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and implementation of board-approved policies to facilitate cooperation between school staff and law enforcement (<i>N.J.A.C. 6A:16-6.2</i>).	1	Attached
8. Implements procedures to review and resolve transportation incidents to avoid safety violations and ensures the safety of children including but not limited to meeting Motor Vehicle Commission requirements for bus driver inspections before loading and after drop-off and evacuation drills (<i>N.J.A.C. 6A:27-11 and 12.1(g)</i>).	1	policy manual
9. Adopts and implements policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities. Appoints and school district liaison and provides training to district employees, volunteers and interns working in the school district (<i>N.J.A.C. 6A:16-11</i>).	1	policy manual
10. Provides school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. Maintains student health records (<i>N.J.A.C. 6A:16-2.1 et seq</i>).	1	In nurse's Office
11. Implements the NJDOE-approved school health nursing services plan (<i>N.J.A.C. 6A:16-2.1(b)</i>).	1	Plan in office
12. Implements a board-approved comprehensive guidance and academic counseling program for all students (<i>N.J.A.C. 6A:8-3.2</i>).	1	Plan in office

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Operations	Yes or N/A = 1 No = 0	Comments
13. Coordinates a comprehensive career education and counseling program with transition services for students with disabilities beginning at age 14 or younger as determined by the Individualized Education Program team (<i>N.J.A.C. 6A:14-3.7(e)11-13</i>).	1	Naviance
14. Ensures that each school building has a multidisciplinary team (such as Intervention and Referral Services Team, Pupil Assistance Team and School Resource Committee) as part of its coordinated system for the planning and delivery of intervention and referral services (<i>NJAC 6A:16-8</i>).	1	Board minutes
15. Provides educational services, either in school or out of school, within five days of the student's removal for disciplinary reasons or absence due to chronic or temporary illness (<i>N.J.A.C. 6A:16-7.2; 7.3 and 10</i>). If the district is a County Special Services School District, it develops and implements procedures for notifying resident district of disciplinary removals or absences due to chronic or temporary illness.	1	policy manual
16. Forwards all student records, including disciplinary records, to the school district to which the student has transferred within 10 school days after the transfer has been verified by the requesting school district. Forwards disciplinary records, with respect to suspensions and expulsions, to nonpublic schools (<i>N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10</i>).	1	policy manual
17. Provides services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services (<i>N.J.S.A. 18A:46A-1 et seq. and N.J.A.C. 6A:14-6.1 et seq</i>) and Chapter 193 Remedial Services for the Handicapped (<i>N.J.S.A. 18A:46-19.1 et seq and N.J.A.C. 6A:14-6.1</i>).	1	Contract with BCSS in office

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Operations	Yes or N/A = 1 No = 0	Comments
18. Disseminates information about and implements a comprehensive alcohol, tobacco and other drug abuse program. Adopts and disseminates to all school staff, students and parents 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 (<i>N.J.S.A. 18A:40A-B and N.J.A.C. 6A:16-1.4(a)18; 6A:16-3-4</i>).	1	policy and website
19. Annually reviews, revises or develops, and implements safety and security plans, procedures and mechanisms in consultation with law enforcement, health, social service and emergency management agencies and other community members, including parents (<i>N.J.A.C. 6A:16-5.1 et seq.</i>).	1	Safety and Security Plan
20. Implements the NJDOE-approved Comprehensive Equity Plan (CEP) designed to eliminate discrimination according to race, age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability, socioeconomic status, pregnancy or parenthood (<i>N.J.A.C. 6A:7-1.4</i>).	1	CEP
Operations Subtotal	20	
Personnel	Yes or N/A = 1 No = 0	Comments
The district:		
1. Utilizes board-approved job descriptions and standards for appointment of each teaching staff member, substitute teacher and other staff including paraprofessional positions. Ensures that all staff are appropriately certified and credentialed for their assignment (<i>N.J.A.C. 6A:32-4 and N.J.A.C. 6A:9-6.5</i>).	1	Job descriptions
2. Confirms that new employees have a successful criminal history record check within three months of employment and that they have not been disqualified for employment (<i>N.J.S.A. 18A:6-7.1 et. seq., 18A:39-19.1 and 18A:6-4.13 et. seq.</i>).	1	Policy manual

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Personnel	Yes or N/A = 1 No = 0	Comments
3. Adopts written policies and procedures for the physical examination of new and existing employees and maintains personnel health records in a secure separate location from personnel files (<i>N.J.A.C. 6A:32-6.2 and 6.3</i>).	1	Policy manual / attached
4. Adopts policies and procedures for the annual evaluation of all tenured and non-tenured teaching staff members by appropriately certified personnel. Distributes the policies to all tenured teaching staff members, including administrators and supervisor, by October 1 (<i>N.J.A.C. 6A:10</i>).	1	Policy manual
5. Uses multiple data sources, (e.g., test scores, needs assessments, attendance data, violence reports) to address current and projected needs and priorities for all school/district staff when providing professional development opportunities. Uses the data sources to analyze the alignment of the district's Professional Development Plan with teaching staff needs (<i>N.J.A.C. 6A:9-15 et.seq.</i>).	1	
Personnel Subtotal	5	