

CHAPTER 30

EVALUATION OF THE PERFORMANCE OF SCHOOL DISTRICTS

Authority

P.L. 2005, c. 235 and P.L. 2007, c. 16.

Source and Effective Date

R.2010 d.156, effective June 24, 2010.
See: 41 N.J.R. 4373(a), 42 N.J.R. 1519(a).

Chapter Expiration Date

In accordance with N.J.S.A. 52:14B-5.1b, Chapter 30, Evaluation of the Performance of School Districts, expires on June 24, 2017. See: 43 N.J.R. 1203(a).

Chapter Historical Note

Chapter 30, Evaluation of the Performance of School Districts, was adopted as R.2000 d.192, effective May 1, 2000. See: 32 N.J.R. 409(a), 32 N.J.R. 1540(a).

The expiration date of Chapter 30, Evaluation of the Performance of School Districts, was extended by gubernatorial directive from May 1, 2005 to May 1, 2006. See: 37 N.J.R. 2012(a).

In accordance with N.J.S.A. 52:14B-5.1d, Chapter 30, Evaluation of the Performance of School Districts, was extended by gubernatorial directive from May 1, 2006 to May 1, 2007. See: 38 N.J.R. 928(a).

Chapter 30, Evaluation of the Performance of School Districts, was repealed and Chapter 30, Evaluation of the Performance of School Districts, was adopted as special new rules by R.2007 d.87, effective February 22, 2007. See: 39 N.J.R. 949(a).

Chapter 30, Evaluation of the Performance of School Districts, was readopted as R.2008 d.88, effective March 11, 2008. See: 39 N.J.R. 4375(a), 40 N.J.R. 1829(b).

Administrative correction. See: 40 N.J.R. 2451(a).

Subchapter 10, Appeals, was repealed by R.2009 d.39, effective January 20, 2009. See: 40 N.J.R. 5327(a), 41 N.J.R. 401(b).

N.J.A.C. 6A:30 Appendix B was adopted as new rules by R.2010 d.028, effective January 19, 2010. See: 41 N.J.R. 3491(a), 42 N.J.R. 185(a).

Chapter 30, Evaluation of the Performance of School Districts, was readopted as R.2010 d.156, effective June 24, 2010. See: Source and Effective Date. See, also, section annotations.

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SUBCHAPTER 1. PURPOSE, SCOPE AND DEFINITIONS

6A:30-1.1 Purpose and scope

(a) The purpose of this chapter is to establish rules to implement the New Jersey Quality Single Accountability Continuum (NJQSAC) system, as required by N.J.S.A. 18A:7A-3 et seq., for evaluating and monitoring all public school districts in the State. NJQSAC is designed to be a single, comprehensive accountability system that consolidates and incorporates the monitoring requirements of applicable State and Federal programs. NJQSAC is also intended to complement, and serve in part to implement, Federal requirements. Under NJQSAC, public school districts are evaluated in five key component areas of school district effectiveness—instruction and program, personnel, fiscal management, operations and governance—to determine the extent to which public school districts are providing a thorough and efficient education. The standards and criteria by which public school districts are evaluated will assess actual achievement, progress toward proficiency, local capacity to operate without State intervention, and the need for support and assistance provided by the State. Under NJQSAC, once a public school district is identified as requiring assistance in one or more of the five areas of school district effectiveness, the Department and the public school district will work collaboratively to improve public school district performance in those targeted areas. The measures used to achieve this goal include evaluations of the public school district by the Department, development of a school district improvement plan, close monitoring of the implementation of the plan, and the provision of technical assistance as appropriate. NJQSAC also provides that in circumstances where a public school district fails to develop or implement an improvement plan as required, or other emergent circumstances warrant, the Department may seek partial or full intervention in the public school district to effect the changes necessary to build local capacity to provide a thorough and efficient education.

(b) This chapter sets forth the steps the Department will undertake to implement N.J.S.A. 18A:7A-3 et seq., which include a three-year evaluation process, placement of the public school district on a performance continuum, improvement and intervention activities and the periodic monitoring of progress.

(c) These rules shall apply to all public school districts in the State of New Jersey as defined in N.J.S.A. 18A:8-1 et seq. and 18A:13-1 et seq., with the exception of charter schools and Educational Services Commissions and shall include county vocational-technical school districts established pursuant to N.J.S.A. 18A:54-1 et seq., with the exception of those county vocational technical school districts that provide only shared time services, and county special services school districts established pursuant to N.J.S.A. 18A:46-29 et seq.

Special amendment, R.2007 d.290, effective August 14, 2007.
See: 39 N.J.R. 3996(a).

In (c), inserted “, with the exception of those county vocational technical school districts that provide only shared time services.”
Amended by R.2008 d.88, effective April 7, 2008.
See: 39 N.J.R. 4375(a), 40 N.J.R. 1829(b).

In (a), inserted “public” following “criteria by which”.

6A:30-1.2 Definitions

The following words and terms, as used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

“Administrative order” means a written directive ordering specific corrective action by a public school district which has shown insufficient compliance with the quality performance indicators.

“Assistant Commissioner” means an Assistant Commissioner or designee, in the Department of Education.

“Chief School Administrator” or “CSA” means the superintendent of a public school district or vocational school or if there is no superintendent, the administrative principal.

“Commissioner” means the Commissioner of Education or his or her designee.

“Components of school district effectiveness” means the areas in which school districts will be evaluated under NJQSAC. They are:

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

“Comprehensive review” refers to the evaluation process conducted by the Department of each public school district pursuant to this chapter to measure each public school district’s performance, capacity, and need for State support, assistance or intervention. The comprehensive review shall be based on the weighted quality performance indicators developed by the Department and set forth in the District Performance Review incorporated in this chapter as the chapter Appendices.

“Department” means the New Jersey Department of Education.

“District Performance Review” or “DPR” consists of the quality performance indicators in all of the five key components of school district effectiveness. The District Performance Review shall be developed by the Department and shall be used by the Department to evaluate the performance of public school districts pursuant to the procedures set forth in this chapter. The District Performance Review is located in chapter Appendix A and is incorporated herein by reference and shall be used by all public school districts with the

exception of county special services school districts. The District Performance Review for county special services school districts consists of quality performance indicators in all the five key components of school district effectiveness. The District Performance Review for county special services school districts shall be developed by the Department and shall be used by the Department to evaluate the performance of county special services school districts pursuant to the procedures set forth in this chapter. The District Performance Review for county special services districts is located in chapter Appendix B and is incorporated herein by reference.

“Evaluation team” means a team designated by the Commissioner and qualified by training and experience to examine specific conditions existing in a public school district.

“Evidence based” means a program or service that has demonstrated success based on research, best practices or other forms of evidence.

“High performing school district” is a designation assigned to a public school district that satisfies at least 80 percent of the weighted performance indicators in each of the five key components of school district effectiveness.

“Highly skilled professional” or “HSP” means a designee of the Commissioner who has skills and expertise based on education and/or experience that is relevant to one or more of the five key components of school district effectiveness. Among other functions, HSPs may assist the Department in evaluating public school district performance, provide direct oversight in one or more areas during partial or full State intervention in a public school district, and/or assist public school districts in developing local capacity in areas of critical need identified through the comprehensive review, pursuant to the procedures set forth in this chapter. HSPs may be Department employees.

“In-depth evaluation” means a process that may be authorized by the Commissioner to evaluate public school districts that satisfy less than 80 percent of the weighted quality performance indicators in one or more of the five key components of school district effectiveness as determined by the Department based on the comprehensive review. In-depth evaluations shall be conducted by a team of individuals which may include Department employees and/or highly skilled professionals.

“NJQSAC” means the New Jersey Quality Single Accountability Continuum.

“NJQSAC District Improvement Plan” means a plan developed, in collaboration with the Department, by a public school district that fails to satisfy at least 80 percent of the weighted quality performance indicators in any of the five key components of school district effectiveness, and that addresses critical areas of need identified through the comprehensive review.

“Performance continuum” is a measure which identifies a public school district’s performance with respect to each of the five components of school district effectiveness.

“Quality performance indicators” or “weighted quality performance indicators” are the specific, objective criteria for each key component of school district effectiveness by which each public school district’s performance, capacity, and need for State support, assistance or intervention are measured. The quality performance indicators are set forth in the District Performance Review at the chapter Appendices.

“State Board” means the New Jersey State Board of Education.

“Statement of Assurance” means the section of the District Performance Review that verifies the accuracy of the responses on the school district’s District Performance Review.

“Technical assistance” means guidance and support provided to a public school district to enable the public school district to meet State and Federal policy and regulatory requirements and to ensure the provision of a thorough and efficient education. Technical assistance may, among other things, support the teaching and learning process and overall school district effectiveness. Technical assistance may be provided by Department personnel or other designees of the Commissioner.

Special amendment, R.2007 d.290, effective August 14, 2007.
See: 39 N.J.R. 3996(a).

In definition “Comprehensive review”, inserted “and set forth in the District Performance Review incorporated in this chapter as the chapter Appendix”.

Amended by R.2008 d.88, effective April 7, 2008.
See: 39 N.J.R. 4375(a), 40 N.J.R. 1829(b).

In definitions “Administrative order” and “NJQSAC District Improvement Plan”, inserted “public”.

Amended by R.2010 d.028, effective January 19, 2010.
See: 41 N.J.R. 3491(a), 42 N.J.R. 185(a).

In definitions “Comprehensive review” and “Quality performance indicators”, substituted “Appendices” for “Appendix”; and in definition “District Performance Review”, substituted “chapter Appendix A” for “the chapter Appendix”, inserted “and shall be used by all public school districts with the exception of county special services school districts” and inserted the last three sentences.

SUBCHAPTER 2. NJQSAC COMPONENTS OF SCHOOL DISTRICT EFFECTIVENESS AND INDICATORS

6A:30-2.1 Components of school district effectiveness

(a) The Department shall evaluate and monitor public school districts’ performance and capacity in five key components of school district effectiveness. They are:

1. Instruction and program;
2. Personnel;
3. Fiscal management;

4. Operations; and
5. Governance.

(b) In assessing public school district performance and capacity in these component areas, the Department shall use objective measures and shall consider public school district improvement and growth.

6A:30-2.2 Quality performance indicators of school district effectiveness

(a) The Department shall establish weighted quality performance indicators to measure public school district performance and capacity in each of the five key components of school district effectiveness.

(b) The weighted quality performance indicators are set forth in the District Performance Review, incorporated in this chapter as the chapter Appendices.

(c) The weighted quality performance indicators shall be used by the Commissioner to assess public school district performance and capacity during the comprehensive reviews pursuant to N.J.A.C. 6A:30-3.1 through 3.4, the in-depth evaluations pursuant to N.J.A.C. 6A:30-5.3 and monitoring pursuant to N.J.A.C. 6A:30-5.6. The weighted quality performance indicators shall also be used by the Commissioner in determining whether to initiate intervention activities pursuant to N.J.A.C. 6A:30-6.2, withdrawal from intervention pursuant to N.J.A.C. 6A:30-7.1, and initial placement of Level II, Level III and State-Operated School Districts on the performance continuum pursuant to N.J.A.C. 6A:30-8.3.

Amended by R.2008 d.88, effective April 7, 2008.
See: 39 N.J.R. 4375(a), 40 N.J.R. 1829(b).

In (c), inserted "public".

Amended by R.2010 d.028, effective January 19, 2010.
See: 41 N.J.R. 3491(a), 42 N.J.R. 185(a).

In (b), substituted "Appendices" for "Appendix".

SUBCHAPTER 3. COMPREHENSIVE REVIEW OF PUBLIC SCHOOL DISTRICTS

6A:30-3.1 General requirements

(a) Once the initial transition to the NJQSAC monitoring and evaluation system pursuant to N.J.A.C. 6A:30-8 has been completed, the Commissioner shall conduct a comprehensive review of each public school district every three years. In the intervening years between each public school district's three-year review, the Commissioner shall assess the public school district's performance to determine whether conditions exist in the school district that significantly and negatively impact the educational program or operations of the school district. Upon a determination that such conditions exist in a public school district, the Commissioner may direct that the Department immediately conduct a comprehensive review of the public school district as set forth in this section.

(b) The comprehensive review shall be based on the weighted quality performance indicators developed by the Department. Unless N.J.A.C. 6A:30-3.1(d), 3.4 or 8.3 applies, the comprehensive review shall commence with the completion of the District Performance Review by each public school district, followed by verification of that report and review of other relevant data and information by the Department. It may also include one or more on-site visits to public school district facilities by Department staff.

(c) The Commissioner shall direct the Executive County Superintendent and other appropriate Department staff to provide timely notification to each public school district of the procedures for the comprehensive review.

(d) The Commissioner may determine that a public school district need not provide a District Performance Review as part of the comprehensive review with respect to those components of school district effectiveness for which the public school district is implementing a school district improvement plan pursuant to N.J.A.C. 6A:30-5.4 to 5.5 and is subject to Department monitoring pursuant to N.J.A.C. 6A:30-5.6.

Amended by R.2008 d.88, effective April 7, 2008.

See: 39 N.J.R. 4375(a), 40 N.J.R. 1829(b).

In the last sentence of (a), inserted "public" following "conditions exist in a".

Amended by R.2009 d.39, effective January 20, 2009.

See: 40 N.J.R. 5327(a), 41 N.J.R. 401(b).

In (c), inserted "Executive".

6A:30-3.2 District Performance Review

(a) As part of the comprehensive review, unless N.J.A.C. 6A:30-3.1(d), 3.4 or 8.3 applies, each public school district shall complete a District Performance Review, which consists of a self-assessment tool developed by the Department that measures the public school district's compliance with the weighted quality performance indicators in all five areas of school district effectiveness. The District Performance Review is incorporated in this chapter as the chapter Appendices (Appendix A and Appendix B) and is the form that public school districts shall use in completing the self-assessment. All public school districts, with the exception of county special services school districts, shall use Appendix A to complete the self-assessment. All county special services school districts shall use Appendix B to complete the self-assessment.

(b) In order to complete the District Performance Review, the Chief School Administrator shall take the following steps:

1. Convene a committee to assist in completing the District Performance Review. The CSA shall determine the total number of people that will serve on the committee. The CSA shall appoint the following persons to the committee, and, in his or her discretion, may include other persons on the committee with the approval of the district board of education:

- i. The Chief School Administrator;
 - ii. One or more members of the administrative staff in the public school district;
 - iii. One or more teaching personnel, representative of different grade levels and/or schools in the public school district;
 - iv. The business administrator and assistant superintendent for curriculum and instruction, as well as other appropriate public school district level personnel as determined by the Chief School Administrator;
 - v. One or more member representatives of the local collective bargaining unit of the educational staff selected by the local collective bargaining unit; which may include the teaching personnel required under 3.2(b)1iii above; and
 - vi. One or more members of the district board of education selected by the district board of education.
2. Ensure that the process used by the committee in completing the District Performance Review provides for participation and input by all committee members;
 3. Consult with the committee in formulating a response to all weighted quality performance indicators of each component of school district effectiveness;
 4. Ensure that the responses in the public school district's District Performance Review encompass and reflect the circumstances that exist in the school district; and
 5. Ensure that all responses to the District Performance Review can be verified by data and supporting documentation or otherwise and provide this verification to the Department upon request.
- (c) The Executive County Superintendent shall provide technical assistance as needed to the Chief School Administrator and the committee utilized by the public school district to complete the District Performance Review.
- (d) The district board of education may establish a subcommittee of the district board of education to consult with the committee formed to complete the District Performance Review. The district board of education may also monitor the progress of the committee completing the District Performance Review by requiring periodic reporting to the school board at public meetings.
- (e) Upon completion of the District Performance Review, the CSA shall sign a statement of assurance attesting to the accuracy of the responses in the report to the best of his or her knowledge. Each member of the committee shall be given the opportunity to sign the statement of assurance to attest to his or her participation in completion of the District Performance Review. If a member of the committee refuses to sign the statement of assurance the name of such member shall be written on the form, with the notation "refused to sign."

(f) Upon completion of the proposed responses to the District Performance Review, the district board of education shall fix a date, place and time for the holding of a public meeting, which may be a regularly scheduled meeting of the district board of education, at which time the proposed responses to the District Performance Review and statement of assurance shall be presented to the district board of education for approval by resolution. The district board of education shall comply with the following procedures with respect to this meeting:

1. The district board of education shall post the proposed responses to the District Performance Review and statement of assurance on its Internet site, if one exists, at least five working days prior to the date fixed for the meeting, and shall make it available for examination by the public at the district board offices or another reasonable location;
2. The district board of education shall cause notice of the meeting to be published as required by the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., and this notice shall inform the public that the District Performance Review and statement of assurance will be discussed at the meeting and the times and manner in which members of the public may view the proposed responses to the District Performance Review; and
3. At the public meeting, the district board of education shall provide the public with the opportunity to comment and be heard with respect to the proposed responses to the District Performance Review. The district board of education shall also provide the public with the opportunity to submit written comments prior to the meeting.

(g) The District Performance Review, as approved by the district board of education, the statement of assurance and the minutes of all district board of education meetings at which the District Performance Review was discussed shall be submitted to the appropriate Executive County Superintendent's office by November 15 of that year or at such other time as the Commissioner may designate where the Commissioner has directed a district to undergo an immediate comprehensive review pursuant to N.J.S.A. 18A:7A-11 and N.J.A.C. 6A:30-3.1(a) or where the Commissioner is phasing a district into the NJQSAC process pursuant to N.J.S.A. 18A:7A-53 and N.J.A.C. 6A:30-8.2(a). In the event that the district board of education does not approve all sections of the District Performance Review as submitted by the CSA, the district board of education may adopt a resolution indicating those sections of the District Performance Review of which it approves, and those with which it takes exception.

(h) Upon a showing of good cause, the district board of education may request that the Department grant a reasonable extension of time for submission of the District Performance Review. Failure by a public school district to conduct or submit a District Performance Review including a statement of assurance approved by the district board of education in accordance with the requirements set forth at N.J.A.C. 6A:30-

3.2 may result in the withholding of State aid pursuant to N.J.S.A. 18A:55-2, or, in appropriate circumstances, the initiation of intervention activities as set forth at N.J.A.C. 6A:30-6.2.

Special amendment, R.2007 d.290, effective August 14, 2007.
See: 39 N.J.R. 3996(a).

In (d), substituted "consult with the committee formed to complete" for "monitor the progress of, and assist in, the completion of", "monitor the progress" for "establish the process and procedures for the operation" and "by requiring" for "which may include"; and inserted "at public meetings".

Amended by R.2008 d.88, effective April 7, 2008.

See: 39 N.J.R. 4375(a), 40 N.J.R. 1829(b).

In (a), inserted "and is the form that public school districts shall use in completing the self-assessment"; rewrote (f); recodified the former last two sentences of (f) as (g); in (g), inserted "as approved by the district board of education,"; and recodified former (g) as (h).

Amended by R.2009 d.39, effective January 20, 2009.

See: 40 N.J.R. 5327(a), 41 N.J.R. 401(b).

In (c) and (g), inserted "Executive".

Amended by R.2010 d.028, effective January 19, 2010.

See: 41 N.J.R. 3491(a), 42 N.J.R. 185(a).

In (a), substituted "Appendices (Appendix A and Appendix B)" for "Appendix" and inserted the last two sentences.

6A:30-3.3 Review and evaluation of District Performance Reviews

(a) Upon receipt of a public school district's District Performance Review and statement of assurance, the Executive County Superintendent shall confirm the receipt of the documents and conduct a review, which shall include:

1. Reviewing the District Performance Review and Statement of Assurance for completeness;
2. Confirming the use of a committee, composed of representatives as required by N.J.A.C. 6A:30-3.2(b)1, to complete the District Performance Review as demonstrated by the Statement of Assurance; and
3. Verifying the responses of the District Performance Review using relevant data, reports, facts, audit results, documents and/or other information. In connection with the review of the District Performance Review, the Executive County Superintendent's staff may require that the public school district submit documentation substantiating its responses or other information.

(b) Upon completion of the initial review, the Executive County Superintendent shall notify the Chief School Administrator of any areas of the District Performance Review that require additional clarification. When such a notification is warranted, the Department shall:

1. Issue a written request for any additional information, documentation or materials from the Chief School Administrator; and/or
2. Initiate one or more on-site visits to schools and/or other facilities, as needed to verify the accuracy of responses in the District Performance Review.

(c) Appropriate Executive County Superintendent staff shall compile and analyze the results of each public school district's District Performance Review and any additional review conducted by Department staff and shall develop a recommendation for the public school district's placement on the performance continuum. This recommendation shall be submitted to the Commissioner for a final decision. The Commissioner shall review this recommendation as well as any other data, facts, reports, audit results, documents and/or other information that may inform a well-reasoned final decision in determining the public school district's placement on the performance continuum.

Amended by R.2008 d.88, effective April 7, 2008.

See: 39 N.J.R. 4375(a), 40 N.J.R. 1829(b).

In (a)3, inserted "public".

Amended by R.2009 d.39, effective January 20, 2009.

See: 40 N.J.R. 5327(a), 41 N.J.R. 401(b).

In the introductory paragraphs of (a) and (b), and in (a)3 and (c), inserted "Executive".

6A:30-3.4 Comprehensive review of public school districts in Need of Improvement Status

(a) Public school districts that have been designated, pursuant to "No Child Left Behind," 20 U.S.C. §§6301 et seq., as a "District in Need of Improvement" and are thereby subject to corrective action pursuant to Federal law, may be required to undergo an immediate comprehensive review.

(b) The comprehensive review shall be conducted pursuant to the procedures set forth at N.J.A.C. 6A:30-3.2 and 3.3, except that the verification process at N.J.A.C. 6A:30-3.3 shall be conducted by a team of highly skilled professionals and shall include one or more on site visits to the public school district.

(c) At the conclusion of the verification process, the team of highly skilled professionals shall submit a report to the Commissioner that shall contain recommended findings and conclusions with respect to the public school district's performance in each of the five key components of school district effectiveness. The Commissioner shall review this recommendation, as well as any other data, facts, reports, audit results, documents and/or other information that may inform a well-reasoned final decision, in determining the public school district's placement on the performance continuum.

Special amendment, R.2007 d.290, effective August 14, 2007.

See: 39 N.J.R. 3996(a).

Section was "Comprehensive review of public school districts in year three of District in Need of Improvement Status". In (a), deleted "for three consecutive years," preceding "may be required" and substituted "undergo an immediate" for "have a".

Amended by R.2008 d.88, effective April 7, 2008.

See: 39 N.J.R. 4375(a), 40 N.J.R. 1829(b).

In (a), inserted "and are thereby subject to corrective action pursuant to Federal law" and deleted "in the form of an evaluation conducted by a team of highly skilled professionals pursuant to the procedures set forth at N.J.A.C. 6A:30-8.3(b) through (d)" from the end; rewrote (b); and in (c), substituted "the verification process, the team of highly skilled professionals" for "its review, the evaluation team".

SUBCHAPTER 4. PERFORMANCE CONTINUUM

6A:30-4.1 General requirements

(a) On or before April 30 of the school year in which the public school district's comprehensive review occurs, or at such other time as the Commissioner may designate where the Commissioner has directed a public school district to undergo an immediate comprehensive review pursuant to N.J.S.A. 18A:7A-11 and N.J.A.C. 6A:30-3.1(a) or where the Commissioner is phasing a public school district into the NJQSAC process pursuant to N.J.S.A. 18A:7A-53 and N.J.A.C. 6A:30-8.2(a), the Commissioner shall issue a final

determination of each public school district's performance and placement on the performance continuum, based on the comprehensive review. The Commissioner shall promptly notify public school districts of that determination and shall notify the State Board at its next public meeting.

(b) For each public school district, the Commissioner's determination regarding placement on the performance continuum shall be in the form of a school district profile consisting of the reporting of the percentage of weighted quality performance indicators satisfied by the public school district in each of the five key components of school district effectiveness.

(c) At the time of issuing his or her determination regarding each public school district's placement on the performance continuum, the Commissioner shall also issue to each public school district that has complied with the requirements of the comprehensive review set forth at N.J.A.C. 6A:30-3 a letter certifying the public school district's continued operation as a public school district in the State of New Jersey for a period of three years, or until the public school district's next comprehensive review, whichever is sooner.

(d) Each public school district that satisfies between 80 and 100 percent of the weighted quality performance indicators in each of the five key components of school district effectiveness shall receive a letter from the Commissioner designating it as a "high performing" school district.

(e) Each public school district shall be required to report its placement on the performance continuum, as determined by the Commissioner, at the next public meeting of the district board of education.

(f) The public school district may, within seven days of the date of receipt of the Commissioner's report, seek reconsideration of the initial placement decision by the Commissioner.

1. In its request for reconsideration, the public school district shall specifically delineate each indicator in the District Performance Review that it believes was scored incorrectly by the Commissioner, and the basis for such claim. During the reconsideration review, the Commissioner shall provide the public school district with the opportunity to present evidence to support its claim that its score on one or more indicators of the District Performance Review are erroneous and should be changed.

2. After considering the evidence and arguments presented by the public school district, the Commissioner may, if warranted by the evidence and arguments presented, amend the public school district's placement on the performance continuum. At the conclusion of the reconsideration, the Commissioner shall notify the public school district's Chief School Administrator and board of education, and the State Board in writing of his or her determination.

Special amendment, R.2007 d.248, effective July 23, 2007.
See: 39 N.J.R. 3558(a).

Added (f) and (g).

Special amendment, R.2007 d.290, effective August 14, 2007.
See: 39 N.J.R. 3996(a).

In (a), substituted "March 15" for "January 30"; in the introductory paragraph of (f), substituted "determination of the public school district's placement on the performance continuum" for "report"; and added (f)3 and (f)4.

Amended by R.2008 d.88, effective April 7, 2008.
See: 39 N.J.R. 4375(a), 40 N.J.R. 1829(b).

In (a), inserted "public school" preceding both occurrences of "district".

Amended by R.2009 d.39, effective January 20, 2009.
See: 40 N.J.R. 5327(a), 41 N.J.R. 401(b).

In (a), substituted "April 30" for "March 15"; deleted former (f); recodified former (g) as (f); in the introductory paragraph of (f), sub-

stituted "The" for "Prior to appealing the placement decision to the State Board, as set forth at (f) above, the"; and deleted (f)3.

SUBCHAPTER 5. IMPROVEMENT ACTIVITIES TO SUPPORT STUDENT ACHIEVEMENT IN PUBLIC SCHOOL DISTRICTS

6A:30-5.1 Public school district obligations for continual improvement

Each public school district shall continuously strive for improvement in all areas of school district functioning in order to enhance student achievement and to ensure that it provides a thorough and efficient education to all students.

6A:30-5.2 Improvement activities for public school districts that satisfy less than 80 percent of the weighted quality performance indicators in one or more components of school district effectiveness

(a) Public school districts that satisfy less than 80 percent of the weighted quality performance indicators in one or more of the key components of school district effectiveness shall be required to commence improvement activities as set forth at N.J.A.C. 6A:30-5.3 through 5.7. These improvement activities shall include development and implementation of a NJQSAC district improvement plan, approved by the Commissioner. Other improvement activities may include:

1. An in-depth evaluation conducted by the Department, pursuant to N.J.A.C. 6A:30-5.3; and
2. Receipt of technical assistance, provided by Department staff or by one or more highly skilled professionals, pursuant to N.J.A.C. 6A:30-5.7.

6A:30-5.3 In-depth evaluation

(a) The Commissioner shall determine whether to conduct an in-depth evaluation of a public school district pursuant to the following criteria:

1. The Department shall conduct an in-depth evaluation of public school districts that satisfy less than 50 percent of the weighted quality performance indicators in one or more of the five key components of school district effectiveness as determined by the comprehensive review, unless the Commissioner determines that a comprehensive evaluation of the public school district by or directed by the Department has occurred within the last year;
2. The Department may conduct an in-depth evaluation for public school districts that satisfy between 50 and 79 percent of the weighted quality performance indicators in one or more of the five key components of school district effectiveness as determined by the comprehensive review. In making this determination, the Commissioner shall consider:

i. Whether other evaluations of the public school district exist that address the areas of deficiency or limited capacity identified through this comprehensive review process, and that may obviate the need for an additional in-depth evaluation; or

ii. Whether the public school district can demonstrate through documentation or other data that it is engaged in efforts to address the areas of deficiency or limited capacity identified through the comprehensive review process; and

3. Notwithstanding the provisions of (a)1 and 2 above, the Commissioner, in his or her discretion, may decide not to conduct an in-depth evaluation of a public school district where the Department conducted an in-depth evaluation in a prior year and that in-depth evaluation was the basis for a NJQSAC district improvement plan currently in operation in the public school district.

(b) The Commissioner will notify the public school district upon completion of the comprehensive review as to whether the Department will conduct an in-depth evaluation of the public school district.

(c) The Commissioner shall designate, secure or appoint appropriate persons or entities to conduct the in-depth evaluation and shall appoint a team leader. The evaluation team may consist of Department personnel, highly skilled professionals or other appropriate persons as determined by the Commissioner. In all instances, the members of the evaluation team shall be qualified by training and experience to examine the specific conditions within the public school district identified through the comprehensive review.

(d) The evaluation team, in consultation with Department staff, shall determine the scope of the in-depth evaluation. The evaluation may include, but need not be limited to:

1. The deficiencies or areas of limited capacity within the public school district identified by the comprehensive review as those components of school district effectiveness of which the public school district satisfied less than 80 percent of the weighted quality performance indicators;

2. Other deficiencies or areas of limited capacity in school district effectiveness related to those identified in (d)1 above; and/or

3. Conditions in the community that may adversely affect the ability of students to learn.

(e) The evaluation team leader, in consultation with the Commissioner and upon notice to the public school district, may amend the scope of the evaluation during the course of the evaluation if warranted based on preliminary findings of the evaluation team.

(f) The in-depth evaluation shall include, but need not be limited to, the following:

1. A pre-evaluation conference by the evaluation team with the Chief School Administrator to discuss the scope of the review and the procedures to be followed;

2. On-site visits to the public school district's central office, and, at the discretion of the evaluation team, on-site visits to one or more of the public school district's schools. The dates for such on-site visits shall be established by the team leader in advance, in consultation with the Chief School Administrator of the public school district;

3. A review of any documents, data or other written materials deemed relevant by the evaluation team. The Chief School Administrator shall make such materials available to the evaluation team upon the team's request;

4. Interviews with appropriate individuals as determined by the evaluation team, which may include members of the public school district committee responsible for completing the public school district's District Performance Review, in order to obtain their perspectives regarding the circumstances that contributed to the areas of deficiency or limited capacity in the public school district and to receive input and suggestions; and

5. Provision by the evaluation team for public input into the evaluation process.

(g) The review of public school district practices conducted by the in-depth evaluation team shall be completed within 30 business days. In his or her discretion, the Commissioner may grant reasonable extensions of time for completion of the in-depth evaluation.

(h) Within 45 days after conclusion of its review, the evaluation team shall submit a report to the Commissioner. The report shall include findings, conclusions and recommendations for the public school district to use in developing and implementing a NJQSAC district improvement plan.

(i) The Commissioner shall review the findings, conclusions and recommendations of the evaluation team and shall prepare a final report that shall be transmitted to the Chief School Administrator and the district board of education. The final report as adopted by the Commissioner may be used by the Commissioner to re-evaluate the public school district's placement on the performance continuum and shall be used by the public school district and the Department in developing the public school district's NJQSAC district improvement plan pursuant to N.J.A.C. 6A:30-5.4.

(j) Within 30 days of the issuance of the final report by the Commissioner, the district board of education shall report the findings at a regular or special meeting.

Special amendment, R.2007 d.290, effective August 14, 2007.

See: 39 N.J.R. 3996(a).

In (b), substituted "upon" for "within 30 days of"; and rewrote (f)5.

Amended by R.2008 d.88, effective April 7, 2008.

See: 39 N.J.R. 4375(a), 40 N.J.R. 1829(b).

In (a)1 and (d)1, inserted the second occurrence of "public"; and in (f)2 and (f)4, inserted the first occurrence of "public".

should be amended to address insufficient progress by the public school district in satisfying the weighted performance indicators in one or more areas of school district effectiveness.

1. If the Commissioner determines that the NJQSAC improvement plan should be amended, the Department shall work collaboratively with the in-district team comprised of members as set forth at N.J.A.C. 6A:30-5.4(e) to develop amendments to the plan, which shall be subject to approval as set forth at N.J.A.C. 6A:30-5.5.

2. If the Commissioner determines that the public school district is making sufficient progress in all areas, the public school district shall continue to implement the current NJQSAC district improvement plan without amendments.

Amended by R.2008 d.88, effective April 7, 2008.

See: 39 N.J.R. 4375(a), 40 N.J.R. 1829(b).

In (b)1i and (b)2i, inserted "public"; and in (c)2, inserted "public" twice.

6A:30-5.7 Assistance provided to public school districts through the NJQSAC district improvement plan

(a) The Department may provide public school districts with technical assistance to improve performance and increase local capacity in areas of need as identified in the comprehensive review and/or the in-depth evaluation. This technical assistance may be provided by Department personnel and/or by one or more other highly skilled professionals.

1. The type of assistance shall be delineated in the NJQSAC district improvement plan developed by the public school district in collaboration with the Department.

2. The Commissioner shall select and appoint appropriate Department personnel to provide the assistance set forth in the NJQSAC district improvement plan, which may be coordinated and provided on a regional or Statewide basis.

3. In consultation with the public school district, the Commissioner may select and appoint other appropriate highly skilled professionals who are not Department personnel to provide the assistance set forth in the NJQSAC district improvement plan, which may be coordinated and provided on a regional or Statewide basis.

(b) The Commissioner shall determine the eligibility of persons, to be designated as "highly skilled professionals," to perform specific functions in public school districts. Highly skilled professionals may be Department employees and shall be selected considering the needs of the particular public school district with consideration given to the following criteria:

1. Relevant education and training;

2. Relevant professional experience;
3. Expertise in the field in which technical assistance is needed; and
4. Experience working with public school districts.

(c) Highly skilled professionals may be assigned to public school districts by the Commissioner to perform designated functions, including, but not limited to:

1. Participating as a member of the in-depth evaluation team pursuant to N.J.A.C. 6A:30-5.3;
2. Providing technical assistance as delineated in the NJQSAC district improvement plan approved by the Commissioner;
3. Providing direct oversight of public school district functions during a period of partial or full State intervention pursuant to N.J.A.C. 6A:30-6; and
4. Participating as a member of the team formed to evaluate public school districts that were designated as State operated, Level II or Level III, pursuant to N.J.A.C. 6A:30-8, or to conduct the verification of the District Performance Review for public school districts that have been designated, pursuant to "No Child Left Behind," 20 U.S.C. §§6301 et seq., as a "District in Need of Improvement" and are thereby subject to corrective action pursuant to Federal law, as set forth at N.J.A.C. 6A:30-3.4.

(d) The Commissioner shall not appoint highly skilled professionals to a public school district in any capacity that would create an actual or potential conflict of interest within the public school district.

(e) The compensation of highly skilled professionals appointed by the Commissioner pursuant to (c)2 and 3 above shall be a shared expense of the public school district and the Department, with each assuming one-half of the costs, except where technical assistance pursuant to (c)2 above is provided by Department employees, in which case the Department shall assume the total cost of the compensation.

Amended by R.2008 d.88, effective April 7, 2008.

See: 39 N.J.R. 4375(a), 40 N.J.R. 1829(b).

In (a)1, inserted "public"; in the introductory paragraph of (b), inserted the second occurrence of "public"; and in (c)4, substituted "conduct the verification of the District Performance Review for" for "evaluate" and "and are thereby subject to corrective action pursuant to Federal law, as set forth at N.J.A.C. 6A:30-3.4" for "for three consecutive years".

SUBCHAPTER 6. INTERVENTION ACTIVITIES

6A:30-6.1 Forms of State intervention

(a) Where appropriate pursuant to N.J.A.C. 6A:30-6.2, the Commissioner may seek partial or full State intervention in a public school district.

(b) Under partial State intervention, the Department will intervene in one or more areas of public school district functioning. Partial State intervention may include:

1. Appointment by the State Board, upon the recommendation of the Commissioner, of a district superintendent if the position is vacant;
2. Appointment, pursuant to N.J.S.A. 18A:7A-14, of one or more highly skilled professionals to provide direct oversight in the public school district; and/or
3. Appointment by the Commissioner, with the approval of the State Board, of up to three additional members to the district board of education.

(c) Under full State intervention, the Department will intervene in each of the five areas of school district functioning. Full State intervention may include:

1. Appointment by the State Board, upon recommendation of the Commissioner, of a State district superintendent;
2. Appointment pursuant to N.J.S.A. 18A:7A-15, of one or more highly skilled professionals to provide direct oversight in the public school district; and/or
3. Appointment by the Commissioner, with the approval of the State Board, of up to three additional members to the district board of education.

6A:30-6.2 Factors for initiating State intervention

(a) The Commissioner may seek to initiate partial State intervention in a public school district when the public school district satisfies less than 50 percent of the weighted quality performance indicators in one to four of the five components of school district effectiveness, and at least one of the following factors is present:

1. The public school district has failed to submit its District Performance Review and Statement of Assurance and/or failed to provide other documentation in connection with the comprehensive review as requested by the Department within the established timeframe, pursuant to N.J.A.C. 6A:30-3;
2. The public school district has failed to develop a NJQSAC district improvement plan that can be approved by the Commissioner, pursuant to N.J.A.C. 6A:30-5.4;
3. The public school district has failed to implement the NJQSAC district improvement plan approved by the Commissioner, pursuant to N.J.A.C. 6A:30-5.6;
4. Other circumstances exist that warrant immediate action by the Commissioner to ensure that the public school district will provide a thorough and efficient education to the students in the public school district; or
5. Other circumstances indicate insufficient local capacity to ensure that the public school district will provide

a thorough and efficient education to its students and an unwillingness or inability on the part of the public school district to develop such local capacity without State intervention.

(b) The Commissioner may seek to initiate full State intervention in a public school district when the public school district satisfies less than 50 percent of the weighted quality performance indicators in each of the five components of school district effectiveness and at least one of the following factors is present:

1. The public school district has failed to submit its District Performance Review and Statement of Assurance and/or failed to provide other documentation in connection with the comprehensive review as requested by the Department within the established timeframe, pursuant to N.J.A.C. 6A:30-3;
2. The public school district has failed to develop a NJQSAC district improvement plan that can be approved by the Commissioner, pursuant to N.J.A.C. 6A:30-5.4;
3. The public school district has failed to implement the NJQSAC district improvement plan approved by the Commissioner, pursuant to N.J.A.C. 6A:30-5.6;
4. Other circumstances exist that warrant immediate action by the Department to ensure that the public school district will provide a thorough and efficient education to the students in the public school district; or
5. Other circumstances indicate insufficient local capacity to ensure that the public school district will provide a thorough and efficient education to its students and an unwillingness or inability on the part of the public school district to develop such local capacity without State intervention.

Amended by R.2008 d.88, effective April 7, 2008.

See: 39 N.J.R. 4375(a), 40 N.J.R. 1829(b).

In (a)4 and (b)4, inserted the second occurrence of "public".

6A:30-6.3 Procedure for initiating partial State intervention

(a) When a public school district fails to satisfy at least 50 percent of the weighted quality performance indicators in one to four of the five components of school district effectiveness and one of the factors set forth at N.J.A.C. 6A:30-6.2(a) is present, the Commissioner may seek partial State intervention in the public school district by issuing an Order to Show Cause why an administrative order to place the identified components under partial State intervention should not be implemented.

(b) At the time of service of the Order to Show Cause, the Commissioner shall also serve upon the public school district a proposed administrative order for partial intervention which shall contain and incorporate a partial intervention plan, developed by Department staff, as set forth more fully at N.J.A.C. 6A:30-6.4.

(c) The Order to Show Cause shall be referred to the Office of Administrative Law, pursuant to N.J.S.A. 52:14B-1 et seq., for a plenary hearing conducted on an expedited basis. In this proceeding, the Department shall have the burden of showing that the recommended administrative order is not arbitrary, unreasonable or capricious.

(d) If at the conclusion of the hearing process, the Commissioner determines that the public school district has failed to show cause why the actions proposed should not occur, the Commissioner shall recommend to the State Board of Education that it issue an order placing the public school district under partial State intervention.

(e) The State Board may place the public school district under partial intervention. The decision by the State Board shall be considered final and may be appealed to the Superior Court, Appellate Division.

6A:30-6.4 Partial State intervention plan

(a) The partial State intervention plan shall incorporate and amend the NJQSAC district improvement plan and will be presented by the Commissioner as part of the proposed administrative order when the Department brings an Order to Show Cause seeking partial intervention in a public school district. The intervention plan must address, but need not be limited to, the following:

1. Whether the State Board, upon the recommendation of the Commissioner, will appoint a district superintendent in the event that a vacancy occurs during the period of partial intervention. If a district superintendent is appointed during the period of partial intervention, the intervention plan shall indicate that the person shall be appointed for an initial term not to exceed two years, and that the costs of his or her salary shall be an expense of the public school district;

2. Whether highly skilled professionals will be appointed pursuant to N.J.S.A. 18A:7A-14(c)(5) to provide direct oversight in the public school district. If so, the intervention plan will state the key components in which the highly skilled professionals will have authority, and will set forth in detail the powers, authority and duties of such individuals. The plan shall also establish a decision-making hierarchy in the event that conflicts arise between persons appointed by the Commissioner and public school district personnel. The plan shall state that the costs of the highly skilled professional(s) will be divided equally between the State and the public school district; and

3. Whether the Commissioner intends to exercise his or her authority to appoint, with the State Board's approval, up to three additional members to the district board of education. If the additional board members are appointed, they shall be subject to the requirements of N.J.A.C. 6A:30-6.5.

6A:30-6.5 Structure of the district board of education under partial State intervention

(a) If the partial intervention plan incorporated into the administrative order for partial intervention provides for the Commissioner, with the approval of the State Board, to appoint up to three additional members to the district board of education, the following shall apply:

1. The Commissioner shall appoint at least one of these additional members from a list of three candidates provided by the local governing body of the municipality in which the public school district is located. If the public school district is a regional school district, one of these additional members shall be selected by the Commissioner from a list containing three candidates from each constituent municipality provided by the governing bodies of the respective municipalities. If the public school district is a county vocational-technical school district or a special services district, the list of three candidates shall be provided by the governing body of the county in which the public school district is located;

2. The Commissioner shall make every effort to appoint residents of the public school district; and

3. The appointed district board members shall meet all the requirements of N.J.S.A. 18A:12-1 et seq., and must be registered voters in the State of New Jersey, except that they shall not be required to be residents of the public school district or be registered to vote in the public school district.

(b) The appointed district board members shall comply with the School Ethics Act, N.J.S.A. 18A:12-21 et seq.

(c) The appointed district board members shall be non-voting members of the district board and shall have all other rights, obligations, powers and privileges of board members.

1. Six months following the initial order for partial State intervention, the Commissioner shall determine whether or not the appointed district board members shall become voting members of the district board of education.

2. If the Commissioner determines that the appointed district board members shall become voting members, the district board of education may appeal that determination to the Superior Court, Appellate Division.

(d) The appointed district board members shall report to the Commissioner on the activities of the district board of education and shall provide assistance to the district board of education on such matters as deemed appropriate by the Commissioner, including, but not limited to, the applicable laws and rules governing specific school board action.

(e) The appointed district board members shall be appointed for a term of two years.

1. The Commissioner shall obtain approval of the State Board for any extension of the two-year term.

2. Any vacancy in the membership appointed by the Commissioner shall be filled in the same manner as the original appointment.

Amended by R.2008 d.88, effective April 7, 2008.
See: 39 N.J.R. 4375(a), 40 N.J.R. 1829(b).

In (a)1, inserted the first occurrence of "public".
Amended by R.2009 d.39, effective January 20, 2009.
See: 40 N.J.R. 5327(a), 41 N.J.R. 401(b).

In (c)2, substituted "may" for "shall have 30 days to" and "Superior Court, Appellate Division" for "State Board of Education".

6A:30-6.6 Procedure for initiating full State intervention

(a) When a public school district fails to satisfy at least 50 percent of the weighted performance indicators in each of the five components of school district effectiveness and one of the factors set forth at N.J.A.C. 6A:30-6.2(b) is present, the Commissioner may seek full State intervention in the public school district by issuing an Order to Show Cause why an administrative order to place the public school district under full State intervention should not be implemented.

(b) At the time of service of the Order to Show Cause, the Commissioner shall also serve upon the public school district a proposed administrative order for full intervention which shall contain and incorporate a full intervention plan, developed by the Department, as set forth more fully N.J.A.C. 6A:30-6.7.

(c) The Order to Show Cause shall be referred to the Office of Administrative Law, pursuant to N.J.S.A. 52:14B-1 et seq., for a plenary hearing conducted on an expedited basis. In this proceeding, the Department shall have the burden of showing that the recommended administrative order is not arbitrary, unreasonable or capricious.

(d) If at the conclusion of the hearing process, the Commissioner determines that the public school district has failed to show cause why the actions proposed by the Department should not occur, the Commissioner shall recommend to the State Board of Education that it issue an order placing the public school district under full State intervention.

(e) The State Board may place the public school district under full State intervention. The decision by the State Board shall be considered final and may be appealed to the Superior Court, Appellate Division.

6A:30-6.7 Full State intervention plan

(a) The full State intervention plan shall incorporate and amend the NJQSAC district improvement plan and will be presented by the Commissioner as part of the proposed administrative order at the time the Department brings an Order to Show Cause seeking full State intervention in a public school district. The intervention plan must address, but need not be limited to, the following elements:

1. Whether the State Board, upon recommendation of the Commissioner, will appoint a State district superintendent.

i. If a State district superintendent is appointed, the intervention plan shall indicate that the person shall be appointed for an initial term not to exceed three years, and that the costs of his or her salary shall be an expense of the public school district; and

ii. The intervention plan shall also provide that if the State Board chooses to appoint the existing district superintendent, then he or she must agree to termination of his or her existing contract of employment with the public school district;

2. Whether highly skilled professionals will be appointed pursuant to N.J.S.A. 18A:7A-15(c) to provide direct oversight in the public school district.

i. If so, the intervention plan will state the areas of school district operations the highly skilled professionals will oversee, and will set forth in detail the powers, authority and duties of such individuals;

ii. The plan shall also establish a decision-making hierarchy in the event that conflicts arise between persons appointed by the Commissioner and public school district personnel; and

iii. The plan shall state that the costs of the highly skilled professional(s) will be divided equally between the State and the public school district;

3. Whether the positions of the public school district's Chief School Administrator and those executive administrators responsible for curriculum, business and finance, and personnel will be abolished. If any of those positions are abolished, the provisions of N.J.S.A. 18A:7A-44(a) with respect to notice, salary, tenure rights, etc., shall apply;

4. Whether a Capital Project Control Board shall be established in the public school district, with the functions and powers set forth in N.J.S.A. 18A:7A-46.1 et seq. If the plan does not require establishment of a Capital Project Control Board, then the plan will set forth a procedure for development and approval of capital projects in the public school district; and

5. Whether the Commissioner intends to exercise his/her authority to appoint, with the State Board's approval, up to three additional members to the district board of education of the public school district. If the additional school board members are appointed, they shall be subject to the requirements of N.J.A.C. 6A:30-6.8.

Amended by R.2008 d.88, effective April 7, 2008.

See: 39 N.J.R. 4375(a), 40 N.J.R. 1829(b).

In (a)2ii, inserted "public".

6A:30-6.8 Operations of the district board of education under full State intervention

(a) When a public school district enters full State intervention, the district board of education currently in place shall continue in place, but it shall serve in an advisory capacity

only and shall have only those rights, powers and privileges of an advisory board.

(b) The advisory board of education shall meet at least once per month at such dates and times as determined by the State district superintendent.

(c) Any advisory board member seat vacancies shall be filled in the same manner as the seats were initially filled.

(d) If the full intervention plan incorporated into the administrative order for full intervention provides for the Commissioner, with the approval of the State Board, to appoint up to three additional members to the district board of education, the following shall apply:

1. The Commissioner shall appoint at least one of the additional members from a list of three candidates provided by the local governing body of the municipality in which the public school district is located. If the public school district is a regional school district, one of these additional members shall be selected by the Commissioner from a list containing three candidates from each constituent municipality provided by the governing bodies of the respective municipalities. If the public school district is a county vocational-technical school district or a special services district, the list of three candidates shall be provided by the governing body of the county in which the public school district is located;

2. The Commissioner shall make every effort to appoint residents of the public school district; and

3. The appointed district board members shall meet all the requirements of N.J.S.A. 18A:12-1 et seq. and must be registered voters in the State of New Jersey, except that they shall not be required be residents of the public school district or registered to vote in the public school district.

(e) The appointed district board members shall comply with the School Ethics Act, pursuant to N.J.S.A. 18A:12-21 et seq.

(f) The appointed district board members shall be non-voting members of the district board and shall have all the other rights, obligations, powers and privileges of board members.

1. Six months following the initial order for full State intervention, the Commissioner shall determine whether or not the appointed district board members shall become voting members of the district board of education. If the members appointed by the Commissioner become voting members of the school board, they shall have the same rights and privileges with respect to voting as other members of the school board.

2. If the Commissioner determines that the appointed district board members shall become voting members, the district board of education may appeal that determination to the Superior Court, Appellate Division.

(g) The appointed district board members shall report to the Commissioner on the activities of the district board of education and shall provide assistance to the district board of education on such matters as deemed appropriate by the Commissioner, including, but not limited to, the applicable laws and rules governing specific school board action.

(h) The appointed district board members shall be appointed for a term of two years.

1. The Commissioner shall obtain approval of the State Board for any extension of the two-year term.

2. Any vacancy in the membership appointed by the Commissioner shall be filled in the same manner as the original appointment.

(i) The district board of education shall assess the progress of the public school district on a regular basis and shall report on the progress no less than twice per year to the State district superintendent, to the public and to other persons so designated in the intervention plan. Copies of this report shall be forwarded to the Commissioner and the State Board.

Amended by R.2009 d.39, effective January 20, 2009.

See: 40 N.J.R. 5327(a), 41 N.J.R. 401(b).

In (f)2, substituted "may" for "shall have 30 days to" and "Superior Court, Appellate Division" for "State Board of Education".

6A:30-6.9 Assessment activities during the period of intervention

(a) During the period of partial or full State intervention:

1. Comprehensive reviews pursuant to N.J.A.C. 6A:30-3 shall be continued; and

2. Public school district monitoring at six-month intervals pursuant to N.J.A.C. 6A:30-5.6(b) shall be continued.

SUBCHAPTER 7. WITHDRAWAL FROM PARTIAL OR FULL STATE INTERVENTION

6A:30-7.1 Factors for initiating return to local control

(a) A public school district in full intervention shall remain in that status for no less than three years before the process of withdrawal from intervention can begin.

(b) The Commissioner will consider the following factors in determining whether to initiate a full or partial withdrawal from intervention in a public school district:

1. Evidence of sustained and substantial progress by the public school district, demonstrated by the public school district having satisfied 80 to 100 percent of the weighted quality performance indicators in one or more of the components of school district effectiveness under State intervention, as shown by the comprehensive reviews, six

month reviews by the Department and/or other appropriate evidence; and

2. Substantial evidence that the public school district has adequate programs, policies and personnel in place and in operation to ensure that the demonstrated progress, with respect to the components of school district effectiveness under intervention, will be sustained.

6A:30-7.2 Procedure for transition to partial State intervention or to local control

(a) When the Commissioner determines that a public school district has satisfied the factors delineated at N.J.A.C. 6A:30-7.1(b) with respect to one or more components of public school district effectiveness under State intervention, the Commissioner shall recommend to the State Board that the process for withdrawal from intervention be initiated. The State Board, based on the Commissioner's recommendation, may grant approval for the Department to initiate the transition to local control in those components of public school district effectiveness. The procedures set forth in this subchapter regarding transition to partial State intervention or to local control shall also apply to public school districts that were State-operated prior to February 22, 2007 and that are determined to be eligible to begin the transition process pursuant to N.J.A.C. 6A:30-8.3.

(b) When approval is granted by the State Board to initiate the transition to withdrawal from State intervention, the Commissioner shall notify the public school district of this decision.

(c) As an initial step in the transition process, the Department, in collaboration with the public school district, shall develop a transition plan which shall contain the components set forth at N.J.A.C. 6A:30-7.3 and shall address the transition to local control of the area or areas with respect to which the public school district has met the requirements of N.J.A.C. 6A:30-7.1(b).

Amended by R.2008 d.88, effective April 7, 2008.

See: 39 N.J.R. 4375(a), 40 N.J.R. 1829(b).

In (c), inserted the first occurrence of "public".

6A:30-7.3 Components of the transition plan

(a) The transition plan shall address, but need not be limited to, the following:

1. A timetable for the activities relating to and leading to the withdrawal from State intervention in the areas under transition;

2. Provisions regarding the continued employment status of the State district superintendent appointed during the period of intervention, provided, however, that the State district superintendent shall continue to hold that position until the public school district satisfies the factors set forth at N.J.A.C. 6A:30-7.1(b) with respect to gov-

ernance and the component of governance is returned to local control;

3. Provisions regarding the continued provision of technical assistance by highly skilled professionals;

4. Provisions regarding the continued use of and any changes in the duties, authority and responsibilities of highly skilled professionals appointed to provide direct oversight in the public school district. The plan shall also establish a decision-making hierarchy in the event that conflicts arise between persons appointed and school district personnel regarding public school district operations;

5. Specific goals and benchmarks to assist the public school district in satisfying the factors set forth at N.J.A.C. 6A:30-7.1(b) with respect to the remaining areas of public school district functioning under intervention;

6. When the governance component of school district effectiveness is being returned to local control, provisions regarding the status of school board members appointed by the Commissioner;

7. Provisions regarding the receipt of technical assistance by the public school district, and the payment for such services; and

8. Provisions for discontinuance of the Capital Projects Control Board, if applicable.

6A:30-7.4 Implementation of the transition plan

(a) Upon approval by the Commissioner, the transition plan shall be presented at a public meeting of the district board of education and officially noted in the minutes. The district board of education shall be immediately required to implement the provisions of the transition plan.

(b) During the period of transition, the Department shall continue to monitor the public school district, pursuant to N.J.A.C. 6A:30-5.6, to ensure that progress is sustained and that the transition plan is being implemented.

(c) The transition plan shall be updated and amended as the public school district achieves compliance with N.J.A.C. 6A:30-7.2(a) with respect to the other components or as other circumstances warrant.

6A:30-7.5 Transition process for the governance component of school district effectiveness for public school districts under full State intervention

(a) A district board of education that is transitioning from full State intervention will continue to have the rights, powers, and duties of an advisory board notwithstanding that it may be placed in partial State intervention as part of the transition to local control, unless and until the component of governance has been returned to local control.

(b) Despite the continuation of the district board of education as an advisory board, the State Board of Education, upon the recommendation of the Commissioner, may return some voting functions to the district board of education as part of and in furtherance of the process of transition to local control of the governance component of school district effectiveness. If some voting functions are returned to the district board of education, the Commissioner or his or her designee shall have the authority to veto any action by the district board of education in accordance with N.J.S.A. 18A:7A-53(c).

(c) Not more than one year following the return of the component of governance to local control, the district board of education shall call a special election for purposes of placing the question of classification status pursuant to N.J.S.A. 18A:9-1 et seq. before the voters of the public school district, which election shall be conducted in accordance with the provisions of Title 19 of the Revised Statutes concerning school elections.

6A:30-7.6 Completion of the transition process

(a) Upon complete satisfaction of all components of a full transition plan to local control, the Commissioner shall recommend to the State Board that the withdrawal from intervention be completed and that the public school district be fully returned to local control.

(b) Upon approval by the State Board, the Commissioner shall make a determination regarding the public school district's placement on the performance continuum, notify the public school district of this action, and issue a letter to the public school district designating it as a "high performing" school district.

Amended by R.2008 d.88, effective April 7, 2008.
See: 39 N.J.R. 4375(a), 40 N.J.R. 1829(b).

In (b), inserted the third occurrence of "public".

SUBCHAPTER 8. TRANSITION OF ALL PUBLIC SCHOOL DISTRICTS TO THE NJQSAC MONITORING AND EVALUATION SYSTEM

6A:30-8.1 General requirements

As of February 22, 2007, public school districts shall be initially evaluated and placed on the performance continuum pursuant to the procedures set forth in this subchapter.

6A:30-8.2 Level I public school districts

(a) Public school districts certified as Level I by the State Board of Education prior to February 22, 2007 shall be phased into the NJQSAC comprehensive review process and evaluated by the Department in accordance with a schedule established by the Commissioner. In establishing this schedule, the Commissioner shall take into account the time

period that has elapsed since the last on-site monitoring of the public school district by the Executive County Superintendent pursuant to the former rules in effect prior to February 22, 2007. During the phase-in of the NJQSAC monitoring process, public school districts that have not yet undergone a comprehensive review shall continue to complete and submit a Quality Assurance Annual Report (QAAR) pursuant to N.J.A.C. 6A:32-12.1.

(b) Based on the public school district's satisfaction of the weighted quality performance indicators in each of the five components of school district effectiveness, as determined by the Department's review of all relevant information and data, the Commissioner shall assess public school district performance and capacity and shall place each public school district on a performance continuum, pursuant to the procedures set forth at N.J.A.C. 6A:30-3 and 4.

Amended by R.2009 d.39, effective January 20, 2009.

See: 40 N.J.R. 5327(a), 41 N.J.R. 401(b).

In (a), substituted "Executive County Superintendent" for "county superintendent" and inserted "to" following "in effect prior".

6A:30-8.3 Public school districts certified as Level II and Level III and State operated public school districts

(a) By June 22, 2007, the Commissioner shall conduct an evaluation of public school districts designated pursuant to P.L. 1996, c. 138 as Level II, Level III and State-operated.

(b) The Commissioner shall convene an evaluation team consisting at a minimum of highly skilled professionals to conduct the evaluation of Level II, Level III and State-operated public school districts. At the discretion of the Commissioner, the evaluation team may also include public school district representatives and other individuals with expertise in the areas of curriculum and instruction, fiscal management, operations, human resources and organizational dynamics and governance. The Commissioner shall designate a team leader to coordinate the evaluation and completion of the final report.

(c) The evaluation team shall assess public school district performance and capacity in each of the five key components of school district effectiveness, as measured by the weighted quality performance indicators.

(d) The evaluation shall include, but need not be limited to, the following:

1. A pre-evaluation conference by the evaluation team with the Chief School Administrator to discuss the scope of the review and the procedures to be followed;

2. On-site visits to the public school district's central office, and, in the discretion of the evaluation team, on-site visits to one or more of the public school district's schools. The dates for such on-site visits shall be established by the team leader in advance, in consultation with the Chief School Administrator of the public school district;

3. A review of any documents or other written materials deemed relevant by the evaluation team. The Chief School Administrator shall make such materials available to the evaluation team upon the team's request;

4. Interviews by the evaluation team with appropriate public school district staff and their collective bargaining representatives in order to obtain their perspectives regarding the performance of the public school district; and

5. A public meeting arranged by the Chief School Administrator, at which parents, school employees and community residents may comment on public school district policies, practices, performance and capacity. The public meeting shall be duly advertised and conducted in accordance with N.J.S.A. 10:4-6 et. seq.

(e) Within the time period allotted for the evaluation pursuant to N.J.S.A. 18A:7A-53(b), the evaluation team shall submit a report to the Commissioner. The report shall make recommended findings and conclusions with respect to the public school district's performance in each of the five key components of school district effectiveness.

(f) Within the time period allotted pursuant to N.J.S.A. 18A:7A-53(b), the Commissioner shall review the findings, conclusions and recommendations of the evaluation team and shall produce a final report containing his or her determination with respect to the public school district's placement on the performance continuum. That report shall be provided to the public school district's Chief School Administrator and board of education.

(g) The public school district may, within seven days of the date of receipt of the Commissioner's report, seek reconsideration of the initial placement decision by the Commissioner.

1. In its request for reconsideration, the public school district shall specifically delineate each indicator in the District Performance Review that it believes was scored incorrectly by the Commissioner, and the basis for such claim. During the reconsideration review, the Commissioner shall provide the public school district with the opportunity to present evidence to support its claim that its score on one or more indicators of the District Performance Review are erroneous and should be changed.

2. After considering the evidence and arguments presented by the public school district, the Commissioner may, if warranted by the evidence and arguments presented, amend the public school district's placement on the performance continuum. At the conclusion of the reconsideration, the Commissioner shall notify the public school district's Chief School Administrator and board of education, and the State Board in writing of his or her determination.

(h) Following the final determination of the public school district's placement on the performance continuum, the Department and the public school district shall initiate all

appropriate improvement and intervention activities based on that placement decision.

1. If the public school district satisfies 80 to 100 percent of the weighted quality performance indicators in each of the five key components of school district effectiveness, the Commissioner shall send the public school district a letter designating it as a "high performing" school district pursuant to N.J.A.C. 6A:30-4.1(d).

2. If the public school district satisfies less than 80 percent of the weighted quality performance indicators in one or more of the components of school district effectiveness, the Department and the public school district will engage in the improvement activities delineated at N.J.A.C. 6A:30-5.1 through 5.7 as applicable.

3. If the Level II or Level III public school district satisfies less than 50 percent of the weighted quality performance indicators in one or more of the components of school district effectiveness, that at least one of the factors set forth at N.J.A.C. 6A:30-6.2 is present and that the public school district should be placed under partial or full State intervention, the Commissioner may seek intervention by issuing an Order to Show Cause why an administrative order for partial or full intervention, as appropriate, should not be implemented pursuant to the procedures set forth at N.J.A.C. 6A:30-6.3 or 6.6.

4. If a State-operated public school district meets the factors for initiating return of one or more components of school district effectiveness to local control pursuant to N.J.A.C. 6A:30-7.1, the Commissioner shall recommend to the State Board that the process for initiating transition to local control of those components of public school district functioning be initiated pursuant to N.J.A.C. 6A:30-7.2, and that the public school district be placed under partial State intervention with respect to the remaining components of public school district functioning.

5. If a State-operated public school district does not meet the factors for initiating return of any components of school district effectiveness to local control pursuant to N.J.A.C. 6A:30-7.1, the Commissioner shall recommend to the State Board that the public school district shall operate under full State intervention.

Special amendment, R.2007 d.248, effective July 23, 2007.
See: 39 N.J.R. 3558(a).

In the introductory paragraph of (g), added the second sentence; added (g)1 and (g)2, added new (h); and recodified former (h) as (i).
Special amendment, R.2007 d.290, effective August 14, 2007.
See: 39 N.J.R. 3996(a).

In the introductory paragraph of (g), substituted "determination of the district's placement on the performance continuum" for "report"; added (g)3 and (g)4; in the introductory paragraph of (i), substituted "Following the final determination of the public school district's placement on the performance continuum as set forth at (g) above, the" for "The" and "that placement decision" for "the public school district's placement on the performance continuum, as determined by the Commissioner"; and in (i)1 through (i)5, deleted "the Commissioner determines that" following "If".

Amended by R.2008 d.88, effective April 7, 2008.
See: 39 N.J.R. 4375(a), 40 N.J.R. 1829(b).

In the introductory paragraph of (g), inserted the first occurrence of "public school"; and in (i)1, inserted the second occurrence of "public". Amended by R.2009 d.39, effective January 20, 2009. See: 40 N.J.R. 5327(a), 41 N.J.R. 401(b).

Deleted former (g); recodified former (h) and (i) as (g) and (h); in the introductory paragraph of (g), substituted "The" for "Prior to appealing the placement decision to the State Board, as set forth at (g) above, the"; deleted (g)3; and in the introductory paragraph of (h), deleted "as set forth at (g) above" following "continuum".

other things, conducting on-site visits to observe instructional practices and school facilities, or to take other such action as in the judgment of the Commissioner or his or her designee, may be warranted to ensure the satisfaction of any statutory or constitutional obligation.

SUBCHAPTER 10. (RESERVED)

SUBCHAPTER 9. OBSERVATION OF INSTRUCTIONAL PRACTICES AND EVALUATION OF PUBLIC SCHOOL DISTRICT FACILITIES

6A:30-9.1 Observation of instructional practices and evaluation of public school district facilities

Nothing in this chapter shall limit the ability of the Department to monitor public school district practices by, among

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Unless otherwise indicated, the District Performance Review indicators will be used to evaluate conditions and performance in the district over the preceding three year period. This section of the DPR is divided into six sections labeled A-F. Section A-D must be completed by all districts. Section E applies only to those districts having early childhood programs. Section F applies only to those districts with one or more high schools. In order to attain points, the district must answer "yes" to each numbered indicator or block of indicators. Partial points are not awarded.

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. STUDENT PERFORMANCE	SUGGESTED DOCUMENTATION								
<i>The district meets the NCLB targets for all students and for students in all subgroups. The district uses student performance data across all New Jersey Core Curriculum Content Standards (NJCCCS) to guide instructional programs.</i>		59							
For the indicators in Section A, use the DPR Assessment Worksheet to guide your responses.									
1. The district meets the current district definition of Adequate Yearly Progress (AYP) in language arts literacy.	DPR Assessment Worksheet provided by NJDOE	10							
2. The district meets the current district definition of Adequate Yearly Progress (AYP) in mathematics.	DPR Assessment Worksheet provided by NJDOE	10							
Indicator 3 below addresses student progress in language arts literacy. If you answer "yes" to either sub-indicator "a" (percentage) or "b" (95%), you receive 5 points.									
3. When comparing current and prior year assessment data for total students, the district shows one of the following:	DPR Assessment Worksheet provided by NJDOE	5							

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. STUDENT PERFORMANCE									
a. An increase in the prior year's percentage of students that achieved proficiency (proficient plus advanced proficient) of at least five percentage points. OR b. At least 95% of the total student population achieves proficiency (proficient plus advanced proficient) in language arts literacy in the current year.									
4. This indicator is intentionally left blank.									
Indicator 5 addresses student progress in mathematics. If you answer "yes" to either sub-indicator "a" (percentage) or "b" (95%), you receive 5 points.									
5. When comparing current and prior year assessment data for total students, the district shows one of the following:	DPR Assessment Worksheet provided by NJDOE								
a. An increase in the prior year's percentage of students that achieved proficiency (proficient plus advanced proficient) of at least five percentage points. OR b. At least 95% of the total student population achieves proficiency (proficient plus advanced proficient) in mathematics in the current year.		5							

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		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. STUDENT PERFORMANCE	SUGGESTED DOCUMENTATION								
6. 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	10							
7. At least 70% of the district's total student population, across all grades tested in science, achieves proficient or advanced proficient status on the most recent state science assessments.		4							
8. The district prepares an analysis of student achievement data, using the state assessment data profile by doing the following:	District analysis Summary of assessment results by content	4							
a. The district compares achievement for each grade level across all schools within the district	Explanation of how district prepared analysis								
b. The district compares achievement data for each school and with other schools within the district.	Methodology behind each data set and results								
c. The district compares achievement data with comparable districts (by DFG).									
d. The district compares achievement data with state averages.									

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. STUDENT PERFORMANCE									
e. The district provides the analysis to each district principal and verifies that the data analysis drives instruction and professional development.									
<p>9 a. Based on state assessment data, the district analyzes the achievement of all subgroup populations 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>Check all identified causes.</p> <p><input type="checkbox"/> Lack of curriculum that is aligned to the NJCCCS</p> <p><input type="checkbox"/> Lack of district/school assessments or the use of assessments not aligned to the curriculum and the NJCCCS</p> <p><input type="checkbox"/> Lack of consistent focus on academic work</p> <p><input type="checkbox"/> Insufficient exposure to the NJCCCS</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>	3							

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		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. STUDENT PERFORMANCE	SUGGESTED DOCUMENTATION								
<input type="checkbox"/> Use of unaligned instructional materials <input type="checkbox"/> Inadequate support and/or professional development for teachers for new content and materials <input type="checkbox"/> Teacher vacancy/substitute teacher <input type="checkbox"/> Students with disabilities are not taught the aligned curriculum or unaligned materials are used <input type="checkbox"/> ELLs are not taught the aligned curriculum or unaligned materials are used <input type="checkbox"/> Student attendance or mobility <input type="checkbox"/> Other:									
9 b. 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. Check all identified factors. <input type="checkbox"/> Curriculum aligned to the NJCCCS <input type="checkbox"/> Appropriate use of aligned assessments, both formative and summative <input type="checkbox"/> Consistent focus on academic work <input type="checkbox"/> Increased exposure to the NJCCCS <input type="checkbox"/> Adoption and implementation of aligned instructional materials <input type="checkbox"/> Targeted professional development for teachers <input type="checkbox"/> Employment of full-time, highly qualified teachers <input type="checkbox"/> Students with disabilities receive aligned instruction and support	District analysis by total population, subgroup, concentration Minutes from curriculum meetings Review of information, issues, and status District action plan to correct areas of concern								

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)	
			Y E S	N O	S C O R E	Y E S	N O	S C O R E		
A. STUDENT PERFORMANCE										
<input type="checkbox"/> English language learners receive aligned instruction and support <input type="checkbox"/> Improved student attendance <input type="checkbox"/> Additional learning support (tutoring, after school, summer school, etc.) <input type="checkbox"/> Increased parent involvement <input type="checkbox"/> Other:										
10 a. The district documents that strategies are being implemented to support the progress or to address deficiencies identified in numbers 1-9 above. The strategies must explicitly link changes in instruction, curriculum, materials, staffing, teacher support, or other areas to address any and all hypothesized causes. The district also specifies a timeline for implementation with expected outcomes and target dates for resolution. <p align="center">OR</p> b. For Title I districts in need of improvement status: i. The strategies and action steps for district improvement are aligned with the school improvement goals and objectives; and ii. The district improvement plan is implemented as developed.	Analysis and related plan Revised curriculum, teacher hires or other changes identified in the analysis	3								
11 a. The district regularly schedules meetings with central office and school-level staff (not less than quarterly) to evaluate sustained progress and address any identified problem areas. Strategies	Meeting schedules and agendas Attendance lists									

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		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. STUDENT PERFORMANCE	SUGGESTED DOCUMENTATION								
are modified to address continued shortcomings. OR b. For Title I districts in need of improvement status: i. The means for evaluating the effectiveness of the district improvement plan are established; and ii. The district evaluates the degree to which it achieves the goals and objectives for student learning set by the plan.	District plans or action items	1							
12. The district assesses the progress of each student in mastering the NJCCCS at least two times each year including content areas not included on statewide assessments by completing the following:	Assessment schedule for district, schools, and classroom Samples of tests Assessment reports Meeting agendas that show review of test scores Test contracts	3							
a. Multiple assessments, both formative and summative, are aligned to the NJCCCS and the district's curriculum.									

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. STUDENT PERFORMANCE									
b. Measures of student progress, developed and implemented at the district, school, and classroom level, include opportunities for students to demonstrate mastery through performance assessments.									
c. Assessments at the district, school and classroom level are used to evaluate, adjust, and improve instructional programs and services.									
d. Assessments at the district, school and classroom level are rigorous and consistently used to monitor student progress.									
e. The district requires teacher-designed lesson plans to include assessment measures to be used and reflect multiple forms of assessments that are used as part of instruction.									
f. The district annually reports to the district board of education and the public on the progress of all students at key grade levels in mastering the NJCCCS.									

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. STUDENT PERFORMANCE									
13. The district, after each state test administration, reports to the district board of education on the performance of all students and on the performance of student subgroups on state tests. The report respects the confidentiality of individual (N.J.A.C. 6A:8-3.1)	Board minutes District's report of progress	1							
TOTAL POINTS - SECTION A		59							

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B. CURRICULUM	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)										
			Y E S	N O	S C O R E	Y E S	N O	S C O R E											
To earn points for Section B, the district must respond to each indicator as it relates to each of the nine content areas. Dates of adoption for B1 must be included. Provide check marks (✓) for B2-B7																			
<i>The district curriculum supports student achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) in every school and for all students.</i>	Arts	Health/ P.E.	LAL	Math	Science	Social Studies	World Language	Technology	Career Ed	17									
1. The district board of education has annually approved written curriculum that clearly and specifically aligns with the most recent State Board adopted version of the NJCCCS (2004). Enter date of local board approval for each area. (N.J.A.C. 6A:8-3.1) Date:										4									

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B. CURRICULUM	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)									
			Y E S	N O	S C O R E	Y E S	N O	S C O R E										
<i>The district curriculum supports student achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) in every school and for all students.</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">Arts</td> <td style="width: 5%;">Health/P.E.</td> <td style="width: 5%;">LAL</td> <td style="width: 5%;">Math</td> <td style="width: 5%;">Science</td> <td style="width: 5%;">Social Studies</td> <td style="width: 5%;">World Language</td> <td style="width: 5%;">Technology</td> <td style="width: 5%;">Career Ed</td> </tr> </table>	Arts	Health/P.E.	LAL	Math	Science	Social Studies	World Language	Technology	Career Ed								
Arts	Health/P.E.	LAL	Math	Science	Social Studies	World Language	Technology	Career Ed										
4. The district curriculum, in each content area, specifies ways to support integrated/cross disciplinary instruction to address the implementation of all nine of the NJCCCS areas.	Curriculum in each area	1																
5. The district curriculum is horizontally and vertically articulated among all grades, content areas, and schools through the use of strategies such as curriculum mapping.	Curriculum in each area Curriculum audit or map	1																

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B. CURRICULUM	SUGGESTED DOCUMENTATION								POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)		
										Y E S	N O	S C O R E	Y E S	N O	S C O R E			
<i>The district curriculum supports student achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) in every school and for all students.</i>	Art	Health/P.E.	LAL	Math	Science	Social Studies	World Language	Technology	Career Ed									
6. The district convenes curriculum articulation meetings across regional and in-district schools, grades, and content areas at least two times each school year to address curriculum issues, such as curriculum development, preparation for high school graduation, alignment and revision, assessments and key transition points.										2								Meeting schedules Agendas Attendance Lists

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			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. CURRICULUM									
<i>The district curriculum supports student achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) in every school and for all students.</i>									
7. The district implements a planned systematic approach to key curriculum and developmental transition points between and among building levels (e.g. Pre-K to kindergarten, elementary to middle school, middle school to high school) and within school buildings (e.g. from K -3 to grade 4/5, grade 9 to 10). Attention is focused on student strengths and needs, student work, and planned interventions to accommodate transition.	Meeting schedules Agendas Attendance Lists	1							
8. The district is planning and taking steps at all grade levels to prepare all students to meet new high school graduation requirements set forth at N.J.A.C. 6A:8-5.1.	Meeting schedules, agendas, curriculum	3							
TOTAL POINTS - Section B		17							

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) INSTRUCTION AND PROGRAM

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)										
			Y E S	N O	S C O R E	Y E S	N O	S C O R E											
C. INSTRUCTION																			
To earn points for Section C, the district must respond to each indicator as it relates to each of the nine content areas. Provide check marks (✓) for C1-C8																			
<i>Instructional strategies and processes support the achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) for all students.</i>	Arts	Health/ P.E.	LAL	Math	Science	Social Studies	World Language	Technology	Career Ed	24									
1. The district completes each of the following instructional strategies for each content area:										6									
a. Implements a supervisory process that ensures that the aligned, board-adopted curriculum is taught in every district classroom and that teachers receive meaningful feedback from principals/supervisors and use it to strengthen and sustain instruction.																			District policies and procedures Teacher evaluation schedules Lesson plans Professional improvement plans

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM**

District: _____ County Office: _____ Period of Review: _____

C. INSTRUCTION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>Instructional strategies and processes support the achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) for all students.</i>	Arts Health/ P.E. LAL Math Science Social Studies World Language Technology Career Ed								
b. Requires and verifies that lesson plans are aligned with the board-adopted curriculum and the NJCCCS and are reviewed at least monthly by principals/supervisors and that principals/supervisors provide teachers with feedback on lesson design and implementation.									Teacher observations and evaluation schedules Lesson plans and feedback loop Meeting agendas
c. Requires and verifies that supervisory practices focus on classroom instruction as evidenced by teacher-principal/supervisor discussions and meetings, teacher evaluations and observations, lesson planning, and walk-throughs.									
d. Requires and verifies that teachers and supervisors analyze student work to determine if instruction is aligned with the curriculum.									

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) INSTRUCTION AND PROGRAM

District: _____ County Office: _____ Period of Review: _____

C. INSTRUCTION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>Instructional strategies and processes support the achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) for all students.</i>	Arts Health/ P.E. LAL Math Science Social Studies World Language Technology Career Ed								
2. The district requires and verifies that teachers meet collaboratively to develop lessons and units that are culturally responsive, and that accommodate various learning styles.		3							
3. The district requires and verifies that students and parents/guardians receive meaningful ongoing feedback on achievement and performance in all NJCCCS areas.		3							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM**

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C. INSTRUCTION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>Instructional strategies and processes support the achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) for all students.</i>	Arts Health/P.E. LAL Math Science Social Studies World Language Technology Career Ed								
4. The district requires and verifies that integrated/cross disciplinary instruction is intentionally planned, implemented, and observed in all NJCCCS areas and at all grade levels.	Lesson plans Teacher observations and evaluations	2							

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM**

District: _____ County Office: _____ Period of Review: _____

C. INSTRUCTION	SUGGESTED DOCUMENTATION								POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)	
										Y E S	N O	S C O R E	Y E S	N O	S C O R E		
<i>Instructional strategies and processes support the achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) for all students.</i>	Arts	Health/ P.E.	LAL	Math	Science	Social Studies	World Language	Technology	Career Ed								
6. The district requires and verifies instruction for ELL:										3							
a. Is based on the district's curriculum and instructional materials;																	
b. Uses aligned materials in their native language, when bilingual programs are implemented;																	
c. Is adapted as necessary, aligned to the EL Proficiency Standards, and communicated to all teachers;																	
d. Addresses the subgroup's performance on statewide and district assessments.																	

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM**

District: _____ County Office: _____ Period of Review: _____

C. INSTRUCTION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>Instructional strategies and processes support the achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) for all students.</i>	Arts Health/ P.E. LAL Math Science Social Studies World Language Technology Career Ed								
7. The district requires and verifies that instructional materials and software:		3							
a. Are aligned with the NJCCCS and the board-approved curriculum;									
b. Are age and developmentally appropriate, responsive to diversity, and further student learning.									
	Textbook and materials adoption policies and procedures Reviews of materials and textbooks Review committee proceedings and recommendations Bilingual program policies and procedures								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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C. INSTRUCTION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>Instructional strategies and processes support the achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) for all students.</i>	Arts Health/ P.E. LAL Math Science Social Studies World Language Technology Career Ed								
8. The district requires and verifies that teachers and other instructional staff effectively use school library resources and technology to support learning, increase productivity and create products across all NJCCCS areas.	Lesson plans District technology plan Evidence of technology training for staff	1							
TOTAL POINTS- Section C		24							

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) INSTRUCTION AND PROGRAM

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. MANDATED PROGRAMS									
<i>The district supports the achievement of the NJCCCS for English Language Learners, Students with Disabilities, and Gifted and Talented Students.</i>		6							
1. a. A bilingual, ESL plan, or an English Language Services plan, approved by the NJDOE, has been implemented by the district. (N.J.A.C. 6A:15-1.6)	DOE approval letter Student roster	2							
b. Students enrolled in the bilingual, ESL, and English language services programs have full access to educational services available to other students in the school district.	Board policy Sample school staff list								
c. The district has met the annual measurable achievement objective (AMAO) for the percentage of students making progress in learning English.	Detailed list of services Review of assessment data								
d. The district has met the annual measurable achievement objective for the percentage of students attaining English proficiency.									
2.a. The Special Education Improvement Plan is submitted to the Office of Special Education Programs. (N.J.A.C. 6A:14-9.1)	SPIP DOE approval letter	2							
b. The district implemented the required activities in the Special Education Improvement Plan.	DOE implementation letter								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. MANDATED PROGRAMS									
3.a. The district has a gifted and talented program at all grade levels in the district. (N.J.A.C. 6A:8-3.1)	Board approved identification process that uses multiple measures Test contracts Recommendation forms Letters to parents/guardians about identification process Program description Curriculum Student roster	2							
b. The district uses multiple measures to identify gifted and talented students at all grade levels in the district.									
c. The district provides appropriate educational services for identified students at all grade levels.									
d. The district requires and verifies that instruction for gifted and talented students reflects adaptations in content, product, process and learning environment. Adaptations are communicated to all teachers.									
TOTAL POINTS – Section D		6							

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) INSTRUCTION AND PROGRAM

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. EARLY CHILDHOOD PROGRAMS									
<i>The district implements early childhood education programs that support student achievement of the NJCCCS.</i>		3							
1. a. The Five-year preschool program plan and/or annual updates have been submitted, and approved by the department (e.g., universal and targeted school districts).	DOE approval letter	3							
	Comprehensive Curriculum								
b. The comprehensive curriculum approved by the department within the district's five-year plan or annual update is aligned with the Preschool Teaching and Learning Expectations: Standards of Quality (2004), linked to the NJCCCS.	Five-year preschool program plan or annual updates								
	Articulations meetings between PK and K teachers; between PK and K administrators; Results of performance-based assessments passed on to Kindergarten staff								
c. The comprehensive curriculum is articulated between PreK and K programs to ensure a seamless transition to kindergarten.	Evidence of outreach such as parent letters, community meetings, website announcements								
	Contracts for services								
d. Outreach efforts have increased or maintained the enrollment of the district's universe of eligible three and four-year old children.									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. EARLY CHILDHOOD PROGRAMS									
e. Class size meets appropriate regulations with one teacher and one teacher assistant in all classes, where applicable.	Percentage of universe served								
f. Systematic and adequate administrative and fiscal oversight occurs in district and in private providers of preschool programs, as applicable.	SAVS documentation Preschool enrollment and OFAC limited review audits								
g. The district uses a performance-based system for measuring student progress and improve instruction and regularly communicates to parents about student progress.	Student work samples or portfolios Evidence of parent/guardian conferences								
TOTAL POINTS – Section E		3							

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) INSTRUCTION AND PROGRAM

District: _____ County Office: _____ Period of Review: _____

F. HIGH SCHOOL/GRADUATION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The district implements programs that prepare students for graduation, post-secondary education, and careers.</i>		16							
1. a. The percentage of students from the most recent June high school graduating class who were reported on the ASSA three years earlier, minus the number of students from that class that transferred out-of-district, is at least 80%. b. Beginning in SY 2010-11, the district has a graduation rate of at least 80%, pursuant to applicable federal guidelines.	District calculation of graduation rate; ASSA	4							
2. a. The percentage of seniors who graduated from high school in the last academic year by way of the Special Review Assessment (SRA) was less than 10%. b. The district implements strategies to reduce the number of students using the SRA process for graduation.	DOE reporting form District plan outlining strategies District calculations of SRA rate	4							
3. a. The district's approved vocational-technical education program is aligned with the State Plan for Vocational Technical Education as approved by the State Board of Education and the United States Department of Education. (<i>N.J.A.C. 6A:19</i>) b. The district conducts an annual evaluation of vocational-technical education programs that includes an analysis of student achievement of the NJCCCS, student achievement of technical competencies, program completion, gender equity	DOE approval letter Vocational plan Curriculum Vocational Education Data Report	2							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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District: _____ County Office: _____ Period of Review: _____

F. HIGH SCHOOL/GRADUATION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
and student participation in nontraditional training and employment and placement status of program completers.									
c. The district has adopted and implemented a vocational-technical safety and health program that includes safety and health training for students and staff, a safety and health hazard analysis for each vocational course or program, periodic inspections of equipment and materials, and procedures to ensure compliance with health and safety practices.									
4. a. The district provides alternative education programs to address individual learning styles and needs of students at risk of school failure or for those mandated for removal from general education. (N.J.A.C. 6A:16-9)	BOE meeting minutes Alternative education plan Sample IPP	2							
b. If applicable, the district places students in approved alternative education programs.(N.J.A.C. 6A:16-9)									
c. The alternative education program addresses the achievement of the NJCCCS through the use of Individualized Program Plans for each student. (N.J.A.C. 6A:16-9.2)									
d. The district's alternative education program provides support services, case management, and transition services.									
e. Instruction in the district's alternative education program is provided by appropriately certified staff.									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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District: _____ County Office: _____ Period of Review: _____

F. HIGH SCHOOL/GRADUATION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
5. The district has implemented, for all students, the revised high school graduation requirements based on the implementation schedule in N.J.A.C. 6A:8-5.1.	Board of Education resolution, minutes, student policy manual	2							
6. Annually, the district has communicated its graduation requirements to all high school students, their families, and the community, in compliance with N.J.A.C. 6A:8-5.1, effective 2009.	Student policy manual, communications to parents and community	2							
TOTAL POINTS – Section F		16							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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District: _____ County Office: _____ Period of Review: _____

SCORING

To calculate your score on the DPR:

STEP I

Check which configuration applies to your district.

STEP II

Make sure you have completed all relevant sections for your configuration and enter a score.

STEP III

Divide the total possible points for your configuration (125, 124, 123, 122, 121, 109 or 108) into the total points earned in Part I.
This is your DPR score.

STEP IV

Look at the points at 80% to determine your district's placement on the continuum

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM**

District: _____ County Office: _____ Period of Review: _____

SCORING

PART I	POINT VALUE	POINTS EARNED
Section A: Student Performance	59	
Section B: Curriculum	17	
Section C: Instruction	24	
Section D: Mandated Programs	6	
Section E: Early Childhood	3	
Section F: High School/Graduation	16	
Total Points Mandated Sections A, B, C, & D (59+17+24 +6)	106	
Total Possible Points A-F (59+17+24+6+3+16)	125	
Total Possible Points A-E (59+17+24+6+3)	109	
Total Possible Points A-D & F (59+17+24+16)	122	
TOTAL POINTS EARNED		

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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District: _____ County Office: _____ Period of Review: _____

	CONFIGURATION	SECTIONS	POSSIBLE POINTS	POINTS EARNED	DPR SCORE	POINTS AT 80%
1.	PreK-12 (all sections)	A-F	125			100
2.	PreK-12 (grad plus voc or alt ed)	A-F	123			98.4
3.	K-12 (grad, voc, and alt)	A-D & F	122			97.6
4.	9-12 (grad, voc, and alt)	A-D & F	122			97.6
5.	PreK-12 (grad only; no voc or alt)	A-F	121			96.8
6.	K-12 (grad plus voc or alt)	A-D & F	124			99.2
7.	9-12 (grad plus voc or alt)	A-D & F	124			99.2
8.	K-12 (grad only; no voc or alt)	A-D & F	122			97.6
9.	PreK-8	A-E	109			87.2
10.	9-12 (grad only)	A-D & F	122			97.6
11.	K-8	A-D	106			84.8

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) INSTRUCTION AND PROGRAM

District: _____ County Office: _____ Period of Review: _____

REQUIRED SIGNATURES

Type or print the name of the individuals in the district assisting in the completion of this District Performance Review.

POSITION	NAME	SIGNATURE
Chief School Administrator		
District Administrative Staff		
Teacher		
Business Administrator		
Curriculum & Instruction Representative		
Local Collective Bargaining Unit Representative		
District Board of Education Member		
Other		

Accuracy Verified by Chief School Administrator:

_____	_____	_____
Print Name	Signature	Date



**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM**

District: _____ County Office: _____ Period of Review: _____

-----PLEASE DO NOT WRITE BELOW THIS LINE-----

DISTRICT TOTAL	COUNTY TOTAL	DISTRICT CONFIGURATION (1 – 12)	POSSIBLE POINTS (125-106)	TOTAL POSSIBLE POINTS AT 80%	TOTAL POSSIBLE POINTS AT 50%	DISTRICT % OF TOTAL SCORE	COUNTY % OF TOTAL SCORE

County Recommendations:

Name of DPR Reviewer:	Title	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) PERSONNEL

District: _____ County Office: _____ Period of Review: _____

Unless otherwise indicated, the District Performance Review indicators will be used to evaluate conditions and performance in the district over the preceding three year period. To attain points for this section of the DPR, the district must answer "yes" to each numbered indicator or block of indicators. Partial points are not awarded.

A. LICENSED PERSONNEL	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The district recruits and retains highly qualified and appropriately licensed individuals to support student achievement of the New Jersey Core Curriculum Content Standards (NJCCCS). The district complies with all applicable laws and regulations.</i>		40							
1. a. The Chief School Administrator (CSA) notifies the board of education or advisory board of all final personnel recommendations.	Board policies, regulations and procedures; annual rehire lists Fall Report Certificated Staff Report	10							

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL**

District: _____ County Office: _____ Period of Review: _____

A. LICENSED PERSONNEL	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
b. All appointments are documented in the local board meeting minutes.									
c. The district does not hire noncertificated persons or persons with revoked or suspended licenses.									
d. New hires have successfully completed a criminal history record check within three months of employment and have not been disqualified for employment. (<i>N.J.S.A. 18A:6-7.1 et. seq.</i> ; 18A:39-19.1; 18A:6-4.13 <i>et. seq.</i>)									
e. The district uses substitute teachers appropriately and within the limits set forth in regulations.									

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) PERSONNEL

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. LICENSED PERSONNEL	SUGGESTED DOCUMENTATION								
2. All administrators, teaching staff members, and other staff:	Random sample of personnel files; Certificated Staff Report; Job descriptions and policy manual; County office review and approvals	10							
a. Are appropriately certified and credentialed for their assignments. (N.J.A.C. 6A:32-4.1)									
b. Are employed in state-recognized titles appropriate for their job responsibilities.									
c. Have Board-approved job descriptions that reflect their current job responsibilities.									
3. The district implements strategies to hire and retain high-quality instructional and non-instructional staff, by satisfying the following:	Needs assessment and plan	10							
a. The district analyzes staff turnover and shortages and identifies specific areas of need.	Equity Plan NCLB Plan								
b. The district identifies leadership and staffing issues in low-performing schools.	Interviews								
c. The district develops and implements a plan that includes strategies to recruit and retain teaching staff members in areas of need.									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL**

District: _____ County Office: _____ Period of Review: _____

A. LICENSED PERSONNEL	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
4. As required by <i>NCLB</i> , the district verifies that all teachers meet the definition of a Highly Qualified Teacher (HQT) or show evidence of progressing towards this goal, by satisfying the following:	Staffing array and board minutes HQT data <i>NCLB</i> Plan Sample letters to parents Random sample of personnel files for HQT status	10							
a. Every core academic class as defined by <i>NCLB</i> is taught by a Highly Qualified Teacher (HQT). (Title II A)									
b. All required forms and documentation are completed and submitted on an annual basis.									
c. The district and each school notify parents annually about their right to inquire about the qualifications and HQT status of their child's teachers.									
d. Parents of students in Title I schools that are being taught for four weeks by a teacher who has not met the HQT status, are notified in writing (if applicable).									

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District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. LICENSED PERSONNEL	SUGGESTED DOCUMENTATION								
e. The district annually reviews HQT data to determine if students in low-performing schools are disproportionately taught by teachers who have not met HQT status and if so, implements actions to ensure that highly qualified and experienced teachers are distributed equitably between low-performing and high-performing schools.									
TOTAL POINTS – Section A		40							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL**

District: _____ County Office: _____ Period of Review: _____

B. PERSONNEL POLICIES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>District policies and procedures support equity and professional growth. The district complies with all applicable personnel laws and regulations.</i>		16							
1. District policies and procedures for the evaluation of tenured and non-tenured staff adhere to established timelines by satisfying the following:	Schedule of evaluations	5							
a. The district board of education has adopted policies and procedures for the annual evaluation of all tenured teaching staff members by appropriately certified personnel. Supervisory personnel receive district training in the evaluation process. The policies are distributed to all tenured teaching staff members, including administrators and supervisors, by October 1. (N.J.A.C. 6A:32-4.4)	Policy, regulations, and procedure manuals Sampling of evaluations								
b. The annual written performance report is prepared by the certified supervisor who has participated in the evaluation of the tenured teaching staff member and includes an individual Professional Development Plan (former PIP) developed by the supervisor and the teaching staff member.									

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) PERSONNEL

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. PERSONNEL POLICIES	SUGGESTED DOCUMENTATION								
c. The district has adopted policy for the supervision of instruction for all non-tenured teaching staff members and the policy is distributed to each teaching staff member at the beginning of his or her employment. (N.J.A.C. 6A:32-4.5)	Schedule of evaluations								
d. Each of the three observations of non-tenured teaching staff members is conducted for a minimum duration of one class period in a secondary school and for one complete subject lesson in an elementary school. Each observation is followed, within ten days, by a conference between the supervisory staff member who made the observation and written evaluation and the non-tenured staff member. The annual written evaluation includes an individual Professional Development Plan (former PIP) developed by the supervisor and the teaching staff member. (N.J.A.C. 6A:32-4.5)	Policy, regulations, and procedure manuals Sampling of evaluations								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL**

District: _____ County Office: _____ Period of Review: _____

B. PERSONNEL POLICIES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
2. a. The district annually designates a member of its staff as the affirmative action officer and forms an affirmative action team (N.J.A.C. 6A:7-1.5).	Agenda and meeting roster	2							
b. The affirmative action officer coordinates required professional development training for all certificated and non-certificated staff that addresses the achievement gap and other inequities arising from prejudice.	Community invitations Comprehensive Equity Plan								
c. The district creates and consistently supports rules and routines that respect and protect the rights of teachers and other school personnel, students, and parents/guardians.									
3. a. The district board of education does not assign, transfer, promote, or retain staff or fail to assign, transfer, promote, or retain staff on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. (N.J.A.C. 6A:7-1.8)	Site visit, Interviews Board policies, regulations, and procedures Comprehensive Equity Plan	2							
b. Policies and procedures are compliant with all applicable state and federal laws such as the Americans with Disabilities Act (ADA) and Section 504.	Site visit, Interviews Board policies, regulations, and								

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) PERSONNEL

District: _____ County Office: _____ Period of Review: _____

B. PERSONNEL POLICIES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
c. All persons have equal and bias free access to all categories of employment and receive equal pay for equal work among members of the district's staff.	procedures Comprehensive Equity Plan								
4. a. The district develops a job description and standards for appointment for each paraprofessional position, which is approved by the CSA. (N.J.A.C. 6A:32-4.7)	Job descriptions	2							
b. As required by NCLB, district paraprofessionals meet the job qualifications.	County office approvals Evidence of professional development such as course descriptions, agendas, etc.								
c. All paraprofessionals participate in professional development activities that support and enhance their job knowledge and skills.									
5. a. The district has adopted written policies and procedures for the physical examination of employees that comply with N.J.A.C. 6A:32-6.1 et seq.	Board polices, regulations, and procedures	2							
b. New employees undergo a physical examination that includes a health history, health screenings, and a medical	Blank physical and history forms								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL**

District: _____ County Office: _____ Period of Review: _____

B. PERSONNEL POLICIES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
evaluation.	School physician contract								
c. All employee medical records are secured, stored, and maintained separately from other personnel files. Only the employee, the chief school administrator, and the school medical inspector have access to the medical information in the individual's file. With the individual's consent, the principal and school nurse may have access to the individual's health history.									
6. The district conducts annual trainings as required by statute or regulation by satisfying the following:	Training schedule Agenda and roster	2							
a. The district conducts an annual review of the training needs of school district employees, volunteers and interns for the effective implementation of the policies and procedures for reporting situations of potentially missing, abused or neglected children and implements locally determined training programs consistent with the annual review and current statutes and rules. All new school district employees, volunteers and interns receive the required information and training as part of their orientation. (N.J.A.C. 6A:16-11)									

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) PERSONNEL

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. PERSONNEL POLICIES	SUGGESTED DOCUMENTATION								
	b. The district conducts required training for school district employees (e.g., blood-borne pathogens, drugs and alcohol).								
7. District policies and procedures support due process for grievances. Grievances are handled in an efficient and timely manner as outlined in the collective bargaining agreement.	Interviews Board policies, procedures, and regulations	1							
TOTAL POINTS – Section B		16							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL**

District: _____ County Office: _____ Period of Review: _____

C. PROFESSIONAL DEVELOPMENT	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The district provides and supports high-quality professional development for all staff that supports student achievement of the New Jersey Core Curriculum Content Standards (NJCCCS).</i>		44							
1. a. The district's Professional Development Plan is approved by the county professional development board and the local board of education or NJDOE. The Professional Standards for Teachers and the New Jersey Professional Development Standards were used to develop and approve the plan.	Approved PD Plan Meeting agendas and roster Minutes of meetings Products developed Budget for professional development Walk-throughs Teacher evaluations Needs assessments Data-base of training activities	15							

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) PERSONNEL

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. PROFESSIONAL DEVELOPMENT	SUGGESTED DOCUMENTATION								
b. The district complies with the Professional Development for Teachers Initiative. Teaching staff members are supported in their efforts to attain at least 100 clock hours of high-quality professional development every five years. The Professional Development Plan (former PIP) specifies the appropriate activities and content to meet the personal and professional needs of the teaching staff member within the context of his/her job, with an emphasis on the knowledge and skills essential to the achievement of the NJCCCS. Attainment of the hours is monitored by the district using progressive supervision.									
c. The district provides high-quality professional development activities to all teachers, based on teacher needs regarding improvement in the core academic areas as defined by <i>NCLB</i> (Title IIA). Professional development activities for all teaching staff members, including teachers of students with disabilities and teachers of ELLs, are aligned to the NJCCCS.									
d. Professional development for all teachers focuses on improving content and pedagogical knowledge in the subjects they teach and on improving instructional strategies in areas of greatest need.									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. PROFESSIONAL DEVELOPMENT									
e. Professional development focuses on data-driven instruction, effective classroom assessment practices, how to use district and interim assessments to adjust instruction, and how to seek special assistance for students who fall behind.									
f. Professional development for all teaching staff members focuses on ways that they can contribute to student achievement of the NJCCCS and support the intellectual, social, emotional, and physical development of all students.									
g. The district analyzes student performance data from statewide and/or district assessments to identify district-wide professional development priorities.									
h. Professional development focuses on culturally responsive teaching and ways to address the needs of diverse learners.									
i. The district evaluates the professional development plan and its implementation.									
2. The district supports the development of professional learning communities for teaching staff members that provide collegial support, job-embedded learning, and coaching to enhance professional practice. District and school professional development provides support and follow-up, such as instructional and content-based coaching or classroom visitations.	List of professional learning communities members Meeting schedules Coaching schedule Visitation schedule	5							

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) PERSONNEL

District: _____ County Office: _____ Period of Review: _____

C. PROFESSIONAL DEVELOPMENT	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
3. a. Professional development for all school/district staff addresses current and projected needs and priorities, and includes the following:	Needs assessment	6							
b. Multiple data sources, (e.g., test scores, needs assessments, attendance data, violence reports) are used to analyze the alignment of the district Professional Development Plan with teaching staff needs.	Teacher evaluations and PDP Data sources								
c. Professional development priorities address student subgroup performance and focus on improving student achievement in the identified areas of need.	NCLB application and plan Surveys								
4. a. Professional development for all administrators aligns to the Professional Standards for School Leaders. (N.J.A.C. 6A:9-16)	Blank PGP		6						
b. A Professional Growth Plan (PGP) for each school leader is developed in collaboration with the CSA and a peer review committee. Performance is based on meeting the plan's goals which must give the highest priority to improved academic achievement.	Needs assessment Training schedule and agenda								
c. Schools leaders participate in ongoing, job-embedded, school- or district-based, and collaborative professional development that is aligned to their PGP and meets individual, school, and district needs.									
d. Professional development opportunities for school leaders address current and									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL**

District: _____ County Office: _____ Period of Review: _____

C. PROFESSIONAL DEVELOPMENT	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
emerging issues in curriculum, instruction, and assessment to improve teaching and learning.									
e. The CSA has submitted a PGP to the New Jersey Association of School Administrators (NJASA) for peer review.									
5. a. The district has a mentoring plan that was developed by the Local Professional Development Committee (LPDC) and is aligned to the Professional Standards for Teachers. The plan is approved by the local board of education and submitted to the county superintendent.	Mentoring plan Meeting schedules Walk-throughs Mentoring Tool Kit Course syllabus	12							
b. Novice and mentor teachers meet bi-weekly to discuss practice, build collegial support, and to observe effective teaching practice.	Student work Interviews								
c. The district provides ongoing and sustained professional development for novice teachers to enhance classroom practice.	Evaluation of activities								
d. The district provides annual, ongoing, and sustained professional development for mentor teachers to understand the complex roles and responsibilities of effective mentoring.									
e. The district adjusts the mentoring plan based on evidence of student work in novice teacher classrooms and interviews with novice teachers and their mentors.									

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL**

District: _____ County Office: _____ Period of Review: _____

C. PROFESSIONAL DEVELOPMENT	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
f. The district reviews, evaluates, and revises, as needed, the mentoring plan and related activities. Factors such as teacher retention are considered.									
TOTAL POINTS - Section C		44							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL**

District: _____ County Office: _____ Period of Review: _____

TOTAL SCORING

	POINT VALUE	POINTS EARNED	PERCENT OF TOTAL
Total Part A: Licensed Personnel	40		
Total Part B: Personnel Policies	16		
Total Part C: Professional Development	44		
Total A+B+C	100		

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL**

District: _____ County Office: _____ Period of Review: _____

DISTRICT TOTAL	COUNTY TOTAL	MAXIMUM POINTS	DISTRICT % OF TOTAL SCORE	COUNTY % OF TOTAL SCORE

County Recommendations:

Name of DPR Reviewer:

Title

Date

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) FISCAL MANAGEMENT

District: _____ County Office: _____ Period of Review: _____

Unless otherwise indicated, the District Performance Review indicators will be used to evaluate conditions and performance in the district over the preceding three year period. To attain points for this section of the DPR, the district must answer "yes" to each numbered indicator or block of indicators. Partial points are not awarded.

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A BUDGET PLANNING	SUGGESTED DOCUMENTATION								
<i>The district budget planning and preparation process is comprehensive, integrated with the instructional priorities of the district and focused on curricular improvements, student achievement, and professional development.</i>		10							
1. The district's budgeting process and its allocation of resources are aligned with the district's instructional priorities and student needs.	District policies, budget calendar and responsibilities and goals Board minutes/agendas and minutes from goal setting meetings District plans: strategic plans, NCLB needs assessment, curriculum plans, professional development plans, CAPA plan, as applicable, LRFP, Maintenance Plan, text book replacement plan, etc.	3							
a. The district has developed written policies and procedures for the budget and financial planning process that ensures 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 text-book replacement plan, a long-range facilities plan and maintenance plans).									
b. The district follows a budget calendar that is developed and shared with the board annually and reflects all applicable legal									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
FISCAL MANAGEMENT**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A BUDGET PLANNING									
and management requirements.									
c. The district annually aligns fiscal goals and budget objectives to ensure that instructional resources are sufficient to address the needs of students, develop curriculum, and ensure professional development for all staff.	Budget supporting documentation #2 and other budget support/tools updated annually Describe how the district's planning and budgeting processes link								
d. The district sets budget objectives and allocates sufficient resources to address the priority problems that have been identified as impacting student subgroup performance as measured under <i>NCLB</i>									
2. The adopted and certified budget is supported by detailed documentation:									
a. The budget objectives and budgeted costs address CAPA reports, special education and other programmatic reports, and assessed needs, as applicable, including the priority problems that have been identified as impacting student subgroup performance as measured under the federal <i>NCLB</i> .	Assessment results, detailed budget support CAPA and other programmatic reports	1							

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) FISCAL MANAGEMENT

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A BUDGET PLANNING									
b. Budgeted positions and salaries supported and consistent with the Position Control Roster required pursuant to N.J.A.C. 6A:23A-6.8.	Position control roster or similar document, payroll by account, stipends, substitutes, overtime analysis	1							
c. The tuition estimate is based on an analysis of prior year expenditures and the current year schedule of out of district placements from existing contracts or there are no out-of-district placements.	Tuition contracts current year, historical analysis of placements during year	1							
d. Appropriations for capital projects based on the district's Long Range Facilities Plan (LRFP).	LRFP	1							
e. Other appropriation lines are supported by a trend analysis of historical expenditures.	Analysis of historical expenditures	1							
3. The district 's budget does not include line-item transfers or appropriations of surplus for new programs and initiatives not 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.)	Monthly transfer report, board minutes, budget documents	2							
TOTAL POINTS – Section A		10							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
FISCAL MANAGEMENT**

District: _____ County Office: _____ Period of Review: _____

B. FINANCIAL AND BUDGETARY CONTROL	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The district has sufficient financial and budgetary controls to ensure fiscal integrity and accurate financial reporting.</i>		40							
1. The monthly Board Secretary's report is completed and reconciled without exceptions (e.g. unbalanced/inaccurate balance sheet, unauthorized transfers):	CAFR, Auditors Management Report (AMR), monthly Board Secretary and Treasurer's report, open PO listing, general ledger, monthly reconciliation reports, monthly transfer reports, Board minutes								
a. The report is completed within 30 days of the month's end and reconciled with the Treasurer's report within 45 days of the month's end.		4							
b. 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. The budget status report contains an up-to-date posting of all POs and cash receipts; a monthly review of open POs for liquidation; reconciliation to payroll and all subsidiary ledgers; and transfer approvals received as required. There are no line-item over-expenditures.		4							
2. The district has established and follows formal policies and procedures, in the following areas:	Written policies and procedures								

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) FISCAL MANAGEMENT

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. FINANCIAL AND BUDGETARY CONTROL	SUGGESTED DOCUMENTATION	5							
a. Standard operating procedures for business functions including, accounting, purchasing, fixed assets, etc. (N.J.A.C. 6A:23A-6.6)									
b. Approval of amounts in excess of approved purchase orders. (N.J.A.C. 6A:23A-6.10)									
c. Vehicle tracking and maintenance. (N.J.A.C. 6A:23A-6.11)									
d. Supervision and handling of cash and other district funds, including safeguards and procedures for petty cash funds (N.J.S.A. 18A:19-13 and N.J.A.C. 6A:23A-16.8).									
e. Restricted access to personnel, payroll and other confidential data.									
f. Work order system that tracks all maintenance requests, the worker assigned, date of completion, labor time spent, and the cost of materials.									
g. Establishment and fiscal oversight of student activity funds. (N.J.A.C. 6A:23-2.14(c))									
h. Professional services and public relations to minimize the costs. (N.J.A.C. 6A:23A-5.2)									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
FISCAL MANAGEMENT**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. FINANCIAL AND BUDGETARY CONTROL									
3. The maintenance of a position control roster to ensure accurate payroll. (N.J.A.C. 6A:23A:6.8)		4							
4. The district is implementing a system of internal controls to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud. This system includes:									
a. At minimum, a semi-monthly review of the budget status report (budget to actual) to ensure that sufficient appropriations are available.	Budget status reports, monthly transfer report, adopted board policies, organizational chart and duties, AMR, listing of PO's, #'s and invoice dates, cash receipts journal, listing of manual checks issued, fixed asset registry, CAFR, AMR	1							
b. A requirement that transfers made prior to obligation of funds (to prevent line-item over-expenditure) and only for items permitted by law and regulation.		1							
c. An adequate separation of duties: the purchasing agent is not responsible for accounts payable; the treasurer independently performs bank reconciliations; check signatories are not responsible for check preparation.		1							
d. Purchase orders are approved only by the purchasing agent and are issued in advance of goods received or services rendered and encumbered for the full		2							

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) FISCAL MANAGEMENT

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. FINANCIAL AND BUDGETARY CONTROL	SUGGESTED DOCUMENTATION								
contractual amount. There are no confirming orders.									
e. Purchase orders delineate the vendor, the item or items, the quantity and the price. There are no blanket POs.		1							
f. The budgetary and financial software ensures that encumbrances are placed prior to the release of POs and prevents recording of a PO if the line-item account is insufficient.		1							
g. All checks and check-signing devices are kept in a secured location and only used by authorized personnel.		1							
h. Manual checks represent less than one percent of the checks issued on an annual basis. (Interfund payments are excluded from this requirement.)		1							
i. All cash receipts are accounted for, physically safeguarded, deposited in a timely manner, and properly recorded.		1							
j. All fixed assets are tagged, logged and inventoried, and the disposal of any equipment is approved by purchasing agent and board of education.		1							
5. The district adheres to the state public school contracts law for purchasing:		PO listing, contract files, annual purchasing plan							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
FISCAL MANAGEMENT**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. FINANCIAL AND BUDGETARY CONTROL									
a. The district aggregates goods and services and uses formal quotes and sealed bids for all purchases that are in excess of established bid thresholds. (N.J.S.A. 18A:18A-3 and N.J.S.A. 18A:18A-8)	(aggregation), CAFR, AMR, required notification to County Sup for emergency purchases	5							
b. The district uses a deliberate and efficient manner to award professional services contracts and uses the professional services exemption to bidding for services when provided by a person whose practice is regulated by law and the service requires advance knowledge and training (e.g., architect, accountant). (N.J.S.A. 18A:18A-2)									
c. The district uses the extraordinary unspecified services bidding exemption only when the service cannot be reasonably described by written specifications and meets all other requirements. The district's use of this exemption is narrowly construed in favor of open competitive bidding where possible. (N.J.S.A. 18A:18A-5 and N.J.A.C. 5:34-2)									

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
FISCAL MANAGEMENT**

District: _____ County Office: _____ Period of Review: _____

B. FINANCIAL AND BUDGETARY CONTROL	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
d. The district uses competitive contracting for the allowable statutory purposes and follows all requirements. (N.J.S.A. 18A:18A-4.1 and N.J.A.C. 5:34-4)									
e. The district uses authorized state contracts when they are in the best interest of district.(N.J.S.A. 18A:18A-10)									
f. The district uses emergency contracts only as authorized. N.J.S.A.18A:18A-7 and N.J.A.C. 5:34-6.1)									
g. The district's POs are consistent with the signed contracts from vendors providing goods and services									
6. In order to prevent duplicate or improper payments, the district approves payments and claims only after the submission of approved vouchers that include original invoices, receiving reports (such as bills of lading, packing slips, etc.), and vendor affidavits. (N.J.S.A. 18A:19-3)	Voucher packages, CAFR, AMR	4							
7. At least monthly, the district prepares and analyzes fiscal year cash flow projections for all funds to ensure that payments can be made on a prompt basis and to maximize investment opportunities.	Cash flow projections/report, PO listing, CAFR, AMR	1							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
FISCAL MANAGEMENT**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. FINANCIAL AND BUDGETARY CONTROL									
8. Required data and financial reports are submitted to DOE in a timely manner by required submission dates:	Verification of submission dates	2							
a. ASSA									
b. DRTRS									
c. AUDSUM									
d. Budget Statement (including user-friendly budget and administrator salary spreadsheet)									
e. Debt service data collection									
f. School Register									
TOTAL POINTS - Section B		40							

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
FISCAL MANAGEMENT**

District: _____ County Office: _____ Period of Review: _____

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. ANNUAL AUDIT									
<i>The annual audit of the Comprehensive Annual Financial Report(CAFR) indicates that the district is fiscally stable</i>		25							
1. The district has filed the annual audit of its CAFR and filed other supporting forms and collections (AMR, Federal Data Collection Form) by the due date. (N.J.S.A. 18A:23-1)	CAFR, AMR, audit synopsis, federal data collection form, peer reviews, AUDSUM submission	2							
2. The district receives an unqualified opinion on the annual audit and satisfies all of the following:	CAFR, AMR, CAP adopted by BOE, documentation of CAP acceptable to County Superintendent, certification of implementation of CAP, AMR	20							
a. If required, the district has implemented a corrective action plan acceptable to the county superintendent which addresses all audit recommendations. The district has submitted the Certificate of Implementation of the CAP by June 30th.									
b. The district has no repeat audit findings of a substantive nature.									
c. The district has no material weaknesses in the findings.									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
FISCAL MANAGEMENT**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. ANNUAL AUDIT									
d. The district ends the year with no deficit balances in the general fund, the special revenue fund, the capital projects fund or the debt service fund (other than permitted under state law and GAAP).									
3. The district ends the year with no line-item over-expenditures.	CAFR, AMR	3							
TOTAL POINTS - Section C		25							

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) FISCAL MANAGEMENT

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. RESTRICTED REVENUES	SUGGESTED DOCUMENTATION								
<i>The district has sufficient and required accountability over restricted revenues, such as federal and state grants, bonds, etc.</i>		15							
1. The district manages and oversees NCLB, IDEA, ARRA and other entitlement and discretionary grants as required:	CAFR, AMR, grant application submission and approval dates, carryover reports, closeout reports, transfer approvals, MOE and comparability reports	5							
a. The district complies with demonstration of comparability, maintenance of effort, supplement not supplant, and other federal grant fiscal requirements.									
b. Grant funds are spent as budgeted. Amendments and budget modifications are completed for changes that exceed the applicable threshold (entitlement grants – lesser of 10% or \$50,000; discretionary grants – lesser of 10% or \$10,000).									

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
FISCAL MANAGEMENT**

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. RESTRICTED REVENUES	SUGGESTED DOCUMENTATION								
<p>c. The district spends federal and state grants funds as required and distributes non-public allocations as required. The district does not return federal and state grants or nonpublic allocations to DOE (except for non-public allocations for schools no longer in operation).</p> <p>If the district has returned funds in excess of \$1000 to DOE: On a separate sheet of paper, list the name of the grant and dollar amount refunded. If the returned funds were for nonpublic school services, specify the date the services began and the reason the funds were not spent.</p>									
<p>d. At least 85 percent of the <i>NCLB</i> and <i>IDEA</i> grant funds are expended in year one.</p> <p>* For Title I, a waiver to carry over more than 15% has not been requested within the last three years.</p> <p>* For Title IV, a waiver to carry over more than 25% has not been requested this year.</p>									

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) FISCAL MANAGEMENT

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. RESTRICTED REVENUES									
2. The district submits its applications for <i>NCLB</i> , <i>IDEA</i> , ARRA, Perkins and Evening School for the Foreign Born (EFB) in a timely manner:	CAFR, AMR, grant application submission and approval dates, carryover reports, closeout reports, transfer approvals, MOE and comparability reports	1							
a. The district submits its <i>NCLB</i> consolidated application and applications for <i>IDEA</i> , Perkins and Evening School for the Foreign Born (EFB) by the due dates.									
b. The district submits its revision requests for <i>NCLB</i> , <i>IDEA</i> , Perkins and Evening School for the Foreign Born (EFB) in a timely manner.									
c. The district submits its entitlement final reports, carryover applications (if applicable) and closeout reports by the due dates.									
3. The district follows proper accounting procedures and expenditure of funds for restricted federal grants and restricted state grants and aid, including preschool education aid, consistent with EDGAR and OMB Circular A-87, including:		7							
a. The district accounts separately and maintains records, by grant (<i>IDEA</i> , Title I, <i>IDEA</i> -ARRA, etc) and location as	CAFR, AMR, accounting system and reports by grant, transfer requests, indirect cost rate								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
FISCAL MANAGEMENT**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. RESTRICTED REVENUES									
required (Title 1, etc.), and/or consolidates accounts for approved school-wide programs as allowed in accordance with the approved budget.	Applications/approvals, board minutes, time and activity reports								
b. The district has effective control and accountability for all grant cash, property and other assets (internal controls).									
c. If applicable, the district has submitted an acceptable corrective action plan that has addressed all findings from the CAFR and Single Audit, DOE monitoring and/or other monitorings/audits.									
d. The district expends federal funds consistent with OMB Circular A-87 to determine the reasonableness, allowability and allocability of costs.									
e. If applicable, the district expends federal funds consistent with its approved indirect cost rate.									
f. The salaries funded by federal grants are approved by the board as documented in the board minutes and the district maintains the required time and activity reports.									

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) FISCAL MANAGEMENT

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. RESTRICTED REVENUES	SUGGESTED DOCUMENTATION								
g. The district promptly, but at least quarterly, remits interest earned on federal funds over \$100 per year.									
4. The district provides proper oversight and accounting by capital project of Bond Referendum and other Fund 30 capital projects, including:	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							
a. The district maintains separate accounting by project.									
b. The district regularly monitors detailed accounts and oversees change orders to ensure/certify funds are available.									
c. The district spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.									
d. The district 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.									
TOTAL POINTS - Section D		15							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
FISCAL MANAGEMENT**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. EFFICIENCY									
<i>The district participates in programs and implements operating measures to promote the efficient expenditure of funds.</i>		10							
<p>To attain points for question E1 below, the district must answer "yes" to a minimum of four sub-indicators. Partial points are not awarded for this indicator.</p> <p>1. The district participates in a minimum of four of the following programs:</p> <p>a. Federal E-rate program</p> <p>b. Alliance for Competitive Energy Services (ACES), or documented rate better than ACES</p> <p>c. Alliance for Competitive Telecommunications (ACT), or documented rate better than ACT</p> <p>d. Transportation Jointure</p> <p>e. Shared services arrangements with other districts or municipalities for items such as snow removal, ground maintenance, administrative positions, etc.</p>		2							

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) FISCAL MANAGEMENT

District: _____ County Office: _____ Period of Review: _____

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		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. EFFICIENCY	SUGGESTED DOCUMENTATION								
f. Cooperative/joint purchasing arrangements with other districts or municipalities for goods and services other than those listed above, such as supplies.									
g. Sending/receiving relationships with neighboring districts to provide educational programs to individual students with special needs.									
h. Other _____									
To attain points for question E2 below, the district must answer "yes" to a minimum of four sub-indicators. Partial points are not awarded for this indicator.	Class sizes, detailed ledger (accounting of overtime), board policy/plan for special education placements, CAFR (food service transfer), CAFR (report of state and federal assistance), close-out reports, analysis of alternatives and quotes received prior to renewal of group and health insurance.	3							
2. The district operations include four or more of the following circumstances:									
a. Every general (K-12) instruction classes has 15 or more students.									
b. Overtime for any given function represents less than 10% of actual expenditures on base salaries of that function.									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
FISCAL MANAGEMENT**

District: _____ County Office: _____ Period of Review: _____

	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
		Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. EFFICIENCY	SUGGESTED DOCUMENTATION							
c. The child nutrition program operates without a general fund transfer or subsidy.								
d. District is at or below the median spending for administration as reported (actuals) in the most recent Comparative Spending Guide.								
e. Prior to each renewal, the district receives alternative quotes for health plan for maximum savings, including a demonstration of savings greater than participation in a Joint Insurance Fund or NJ Health Plan.								
f. The district receives alternative quotes prior to any annual award of a contract for professional services.								
g. The district offers distance learning, virtual classrooms, and/or allows students to share educational services with other educational entities where more efficient.								
h. Other _____ _____								

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) FISCAL MANAGEMENT

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. EFFICIENCY	SUGGESTED DOCUMENTATION								
3. The district participates in the Special Education Medicaid Initiative (SEMI) or the Medicaid Administrative Claiming Program or the district receives a waiver of the SEMI program.	SEMI application and funding documentation	2							
4. The district has reduced the number of out-of-district segregated placements by developing appropriate in-district programs and services or there are no out-of-district placements.	Board minutes, in-district programs and services, plans	2							
5. The district does not incur extra charges or fees for late payments or other operational actions.	Detailed ledger	1							
TOTAL POINTS - Section E		10							

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
FISCAL MANAGEMENT**

District: _____ County Office: _____ Period of Review: _____

TOTAL SCORING

	POINT VALUE	POINTS EARNED	PERCENT OF TOTAL
Total Part A: Budget Planning	10		
Total Part B: Financial and Budgetary Control	40		
Total Part C: Annual Audit	25		
Total Part D: Restricted Revenues	15		
Total Part E: Efficiency	10		
Total A+B+C+D+E	100		

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
FISCAL MANAGEMENT**

District: _____ County Office: _____ Period of Review: _____

REQUIRED SIGNATURES

Type or print the name of the individuals in the district assisting in the completion of this District Performance Review.

POSITION	NAME	SIGNATURE
Chief School Administrator		
District Administrative Staff		
Teacher		
Business Administrator		
Curriculum & Instruction Representative		
Local Collective Bargaining Unit Representative		
District Board of Education Member		
Other		

Accuracy Verified by Chief School Administrator:

Print Name

Signature

Date

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
FISCAL MANAGEMENT**

District: _____ County Office: _____ Period of Review: _____

-----PLEASE DO NOT WRITE BELOW THIS LINE-----

DISTRICT TOTAL	COUNTY TOTAL	MAXIMUM POINTS	DISTRICT % OF TOTAL SCORE	COUNTY % OF TOTAL SCORE

County Recommendations:

Name of DPR Reviewer:	Title	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) OPERATIONS

District: _____ County Office: _____ Period of Review: _____

Unless otherwise indicated, the District Performance Review indicators will be used to evaluate conditions and performance in the district over the preceding three year period. To attain points for this section of the DPR, the district must answer "yes" to each numbered indicator or block of indicators. Partial points are not awarded.

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. FACILITIES	SUGGESTED DOCUMENTATION								
<i>The district provides adequate and appropriately maintained facilities to support teaching and learning.</i>		15							
1 a. The district has a BOE-approved Long Range Facilities Plan or the district has submitted all required documents with updates or amendments on time. (N.J.S.A. 18A:7G-4)	Approval letter	2							
b. The district implements projects that are consistent with the approved Long Range Facilities Plan and has received county office approval for emergent projects.	Project approval County office approval for emergent projects Board minutes List of participants Revisions approved by DOE								
c. The district has reviewed and revised, as needed, the Long Range Facilities Plan.									
2 a. The district has submitted and implemented a BOE-approved Comprehensive Maintenance Plan with corrective and preventive measures for the interior and exterior of each	Board-approved plan Board minutes M-1 schedule matches the CAFR Comprehensive Maintenance Plan Board resolution	4							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
OPERATIONS**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. FACILITIES									
building and the major systems of HVAC, mechanical, plumbing, electrical, structural and grounds. (N.J.A.C. 6A:26A-1 et seq.)									
b. The district is implementing the Comprehensive Maintenance Plan. (N.J.S.A. 18A:7G-9(b)3 and 18A:33-1 and N.J.A.C. 6A:26-3.1)									
3 a. Annual health and safety reviews have been conducted in each building using the Evaluation of School Buildings Checklist Report. (N.J.A.C. 6A:26-6.1, 6.2 and 12; and N.J.A.C. 6A:19-6.1 et seq.)	Signed checklist	9							
b. 100% compliance" section - all items are in compliance in all buildings.									
c. "80% compliance" section - at least 80% of items are in compliance in all buildings.									
TOTAL POINTS – Section A		15							

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) OPERATIONS

District: _____ County Office: _____ Period of Review: _____

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B. NJ SMART	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The district meets DOE established NJ SMART deadlines and data quality requirements in order to insure accurate student data.</i>		20							
1. The district released its data files via the NJ SMART portal to the DOE by the posted deadlines in the prior year.		10							
2. a. The district uploaded a full SID Management file as of the prior year's October 15th closing data and has a final error rate of less than 2%. (Error rate is defined as the number of student records that are in error, unresolved, conflict or sync status divided by the total number of student records.)		3							
b. The district's SID Management file as of the prior year's June 30th closing data has a final error rate of less than 2%. (Error rate is defined as the number of student records that are in error, unresolved, conflict or sync status divided by the total number of student records.)		3							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
OPERATIONS**

District: _____ County Office: _____ Period of Review: _____

	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
		Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. NJ SMART	SUGGESTED DOCUMENTATION							
c. The district's Fall Submission files for the prior year have a final error rate of less than 2%. (Error rate is defined as the number of student records that are in error divided by the total number of records.)	2							
d. The district's End of Year Submission files for the prior year have a final error rate of less than 2%. (Error rate is defined as the number of student records that are in error divided by the total number of student records).	2							
TOTAL POINTS – Section B	20							

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) OPERATIONS

District: _____ County Office: _____ Period of Review: _____

	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
		Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION							
<i>The district implements policies and programs that establish a safe, secure, supportive and disciplined school environment that supports teaching, learning and student achievement of high academic standards.</i>		41						
1a. The district annually has reviewed, revised or developed, and implemented 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. (N.J.A.C. 6A:16-5.1 et seq.)	Planning team meeting agendas and minutes recording the review process and recommendations. If no changes are required, a record of this review should be verified Attendance/sign-in sheets or list of committee members and/or partners involved in the review and development of the safety and security plan Board minutes dedicated to the review and/or approval of the safety and security plan Written plans and procedures	7						

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
OPERATIONS**

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION								
b. The district's safety and security plan provides for the prevention of, intervention in, response to and recovery from emergency and crisis situations. (<i>N.J.A.C. 6A:16-5.1 et seq.</i>)	Copy of the current Emergency Management Plan that shows evidence of the four stages of crisis management: prevention/mitigation, preparation, response and recovery								
c. The district has disseminated to the applicable sections of the school safety and security plan to all school employees. (<i>N.J.A.C. 6A:16-5.1 et seq.</i>)	Meeting agendas and minutes broadcasting the school safety and security plan Employee verification form documenting the receipt of the district's school safety and security plan CSA's written documentation via memo, email or fax declaring dissemination Staff handbook or binder that includes the district's school safety and security plan								
d. The district has developed and provided training to all district employees, as appropriate, to enable them to recognize and appropriately respond to safety and security concerns. (<i>N.J.A.C. 6A:16-5.1 et seq.</i>)	Copy of the district's training agenda outlining modules dedicated to school safety and security Copy of the district's training attendance or sign-in-sheet identifying full time, part time, temporary or new employees								

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) OPERATIONS

District: _____ County Office: _____ Period of Review: _____

C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y	N	S	Y	N	S	
			E	O	C	E	O	C	
	<p>A school calendar of events or an announcement highlighting training on school safety and security</p> <p>Allocation of resources (personnel or financial) demonstrating the development and implementation of district training connected to school safety and security</p> <p>List of speakers, trainers and/or partners and handouts facilitating the district's training</p> <p>Written notification to staff and planning partners discussing the roles and timelines dedicated to the annual review of the district's plan</p>								
2 a. The district has collected and analyzed data on the incidents of violence, vandalism, substance abuse and disruptive behavior, and identifies activities to address them. (<i>N.J.A.C. 6A:16-5.3 et seq.</i> and <i>N.J.A.C. 6A:16-7 et seq.</i>)	<p>District procedures for the reporting of incidents of violence, vandalism and substance abuse that include the principal's review for accuracy and forwarding to the Chief School Administrator.</p> <p>Documentation of data analysis and identification of activities to address the student behaviors reported.</p>	7							

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
OPERATIONS**

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION								
b. The district requires employees to report incidents of violence, vandalism and substance abuse to the principal on a board of education-approved form that include offender, victim and incident detail information and provides annual training to prepare them to fulfill this obligation. (N.J.A.C. 6A:16-5.3(a) and (b))	Board minutes approving the form. Board-approved form including all offender, victim and incident detail contained in the department's EVVRS incident report form for reporting incidents of violence, vandalism and substance abuse (V&V) Original incident reports from staff made on the board-approved form Student disciplinary records Documentation of staff training Staff Interviews to verify district reporting procedures and training								
c. The CSA annually has reported the number of incidents to the DOE using the Electronic Violence and Vandalism Reporting System (EVVRS), and verified the accuracy of the information reported. (N.J.A.C. 6A:16-5.3(e))	Annual district EVVRS report EVVRS incident listing report <i>EVVRS Verification Fax-back</i> form signed by the CSA certifying the accuracy of incidents Comparison of disciplinary records and								

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) OPERATIONS

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	School Report Card and EVVRS data								
d. The CSA annually has reported all acts of violence and vandalism and incidents of alcohol and other drug abuse that occurred during the previous school year to the board of education and the district has held an annual public hearing. (N.J.A.C. 6A:16-5.3(f) and N.J.A.C. 6A:16-5.2(a)4)	Summary report from the hearings. Copy of signed and dated board minutes of the public hearing Copy of the verified Annual District Report of Violence and Vandalism for the previous school year								
e. The district has submitted to the DOE and implemented a corrective action plan for high incidences of violence, vandalism or alcohol or other drug abuse in response to notification by the Commissioner or the district is not required to do so. (N.J.A.C. 6A:16-5.3(i))	Minutes or agendas from planning meetings Copy of department-approved corrective action plan (CAP) Implementation of activities described in the approved CAP Budgets and expenditure reports supporting the CAP Staff interviews and school visits verifying the implementation of the corrective actions Pre- and post-outcome data								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
OPERATIONS**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY									
f. The district has adopted and implemented procedures regarding a school employee that knowingly falsifies the annual report on violence, vandalism and substance abuse. (N.J.A.C. 6A:16-5.3(g))	Board-approved procedures								
3. The district has adopted and distributed to all school staff, students and parents a code of student conduct that contains all required elements. (N.J.A.C. 6A:16-7.1)	Code of Student Conduct that contains all required elements (See the DOE Code of Student Conduct Compliance Checklist.) Announcements, agendas or minutes from meetings with parent, student and community representatives to develop the code and to annually review and update the code Board minutes approving code of student conduct that indicate that the code was based on locally determined core ethical values Mailing list or cover memo for the dissemination of the code Staff, student and parent interviews	4							
4. The district is in compliance with the student removal, educational services, record keeping, reporting and all other requirements under the <i>Gun-Free Schools Act 20 USC</i>	Copy of board-approved policies and procedures for removals of students for firearms offenses, assaults with weapons and assaults on employees or board members	3							

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) OPERATIONS

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION								
7151, Title IV Section 4141 of NCLB, N.J.S.A. 18A: 37-7 through 12, and N.J.A.C. 6A:16-5.5.	<p>Documentation of immediate removal</p> <p>Copy of notification to the student's parent that includes the removal action, the law enforcement notification, the change of custody, if it occurs, and the student's due process rights</p> <p>Copy of the student's old schedule in school and the new schedule in the alternative education program</p> <p>If interim home instruction is provided pending alternate education placement, a copy of lesson plans and a copy of the assignment or application for the student's placement in an alternate education program</p> <p>If appropriate, the CSA's written record of any case-by-case modifications of the required one-year removal</p> <p>The CSA's written determination on the student's return to school or continuation in the alternate education program that is based on the offenses, the board's removal decision, the results of any assessments of the student</p>								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
OPERATIONS**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY									
	and recommendations of the administrator of the student's placement If appropriate, written authorization from the CSA for a student to possess a firearm stored in a locked vehicle on school grounds or used for participation in a school-sponsored function								
5 a. The district has promoted regular attendance of students by adopting and implementing policies and procedures that include expectations and consequences regarding timely arrival and attendance and school district responses to unexcused absences. (N.J.A.C. 6A:16-7.8)	District policies and procedures regarding attendance and on-time arrivals (See DOE checklist <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	6							
b. The average daily attendance (ADA) rate for each district averages 90 percent or higher as	ADA report								

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) OPERATIONS

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y	N	S	Y	N	S	
			E S	O	C O R E	E S	O	C O R E	
C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION								
calculated for the three years prior to the completion of the DPR. (N.J.A.C. 6A:32-13.1)									
6. a. The district has developed policies prohibiting harassment, intimidation and bullying (HIB). The district has distributed the policy to students, parents and staff, has posted the policy on its website and has notified students and parents that the policy is posted. (N.J.A.C. 6A:16-7.1(a)4 and (c) 7 and 7.9 and N.J.S.A. 18A:37-14-37-18)	<p>Board minutes approving the harassment, intimidation and bullying policy that includes all required components. (See the DOE checklist <i>Review of District Policies and Procedures on Harassment, Intimidation and Bullying.</i>)</p> <p>Mailing list or cover memo for the dissemination of the policy to parents and staff</p> <p>Appearance of the policy on the districts website and in the student handbook or other publication about student conduct</p> <p>Attendance or sign-in sheets, agendas or evaluations from trainings</p> <p>Staff interviews to verify implementation of the policy</p> <p>Documentation that incidents of harassment, intimidation and bullying were handled in accordance with the board-approved policy and the law.</p>	5							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
OPERATIONS**

District: _____ County Office: _____ Period of Review: _____

	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
		Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY								
SUGGESTED DOCUMENTATION								
b. The district has annually implemented staff training programs for the effective implementation of the harassment, intimidation and bullying (HIB) policies and procedures; annually discussed the HIB policies with students; and annually reviewed the extent and characteristics of HIB in the school buildings of the district. (N.J.A.C. 6A:16-7.9(d))	Attendance or sign-in sheets, agendas, recordings or evaluations from the staff trainings Student or school schedules, agendas, recordings or notes from the student discussions Reports of the annual review; results from instruments or methodology (e.g., survey findings, interview notes, focus group notes, board minutes, data sources) used to conduct the annual review; programs (e.g., curricula, purchase orders, lesson plans, agendas, scope and sequence) or services (e.g., job descriptions, case files, service agreements) implemented as a result of the review							
7. The district has provided for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and the implementation of board of education-approved policies to facilitate cooperation between school staff and law enforcement. (N.J.A.C. 6A:16-6.1 et seq.)	Announcements, attendance or sign-in sheets, agendas or minutes from annual meetings among the CSA and the county prosecutor Logs or other records of input provided by the county superintendent, community members and law enforcement officials Board minutes approving the MOA	3						

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) OPERATIONS

District: _____ County Office: _____ Period of Review: _____

	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
		Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION							
	Written approval of the MOA by the county prosecutor and county superintendent Copy of approved MOA or annual updates County prosecutor, county superintendent and community participant interviews							
8. The district has provided for the safety and protection of students through the adoption and implementation of policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities, appointment of a school district liaison, and training to district employees, volunteers and interns working in the school district. (N.J.A.C. 6A:16-11)	Board minutes approving the policies and procedures Name and title of Division of Youth and Family Services (DYFS) liaison Attendance or sign-in sheets, agendas or evaluations from trainings Staff and DYFS interviews	2						
9. The district has implemented procedures to review and resolve transportation incidents to avoid safety violations and ensure the safety of children (including but not limited to MVC requirements for bus driver inspections before loading and after drop-off and evacuation drills) or the district does not provide	Policy and procedures Hazardous route plan and implementation Bus incident report Evacuation process letter Emergency evacuation procedures	2						

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
OPERATIONS**

District: _____ County Office: _____ Period of Review: _____

C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
transportation. (N.J.A.C. 6A:27-11 and -12.1(g))	Bus driver and aides training								
10. The district has had no incidents of students being left on the school bus in the past year or the district does not provide transportation.		1							
11. The district has provided a voter registration form and voting description material to each eligible high school pupil in compliance with N.J.S.A. 18A:36-27.	Copy of sample voting registration forms and materials	1							
TOTAL POINTS – Section C		41							

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) OPERATIONS

District: _____ County Office: _____ Period of Review: _____

D. STUDENT HEALTH	SUGGETED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The district supports the health and well-being of students so they are able to participate in the educational program.</i>		15							
1. The district has developed and implemented the DOE-approved school health nursing services plan. (N.J.A.C. 6A:16-2.1(b))	Copy of the Nursing Services Plan developed in consultation with the school physician and certified school nurse and approved by the board and the county superintendent Approved board minutes Staff interviews Payroll records documenting employment of nurses consistent with the assignment of nurses outlined in the Nursing Service Plan	5							
2. The district has conducted school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. (N.J.A.C. 6A:16-2.1 et seq.)	An updated A45 Health History and Appraisal Form for routine screenings and examinations Existence of at least one nebulizer in the office of the school nurse or a similar accessible location Staff interviews Observation	3							

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
OPERATIONS**

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. STUDENT HEALTH	SUGGETED DOCUMENTATION								
3. The district has complied with P.L. 2008 Chapter 38 by implementing strategies to identify those students who are not covered by health insurance and provide the list of those students to the Department of Human Services.	Evidence that the district has employed strategies to identify students who are not covered by health insurance and is transmitting that information to the Department of Human Services Copy of the list of those students who are not covered by health insurance	2							
4. The district has maintained student health records. (N.J.A.C. 6A:16-2.4)	Evidence that the student health records are maintained separately from other student records in a secure location and made accessible to the school building in which the student is assigned Staff interviews Observation of record storage facility	2							
5. If medical examinations are conducted by the district, the examinations have taken place in the school physician's office or comparably equipped facility. (N.J.A.C. 6A:16-2.2(f) and 2.3(a)3iv)	Documentation of medical examinations completed by the school physician. Observation of school examination room.	1							

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) OPERATIONS

District: _____ County Office: _____ Period of Review: _____

	SUGGETED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. STUDENT HEALTH									
6. The district has required medical immunizations prior to admittance into school. (N.J.A.C. 6A:16-2.2)	The A45 Health History and Appraisal Form documenting required immunizations and examinations Copy of parent request and district approval or denial for student exemption from immunization requirements (if applicable)	1							
7. The district has required medical examinations upon enrollment and prior to participation on school-sponsored athletic teams. (N.J.A.C. 6A:16-2.2)	The examination report from the medical home or the school physician The A45 Health History and Appraisal Form documenting required examinations Copy/documentation of school physician approval or denial for student participation on a sports team/squad	1							
TOTAL POINTS – Section D		15							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
OPERATIONS**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. STUDENT SUPPORT SERVICES									
<i>The district provides support services that address academic, social and behavioral needs to support student success.</i>		29							
1 a. The district has a DOE-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. (N.J.A.C. 6A:7-1.9)	Approved Comprehensive Equity Plan	3							
b. The district has implemented the Comprehensive Equity Plan according to approved timelines.	Objectives for improvement, professional development and timeline Evidence of implementation Board minutes Evidence of progress in meeting equity goals								

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) OPERATIONS

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. STUDENT SUPPORT SERVICES									
c. The district has implemented any required desegregation plan or the district is not required to have a plan.									
d. The district has provided professional development training for all school personnel on a continuing basis to identify and resolve problems associated with the student achievement gap and other inequities. (N.J.A.C. 6A:7-1.6)	Professional Development Plan Evidence of annual training Identification of relationship of training to areas of need								
2. A local district Technology Plan has been approved and has been implemented.	Evidence of implementation Progress toward meeting goals Approval letter	3							
3 a. A board-approved comprehensive guidance and academic counseling program has been implemented for all students. (N.J.A.C. 6A:8-3.2)	A written job description that requires coordination with other student support services and other staff A written description of guidance and counseling services Approved board minutes Staff interviews and school visits	5							

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
OPERATIONS**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. STUDENT SUPPORT SERVICES									
b. The comprehensive career education and counseling program has been coordinated with transition services for those students with disabilities beginning at age 14 or younger as determined by the IEP team. (N.J.A.C. 6A:14-3.7(e)11 through 13)	Board minutes Written program description								

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District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION								
4 a. The district has ensured that each school building has a multidisciplinary team (such as Intervention and Referral Services Teams, Pupil Assistance Teams and School Resource Committees) as part of its coordinated system for the planning and delivery of intervention and referral services. (N.J.A.C. 6A:16-8)	<p>An organizational or functional flow chart showing coordination of each building's I&RS services, including the I&RS team</p> <p>Evidence of, at a minimum, one I&RS team at each building, which could include each team's: mission statement, meeting minutes, files, action plans, published material, policies and procedures, annual report to the principal or program development plans</p> <p>Written guidelines on the roles and responsibilities of I&RS team members and the board minutes approving guidelines</p> <p>Staff and parent interviews</p>	6							
b. The district has provided the multidisciplinary team members with the necessary professional development for fulfilling the team functions. (N.J.A.C. 6A:16-8.2(a))	Professional Improvement Plans addressing I&RS-related training needs of team members								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
OPERATIONS**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. STUDENT SUPPORT SERVICES									
	Agendas or reports from trainings, conferences, etc. Evidence of networking with other school I&RS teams, consultations with "experts" or purchase of books or journals targeted for team use								
c. The team(s) has recommended a course of action for each case that includes desired outcomes, plans for support, guidance and professional development for staff who identify learning, behavior and health problems. (N.J.A.C. 6A:16-8.2(a) 3, 4 and 10)	Files containing written action plans for each I&RS team case that include documentation of all participants, anticipated, quantifiable behavioral outcomes, school or community strategies or referrals to school and community resources, support for school staff to implement the action plans, evidence of follow-up to assess progress in achieving the outcomes and make appropriate adjustments, as appropriate Minutes from team meetings documenting case plans, including support for staff								

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District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION								
	Observations of team meetings Staff interviews								
d. The team(s) has made recommendations to the principal annually for improving school programs and services based on its annual review of action plans and actions. (N.J.A.C. 6A:16-8.2(a)11)	Written report submitted to principal and changes made as a result Minutes/records of meetings to conduct the annual review Records of changes made as a direct result of the report Staff interviews								
e. The district has identified the roles and responsibilities of all staff and parameters for participation of community members, including parents. (N.J.A.C. 6A:16-8.3)	Board-approved written guidelines on the roles and responsibilities of: I&RS team members, staff who seek team assistance and other school staff for aiding with I&RS action plans, and the roles, responsibilities and parameters for the participation of community members Approved job descriptions describing I&RS team								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
OPERATIONS**

District: _____ County Office: _____ Period of Review: _____

E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	responsibilities Roles and responsibilities described in official school or district publications and evidence of dissemination to staff Records of changes made as a direct result of the report to the principal								
5. The district has established, disseminated information about and implemented its comprehensive alcohol, tobacco and other drug abuse program and has adopted and disseminated to all school staff, students and parents its 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. (N.J.S.A. 18A:40A-8 et seq. and N.J.A.C. 6A:16-1.4 (a)18; 6A:16-3 and 6A:16-4)	Attendance or sign-in sheets, agendas, minutes or notes from annual consultations with community agencies and other representatives Board minutes approving the policies and procedures Mailing list or cover memo for the dissemination of the policy Attendance or sign-in sheets, agendas or evaluations from annual trainings on both the policies and procedures and the	3							

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) OPERATIONS

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION								
	<p>comprehensive program</p> <p>Reports describing the assistance provided to the district by substance awareness coordinators (SACs). If SACs are not employed or contracted, specific written assignments in job descriptions of all appropriately certificated staff responsible for fulfilling each of the seven mandated SAC functions in <i>N.J.S.A. 18A:40A-18(c)</i></p> <p>Board minutes approving the comprehensive program</p> <p>Program plans supporting the purposes for comprehensive alcohol tobacco and other drug programs</p> <p>Curricula or other materials or rosters of students participating in primary substance abuse prevention programs</p>								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
OPERATIONS**

District: _____ County Office: _____ Period of Review: _____

E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	<p>Names or numbers of students receiving intervention, referral for evaluation and referral for treatment services</p> <p>Completed release of information forms for students receiving treatment</p> <p>Names or numbers of students participating in substance abuse continuity of care programs</p> <p>Staff interviews and school visits</p>								

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District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION								
<p>6. The district has forwarded 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 and has forwarded disciplinary records, with respect to suspensions and expulsions, to nonpublic schools. (N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10)</p>	<p>Public School Transfer Notice of student transfer</p> <p>Phone log, notes or correspondence verifying the student's enrollment</p> <p>Correspondence accompanying the student's entire discipline file to the transferring public school</p> <p>Written notice of the transfer of the discipline record to the parent or adult student</p> <p>Private School Transfer Notice of student transfer</p> <p>Phone log, notes or correspondence requesting the student's records, with respect to suspensions and expulsions</p> <p>Phone log, notes or correspondence verifying the student's enrollment Correspondence accompanying the student's discipline file, with</p>	2							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
OPERATIONS**

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION								
	respect to suspensions and expulsions, to the transferring private school Written notice of the transfer of the discipline records to the parent or adult student								

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) OPERATIONS

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION								
<p>7. The district has provided educational services, either in school or out of school, within 5 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; 6A:16-7.3 and 6A:16-10</i>)</p>	<p>Short-term Suspension Student disciplinary records</p> <p>Copy of the student's schedule prior to the suspension and either the student's lesson plans during the suspension or the student's new schedule in an alt. ed. or other program</p> <p>Long-term Suspension Student disciplinary records</p> <p>Copy of the student's schedule prior to the suspension and either the student's lesson plans describing all educational services provided during the suspension or the student's new schedule in an alt. ed. or other program</p> <p>Information in the approved board minutes that support the decision regarding the student's educational services, including behavioral and other evaluations, academic, health</p>	4							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
OPERATIONS**

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION								
	<p>and behavioral records, the recommendation of the CSA, principal or other school or community resource or consultation with the I&RS team</p> <p>When the board decides to continue the suspension beyond the board's second regular meeting, approved board minutes at each subsequent board meeting in which the board determines the status of the suspension, the appropriateness of the educational services and whether they should continue or the student should return to the general education program</p> <p>Illness Written parental requests for home instruction School physicians' verification or denial of home instruction and notice to the parents within 5 days of the determination</p>								

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) OPERATIONS

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION								
	Record of the written plan for delivery of instruction and documentation of the services provided								
8. The district has no nonpublic schools within its jurisdiction or the district has provided services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services in accordance with <i>N.J.S.A. 18A:46A-1 et seq.</i> and <i>N.J.A.C. 6A:14-6.1 et seq.</i> ; Chapter 193 Remedial Services for the Handicapped in accordance with <i>N.J.S.A. 18A:46-19.1 et seq.</i> and <i>N.J.A.C. 6A:14-6.1 et seq.</i> ; Textbooks in accordance with <i>N.J.S.A. 18A:58-37.1 et seq.</i> and <i>N.J.A.C. 6A:23-6.1 et seq.</i> ; Technology in accordance with <i>N.J.S.A. 18A:6-103 et seq.</i> ; and Student Transportation in accordance with <i>N.J.S.A. 18A:39-1 et seq.</i> and <i>N.J.A.C. 6A:27 et seq.</i>	Project completion reports Onsite monitoring reports Contract with service providers Interview with appropriate staff	3							
TOTAL POINTS – Section E		29							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
OPERATIONS**

District: _____ County Office: _____ Period of Review: _____

TOTAL SCORING

	POINT VALUE	POINTS EARNED	PERCENT OF TOTAL
Total Part A: Facilities	15		
Total Part B: NJSMART	20		
Total Part C: Student Conduct, School Safety and Security	41		
Total Part D: Student Health	15		
Total Part E: Student Support Services	29		
Total A+B+C +D+E	120		

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
OPERATIONS**

District: _____ County Office: _____ Period of Review: _____

DISTRICT TOTAL	COUNTY TOTAL	MAXIMUM POINTS	DISTRICT % OF TOTAL SCORE	COUNTY % OF TOTAL SCORE

County Recommendations:

Name of DPR Reviewer:

Title

Date

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) GOVERNANCE

District: _____ County Office: _____ Period of Review: _____

Unless otherwise indicated, the District Performance Review indicators will be used to evaluate conditions and performance in the district over the preceding three year period. To attain points for this section of the DPR, the district must answer "yes" to each numbered indicator or block of indicators. Partial points are not awarded. For all indicators: In addition to the items identified below, the suggested documentation shall also include Board policies and procedures, Board meeting agenda, minutes and board resolutions reflecting deliberation and action taken on item indicated.

A. STUDENT ACHIEVEMENT	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The school board conveys clearly and concretely, through the policies it adopts and the information it seeks, that student achievement is the highest priority.</i>		12							
1. The school board or advisory board has a clearly articulated district mission statement incorporating the expectation that all students achieve the New Jersey Core Curriculum Content Standards (NJCCCS) at all grade levels.	Mission statement, state assessments, district report card								
2. The school board or advisory board complies with all of the requirements of N.J.A.C. 6A:8, concerning curriculum	Adopted curriculum and documents relating to curriculum adoption, state								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. STUDENT ACHIEVEMENT									
and instruction and professional development.	assessments, district report card; purchase orders linked to assessment data								
3. The school board or advisory board establishes policies and procedures for the provision of educational programs and services for all students as set forth in Chapter 7, Managing for Equality and Equity in Education of Volume 6A of N.J.A.C. 6A:7-1.1, et seq.	Equity Plan								
4. The school board directs the Chief School Administrator to take appropriate action concerning professional development, purchase of materials and curriculum development. The board also directs the Chief School Administrator to report back to the school board concerning the action(s) taken. Advisory Board Only The advisory board consults with and	Purchase orders linked to professional development; professional development plans								

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DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. STUDENT ACHIEVEMENT									
monitors the CSA's action concerning professional development, purchase of materials and curriculum development. The advisory board communicates an expectation that the CSA report back to the advisory board concerning the action taken.									
TOTAL POINTS – Section A		12							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE**

District: _____ County Office: _____ Period of Review: _____

B. BOARD TRAINING, DISCLOSURE AND OPERATION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The school board and the administration comply with training, disclosure and operational requirements.</i>		11							
1. The school board or advisory board upholds and enforces all applicable rules and regulations of the State Board of Education and the Commissioner. (N.J.S.A. 18A:11-1)									
2. Each school board or advisory board member completes the New Jersey School Boards training program regarding the skills and knowledge necessary to serve as a local school board member as required by N.J.S.A. 18A:12-33 and to evaluate the Chief School Administrator. (N.J.S.A. 18A:17-20.3)	Certificate of completion from School Boards Association								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE**

District: _____ County Office: _____ Period of Review: _____

B. BOARD TRAINING, DISCLOSURE AND OPERATION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
3. Each school board or advisory board member and administrator, as defined in N.J.S.A. 18A:12-23, files a timely and properly completed financial and personal/relative disclosure statement each year. (N.J.S.A. 18A:12-26)	Copies of signed and filed disclosure statements								
4. The school board or advisory board has a travel and related expense reimbursement policy in place and the school board and Chief School Administrator operate in accordance with that policy. (N.J.S.A. 18A:11-12)	Copy of travel policies, vouchers, receipts and reimbursements of travel related expenses; provisions of bargaining agreements concerning travel expenses								
5. No school board or advisory board member misses more than three consecutive meetings each year without good cause. (N.J.S.A. 18A:12-3)									
TOTAL POINTS –		11							

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GOVERNANCE**

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. BOARD TRAINING, DISCLOSURE AND OPERATION	SUGGESTED DOCUMENTATION								
Section B									

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DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE**

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. ETHICS COMPLIANCE									
<i>The school board and the administration comply with all ethical standards.</i>		11							
1. Other than for the failure to timely file a properly completed financial disclosure statement which is addressed in indicator B (3), neither the school board or advisory board nor any of its members has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-21, et seq.)	Findings, if any, of school ethics commission								
2. Other than for the failure to timely file a properly completed financial disclosure statement which is addressed in indicator B(3), no school administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-21, et seq.)	Findings, if any, of school ethics commission								

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DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. ETHICS COMPLIANCE									
3. The school board or advisory board annually discusses the Code of Ethics for School Board Members and school board meeting minutes memorialize that discussion (<i>N.J.S.A. 18A:12-24.1</i>).									
4. When a school board or advisory board member is required to, and recuses himself or herself from deliberations and a vote on a particular matter, the minutes of the board meeting reflect that recusal. (<i>N.J.S.A. 10:4-6, et seq.</i>)	Correspondence; doctrine of necessity resolution								
5. The school board or advisory board has a nepotism policy in place that complies with N.J.A.C. 6A:23A-6.2 and takes action in accordance with that policy.	Nepotism policy; district personnel roster; contracts with vendors								
6. The school board or advisory board	Board policy and								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. ETHICS COMPLIANCE									
has a policy in place to ensure that the district shall maintain honest and ethical relations with vendors and shall guard against favoritism, improvidence, extravagance and corruption in its contracting processes and practices and takes action in accordance with that policy (N.J.A.C. 6A:23A-6.3).	procedures								
TOTAL POINTS – Section C		11							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE**

District: _____ County Office: _____ Period of Review: _____

D. POLICIES, PROCEDURES AND BYLAWS	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The school board establishes and annually updates by-laws, policies and procedures reflective of current regulatory and statutory authority and best practices.</i>		11							
1. At least annually, and more frequently if required by changes in law or regulation, the school board or advisory board reviews, updates and, by resolution, adopts policies reflective of current regulatory and statutory authority. (N.J.S.A. 18A:11-1)	All mandatory policies are current. All non-mandatory policies are current. Adopting resolution for each policy; School district procedures manual and attachments; adopting resolution								
2. At least annually, and more frequently if required by changes in law or regulation, the school board or advisory board reviews, updates and, by resolution, adopts procedures reflective of current regulatory and statutory authority. (N.J.S.A. 18A:11-1)									
3. At least annually, and more frequently if required by changes in law or regulation, the school board or	Board by-laws								

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) GOVERNANCE

District: _____ County Office: _____ Period of Review: _____

D. POLICIES, PROCEDURES AND BYLAWS	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
advisory board reviews, updates and, by resolution, adopts by-laws reflective of current regulatory and statutory authority and best practices. (N.J.S.A. 18A:11-1)									
4. The school board or advisory board annually reviews and approves policies, procedures, mechanisms and programs for the health and safety of students as set forth in N.J.A.C. 6A:16-1.4.	Policies, procedures and report								
5. The school board or advisory board complies with all of the requirements for the annual organization meeting. (N.J.S.A. 18A:10-3, et seq.; N.J.S.A. 18A:15-1, et seq.)	Reorganization meeting minutes; election of board officers resolution								
TOTAL POINTS – Section D		11							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE**

District: _____ County Office: _____ Period of Review: _____

E. STANDARD SCHOOL BOARD PRACTICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The school board operates in accordance with standard board practices.</i>		11							
1. Each school board or advisory board meeting is conducted in accordance with the Open Public Meetings Act. (N.J.S.A. 10:4-6, et seq.)	Copies of newspaper publication notices; reading open meeting act notice reflected in minutes; reasons for executive session detailed in minutes								
2. Each member of the school board or advisory board confines his or her board action to policy making, planning, and appraisal. (N.J.S.A. 18A:12-24.1(c))									
3. School board or advisory board meetings are conducted in accordance with the board's by-laws.	By-laws								
4. Individual board and advisory board members recognize that authority rests with the Board of Education and do not make personal promises or take any private action that may compromise the board. (N.J.S.A.18A:12-24.1(e))									

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E. STANDARD SCHOOL BOARD PRACTICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
5. Meeting minutes, including minutes of executive sessions, reflect all board actions and are publicly available within two weeks or by the next board meeting of the meeting or of final board action. (N.J.S.A.10:4-6, et seq.)	Copies of dated meeting minutes								
6. The school board or advisory board meets at least once every two months, and all meetings are open to the public. (N.J.S.A. 18A:10-6)									
7. All board members acknowledge that they have read and are familiar with all of the terms of all negotiated employment contracts in the district, including but not limited to collective bargaining agreements.									
TOTAL POINTS – Section E		11							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
F. ANNUAL EVALUATIVE PROCESS									
<i>The school board engages in an annual and ongoing evaluative process.</i>		11							
1. The school board has a policy in place to evaluate the CSA on an annual basis. (N.J.S.A. 18A:17-20.3) Advisory Board Only The advisory board has a procedure in place to review the performance of the CSA on an annual basis and to communicate its findings with the CSA.	Board policy								
2. The school board annually reviews and revises, as necessary, an evaluative instrument used in the evaluation of the CSA, based on the goals and objectives of the district. (N.J.A.C. 18A:17-20.3) Advisory Board Only The advisory board annually reviews and revises, as necessary, an evaluative instrument used in their annual review of the CSA, based on the goals and objectives of the district.	Evaluation form								

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) GOVERNANCE

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			YES	NO	SCORE	YES	NO	SCORE	
F. ANNUAL EVALUATIVE PROCESS									
3. The school board annually evaluates the CSA and complies with all requirements of <i>N.J.S.A. 18A: 17-20.3(a)</i> . Advisory Board Only The advisory board annually reviews the performance of the CSA.									
4. The school board's annual evaluation of the Chief School Administrator is based on the adoption of goals and performance measurement that reflect that highest priority is given to student achievement and attention to subgroup achievement. Advisory Board Only The advisory board's annual review of the CSA is based on the adoption of goals and performance measurement that reflect that highest priority is given to student achievement and attention to subgroup achievement.	Evaluative instrument; adopted goals; board minutes; school district news letters								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
F. ANNUAL EVALUATIVE PROCESS									
5. The school board has a contract with the CSA that provides for an annual evaluation that includes evaluation criteria and procedures and that explicitly states that in the event that the certificate of the superintendent is revoked the contract is null and void as of the date of the revocation. (N.J.S.A. 18A:17-15, N.J.S.A. 18A:17-15.1, N.J.S.A.18A:17-20.3) Advisory Board Only Not applicable to advisory boards.	Contract with CSA, Board policy and procedures								
6. The school board or advisory board annually undertakes a self-evaluation process which reflects that highest priority is given to student achievement.	District newsletter; Web site; minutes of public hearings								
7. The school board or advisory board self-evaluation process includes a professional development improvement plan directed towards increasing knowledge and skills in policy making and governance for members of the board.	District newsletter; Web site, flyers sent home with students; newspaper articles; languages used in circulars/publications/ etc.								

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
F. ANNUAL EVALUATIVE PROCESS									
8. The school board submits new, renegotiated, amended, altered or extended contracts for all superintendents, deputy superintendents, assistant superintendents and school business administrators to the Executive County Superintendent for review and takes no formal action to approve or implement such contracts prior to such review. (N.J.S.A. 18A:7-8, N.J.A.C. 6A:23A-3.1)	Approval letters from Executive County Superintendent; board minutes								
TOTAL POINTS – Section F		11							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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G. SCHOOL BOARD/ADMINISTRATION COLLABORATION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The school board and administration work in partnership to ensure the integrity and effectiveness of the organization through oversight of leadership.</i>		11							
1. The school board or advisory board annually adopts a functional organizational chart showing reporting responsibilities of board and administrative personnel.	Organizational chart								
2. The CSA has a calendar system and makes timely personnel recommendations to the school board concerning the proposed appointment, transfer, removal or renewal of tenured and non-tenured, certificated and non-certificated personnel in compliance with contractual and/or statutory requirements. Advisory Board Only The advisory board reviews and comments, as appropriate, on the personnel recommendations by the CSA. The advisory board communicates its expectation that such recommendations are made on a timely basis and include the proposed appointment, transfer, removal or renewal of tenured and non-tenured, certificated and non-certificated	Board minutes; resolutions; committee meeting minutes (if any); correspondence from CSA to board								

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
G. SCHOOL BOARD/ADMINISTRATION COLLABORATION									
personnel in compliance with contractual and/or statutory requirements.									
3. The school board 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 CSA, and the board acts within 60 days of the CSA's recommendation. (<i>N.J.S.A. 18A:27-4.1</i>) Advisory Board Only The advisory board reviews appointments, transfers, removal or renewal of certificated and non-certificated officers and employees.	Board minutes and resolutions								
4. The school board or advisory board supports and protects school personnel in the proper performance of their duties. (<i>N.J.S.A. 18A:12-24.1(i)</i>)	School district procedures manual								
5. The school board or advisory board refers all complaints to the CSA and acts on the complaints at public meetings only after failure of an administrative solution. (<i>N.J.S.A. 18A:12-24.1(j)</i>)	Meeting minutes								
6. School board or advisory board members carry out their responsibility not to administer									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE**

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
G. SCHOOL BOARD/ADMINISTRATION COLLABORATION	SUGGESTED DOCUMENTATION								
	the schools, but together as a whole, the board ensures the schools are well run. (N.J.S.A. 18A:12-24.1(d))								
TOTAL POINTS – Section G		11							

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
H. BUDGET PRIORITIES									
	<i>The school board adopts a budget that sets student achievement as its highest priority and allocates sufficient resources to address instructional and operational needs to ensure every student has the opportunity to receive a thorough and efficient education.</i>	11							
1. The CSA identifies problems impacting on subgroup performance, necessary instructional and curriculum needs and presents to the school board or advisory board a budget which addresses these priorities.	School district budget and supporting documentation								
2. The school board holds a public hearing on its proposed budget and formally adopts the budget at a public meeting. (<i>N.J.S.A. 18A:22-1, et seq.</i>) Advisory Board Only The advisory board holds a public hearing on the district's proposed budget and registers its support for the budget at a public hearing.	Advertisement(s) and notices for budget hearing; minutes of budget hearing								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
H. BUDGET PRIORITIES									
<p>3. The school 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.</p> <p>Advisory Board Only The advisory board's approved 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.</p>									
<p>4. The school board makes decisions consistent with the adopted budget and approves budget transfers and awards contracts consistent with law and with the board's established priorities. (N.J.S.A.18A:22-8.1; 8.2)</p> <p>Advisory Board Only The advisory board makes recommendations consistent with the district's adopted budget and reviews budget transfers and contracts to ensure consistency with the law and with the district's established priorities.</p>	Dated budget transfer resolutions, meeting minutes								

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
H. BUDGET PRIORITIES									
<p>5. The school board approves the monthly Board Secretary's and Treasurer's Reports within 60 days of month end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over-expended in accordance with the procedures under <i>N.J.A.C. 6A:23-2.11</i>.</p> <p>Advisory Board Only The advisory board reviews and expresses its support for the monthly Board Secretary's and Treasurer's Reports within 60 days of month end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over expended.</p>	Approval resolutions with dates; meeting minutes								
<p>6. Each board member has reviewed all audit recommendations and, if required, the school board approves and submits an acceptable corrective action plan to any audit finding and recommendation, or other compliance-related report (e.g. Title I audits, special education monitoring reports, etc.).</p>	Annual audit and recommendations								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
H. BUDGET PRIORITIES									
Advisory Board Only Each advisory board member has reviewed any audit recommendations and, if necessary, the advisory board reviews and registers its support for an acceptable corrective action plan to any audit findings and recommendation, or other compliance-related report (e.g., Title I audits, special education monitoring reports, etc.).									
TOTAL POINTS – Section H		11							

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NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT PERFORMANCE REVIEW (DPR) GOVERNANCE

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		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
I. COMMUNICATIONS	SUGGESTED DOCUMENTATION								
	<i>The school board has a uniform and effective process for obtaining and disseminating information and decisions within the district, with the parents, and with the community.</i>	11							
1. The school board or advisory board has established and implements policies and procedures for handling public comments.	Board policy								
2. The school board or advisory board maintains the confidentiality of all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. <i>N.J.S.A. 18A:12-24.1(g).</i>	Board policy								
3. The school board or advisory board provides accurate information and, together with fellow board members, interprets to the staff the aspirations of the community for its school. <i>(N.J.S.A. 18A:12-24.1(g))</i>	Board minutes, school district newsletters								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
I. COMMUNICATIONS									
4. The school board or advisory board has established a policy to implement the Open Public Records Act and requires appropriate maintenance of public records and requires that such records be made available to the public. (<i>N.J.S.A. 47:1A-1 et. seq.</i>)	Board policy and procedures; OPRA officer appointment, OPRA form								
5. The school board or advisory board has developed and implements a policy for obtaining citizen input in policy development and implementation.	District newsletter; Web site; minutes of public hearings								
6. School board or advisory board policy is in place and implemented to assure communication among parents, schools, teachers, and community members.	District newsletter; Web site; flyers; newspaper articles; circulars, publications, etc.								

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
I. COMMUNICATIONS									
7. School board or advisory board member and administrator disclosure statements are made available to the public (N.J.S.A. 18A:12-25 and 26)	Disclosure statements								
8. The school board provides public notice prior to renegotiating, extending, amending or otherwise altering the terms of contracts for all superintendents, deputy superintendents, assistant superintendents and school business administrators (N.J.S.A. 18A:11-11, N.J.A.C. 6A: 23A-3.1(c)).	Copies of notices								
9. The school board submits a user-friendly budget and publishes key budget provisions, including the salaries of all district employees earning over \$75,000.00 per year who are not members of collective bargaining units (N.J.S.A. 18A:22-8a, N.J.S.A. 18A:7F-5.3).	User-friendly budget								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
I. COMMUNICATIONS									
TOTAL POINTS – Section I		11							

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DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE**

District: _____ County Office: _____ Period of Review: _____

TOTAL SCORING

	POINT VALUE	POINTS EARNED	PERCENT OF TOTAL
Total Part A: Student Achievement	12		
Total Part B: Board Training, Disclosure and Operation	11		
Total Part C: Ethics Compliance	11		
Total Part D: Policies, Procedures and Bylaws	11		
Total Part E: Standard School Board Practices	11		
Total Part F: Annual Evaluative Process	11		
Total Part G: School Board/Administration Collaboration	11		
Total Part H: Budget Priorities	11		
Total Part I: Communications	11		
Total A+B+C+D+E+F+G+H+I	100		

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE**

District: _____ County Office: _____ Period of Review: _____

DISTRICT TOTAL	COUNTY TOTAL	MAXIMUM POINTS	DISTRICT % OF TOTAL SCORE	COUNTY % OF TOTAL SCORE

County Recommendations:

Name of DPR Reviewer:

Title

Date



Special amendment, R.2007 d.309, effective September 7, 2007.

See: 39 N.J.R. 4203(a).

Rewrote the section.

Amended by R.2009 d.39, effective January 20, 2009.

See: 40 N.J.R. 5327(a), 41 N.J.R. 401(b).

Rewrote the section.

Amended by R.2010 d.028, effective January 19, 2010.

See: 41 N.J.R. 3491(a), 42 N.J.R. 185(a).

Section was "Appendix". Rewrote the section.

Amended by R.2010 d.156, effective July 19, 2010.

See: 41 N.J.R. 4373(a), 42 N.J.R. 1519(a).

In C.8 on Page 22 of 34 of the New Jersey Quality Single Accountability Continuum District Performance Review (DPR) Instruction and Program form, inserted "school library resources and".

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

Unless otherwise indicated, the District Performance Review indicators will be used to evaluate conditions and performance in the district over the preceding three year period. This section of the DPR is divided into three sections labeled A-C. Section A-C must be completed by all districts. In order to attain points, the district must answer "yes" to each numbered indicator or block of indicators. Partial points are not awarded.

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. STUDENT PERFORMANCE									
<i>The district uses student performance data across all New Jersey Core Curriculum Content Standards (NJCCCS) to guide instructional programs.</i>		25							
1. The district prepares an analysis of student achievement data, using the state assessment data profile by doing the following:	District analysis Summary of assessment results by content	5							
a. The district compares achievement for each grade level across all schools within the district.	Explanation of how district prepared analysis Methodology behind each data set and results								
b. The district compares achievement data with state averages.									

APPENDIX B

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. STUDENT PERFORMANCE									
c. The district provides the analysis to each district principal and verifies that the data analysis drives instruction and professional development.									
2. a. Based on state assessment data, the district analyzes the achievement of its student populations 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. Check all identified causes. <input type="checkbox"/> Lack of curriculum that is aligned to the NJCCCS <input type="checkbox"/> Lack of district/school assessments or the use of assessments not aligned to the curriculum and the NJCCCS <input type="checkbox"/> Lack of consistent focus on academic work <input type="checkbox"/> Insufficient exposure to the NJCCCS <input type="checkbox"/> Use of unaligned instructional materials <input type="checkbox"/> Inadequate support and/or professional development for teachers for new content and materials <input type="checkbox"/> Teacher vacancy/substitute teacher <input type="checkbox"/> Students with disabilities are not taught the	District analysis by total population, concentration Minutes from curriculum meetings Review of information, issues, and status District action plan to correct areas of concern	5							

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. STUDENT PERFORMANCE									
aligned curriculum or unaligned materials are used <input type="checkbox"/> ELLs are not taught the aligned curriculum or unaligned materials are used <input type="checkbox"/> Student attendance or mobility <input type="checkbox"/> Other:									
2 b. For those 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. Check all identified factors. <input type="checkbox"/> Curriculum aligned to the NJCCCS <input type="checkbox"/> Appropriate use of aligned assessments, both formative and summative <input type="checkbox"/> Consistent focus on academic work <input type="checkbox"/> Increased exposure to the NJCCCS <input type="checkbox"/> Adoption and implementation of aligned instructional materials <input type="checkbox"/> Targeted professional development for teachers <input type="checkbox"/> Employment of full-time, highly qualified teachers <input type="checkbox"/> Students with disabilities receive aligned instruction and support <input type="checkbox"/> English language learners receive aligned instruction and support <input type="checkbox"/> Improved student attendance <input type="checkbox"/> Additional learning support (tutoring, after school, summer school, etc.)	District analysis by total population, concentration Minutes from curriculum meetings Review of information, issues, and status District action plan to correct areas of concern								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. STUDENT PERFORMANCE									
<input type="checkbox"/> Increased parent involvement <input type="checkbox"/> Other:									
3 a. The district documents that strategies are being implemented to support the progress or to address deficiencies identified in numbers 1-9 above. The strategies must explicitly link changes in instruction, curriculum, materials, staffing, teacher support, or other areas to address any and all hypothesized causes. The district also specifies a timeline for implementation with expected outcomes and target dates for resolution.	Analysis and related plan Revised curriculum, teacher hires or other changes identified in the analysis	5							
4 a. The district regularly schedules meetings with central office and school-level staff (not less than quarterly) to evaluate sustained progress and address any identified problem areas. Strategies are modified to address continued shortcomings.	Meeting schedules and agendas Attendance lists District plans or action items	2							

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. STUDENT PERFORMANCE									
5. The district assesses the progress of each student in mastering the NJCCCS at least two times each year including content areas not included on statewide assessments by completing the following:	Assessment schedule for district, schools, and classroom Samples of tests Assessment reports Meeting agendas that show review of test scores Test contracts	6							
a. The district administers statewide assessments in conformance with student's Individualized Educational Programs.									
b. Multiple assessments, both formative and summative, are aligned to the NJCCCS and the district's curriculum.									
c. Measures of student progress, developed and implemented at the district, school, and classroom level, include opportunities for students to demonstrate mastery through performance assessments.									
d. Assessments at the district, school and classroom level are used to evaluate, adjust, and improve instructional programs and services.									
e. Assessments at the district, school and classroom level are rigorous and consistently used to monitor student progress.									
f. The district requires teacher-designed lesson plans to include assessment measures to be used and reflect multiple forms of assessments that are									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. STUDENT PERFORMANCE									
used as part of instruction.									
6. The district annually reports to the district board of education and the public on the progress of all students at key grade levels in mastering the NJCCCS.	Board minutes District's report of progress	2							
TOTAL POINTS - SECTION A		25							

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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District: _____ County Office: _____ Period of Review: _____

B. CURRICULUM	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)									
			Y E S	N O	S C O R E	Y E S	N O	S C O R E										
To earn points for Section B, the district must respond to each indicator as it relates to each of the nine content areas. Dates of adoption for B1 must be included. Provide check marks (✓) for B2-B7																		
<i>The district curriculum supports student achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) in every school and for all students.</i>	Arts	Health/ P.E.	LAL	Math	Science	Social Studies	World Language	Technology	Career Ed	20								
1. The district board of education has annually approved written curriculum that clearly and specifically aligns with the most recent State Board adopted version of the NJCCCS (2004). Enter date of local board approval for each area. (N.J.A.C. 6A:8-3.1) Date:										5								Board Minutes Curriculum in each area

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

B. CURRICULUM	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The district curriculum supports student achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) in every school and for all students.</i>	Arts Health/P.E. LAL Math Science Social Studies World Language Technology Career Ed								
4. The district curriculum, in each content area, specifies ways to support integrated/cross disciplinary instruction to address the implementation of all nine of the NJCCCS areas.		Curriculum in each area	1						
5. The district curriculum is horizontally and vertically articulated among all grades, content areas, and schools through the use of strategies such as curriculum mapping.		Curriculum in each area Curriculum audit or map	1						

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. CURRICULUM									
<i>The district curriculum supports student achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) in every school and for all students.</i>									
7. The district implements a planned systematic approach to key curriculum and developmental transition points between and among building levels (e.g. Pre-K to kindergarten, elementary to middle school, middle school to high school) and within school buildings (e.g. from K-3 to grade 4/5, grade 9 to 10). Attention is focused on student strengths and needs, student work, and planned interventions to accommodate transition.	Meeting schedules Agendas Attendance Lists	1							
8. The district is planning and taking steps at all grade levels to prepare all students to meet new high school graduation requirements set forth at N.J.A.C. 6A:8-5.1.	Meeting schedules, agendas, curriculum	5							
TOTAL POINTS - Section B		20							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

C. INSTRUCTION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>Instructional strategies and processes support the achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) for all students.</i>	Arts Health/ P.E. LAL Math Science Social Studies World Language Technology Career Ed								
b. Requires and verifies that lesson plans are aligned with the board-adopted curriculum and the NJCCCS and are reviewed at least monthly by principals/supervisors and that principals/supervisors provide teachers with feedback on lesson design and implementation.		Teacher observations and evaluation schedules Lesson plans and feedback loop Meeting agendas							
c. Requires and verifies that supervisory practices focus on classroom instruction as evidenced by teacher-principal/supervisor discussions and meetings, teacher evaluations and observations, lesson planning, and walk-throughs.									
d. Requires and verifies that teachers and supervisors analyze student work to determine if instruction is aligned with the curriculum.									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

C. INSTRUCTION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>Instructional strategies and processes support the achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) for all students.</i>	Arts Health/ P.E. LAL Math Science Social Studies World Language Technology Career Ed								
2. The district requires and verifies that teachers meet collaboratively to develop lessons and units that are culturally responsive, and that accommodate various learning styles.		3							Teacher observations and evaluations Lesson plans Common planning time Report cards
3. The district requires and verifies that students and parents/guardians receive meaningful ongoing feedback on achievement and performance in all NJCCCS areas.		3							Teacher/parent conference schedules District Web site

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

C. INSTRUCTION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>Instructional strategies and processes support the achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) for all students.</i>	Arts Health/ P.E. LAL Math Science Social Studies World Language Technology Career Ed								
4. The district requires and verifies that integrated/cross disciplinary instruction is intentionally planned, implemented, and observed in all NJCCCS areas and at all grade levels.	Lesson plans Teacher observations and evaluations	2							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

C. INSTRUCTION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>Instructional strategies and processes support the achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) for all students.</i>	Arts Health/ P.E. LAL Math Science Social Studies World Language Technology Career Ed								
5. The district requires and verifies that instruction:	Curriculum	5							
a. Is consistent with the Individualized Education Program (IEP)	Lesson plans								
b. Includes all related services as indicated in the IEP	Assessment data and analysis								
c. Is modified and adapted according to the student's IEP and that such modifications are clearly communicated to all teachers;	Assessment action plan for subgroups								
d. Includes instructional strategies, activities, and content that meet individual student needs;									

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

C. INSTRUCTION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>Instructional strategies and processes support the achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) for all students.</i>	Arts Health/P.E. LAL Math Science Social Studies World Language Technology Career Ed								
6. Where applicable, the district ensures that instruction for ELL:		3							
a. Is based on the district's curriculum and instructional materials;	Curriculum								
b. Uses aligned materials in their native language, when bilingual programs are implemented;	Lesson plans								
c. Is adapted as necessary, aligned to the EL Proficiency Standards, and communicated to all teachers;	Instructional materials								
d. Addresses the subgroup's performance on statewide and district assessments.	Assessment data and analysis Assessment action Plan for subgroups								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

C. INSTRUCTION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>Instructional strategies and processes support the achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) for all students.</i>	Arts Health/ P.E. LAL Math Science Social Studies World Language Technology Career Ed								
7. The district requires and verifies that instructional materials and software:	Textbook and materials adoption policies and procedures Reviews of materials and textbooks Review committee proceedings and recommendations Bilingual program policies and procedures	3							
a. Are aligned with the NJCCCS and the board-approved curriculum;									
b. Are age and developmentally appropriate, responsive to diversity, and further student learning.									

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

C. INSTRUCTION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>Instructional strategies and processes support the achievement of the New Jersey Core Curriculum Content Standards (NJCCCS) for all students.</i>	Arts Health/ P.E. LAL Math Science Social Studies World Language Technology Career Ed								
8. The district requires and verifies that teachers and other instructional staff effectively use the assistive technology or specialized equipment identified in the student's IEPs to support learning.		5							
9. The district implements activities to prepare students with disabilities to transition to a less restrictive environment.		5							
10. The district utilizes positive behavioral support and other proactive strategies to maximize student learning and prevent disciplinary problems.		5							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. INSTRUCTION	SUGGESTED DOCUMENTATION								
11. The district provides a variety of experiences to promote positive post secondary outcomes. ➤ Career exploration ➤ Structured learning experiences ➤ Community based instruction		5							
12. For students ages 14 and above, the district provides a program of instruction that is consistent with the state graduation requirements as specified in the student's IEP.		5							
13. The district provides a system for promoting parent involvement to support student progress.		5							
TOTAL POINTS- Section C		55							

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

SCORING

	POINT VALUE	POINTS EARNED	PERCENT OF TOTAL
Total Part A: STUDENT PERFORMANCE	25		
Total Part B: CURRICULUM	20		
Total Part C: INSTRUCTION	55		
Total A+B+C	100		

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
INSTRUCTION AND PROGRAM
County Special Services School Districts

District: _____ County Office: _____ Period of Review: _____

-----PLEASE DO NOT WRITE BELOW THIS LINE-----

DISTRICT TOTAL	COUNTY TOTAL	POSSIBLE POINTS (125-106)	TOTAL POSSIBLE POINTS AT 80%	TOTAL POSSIBLE POINTS AT 50%	DISTRICT % OF TOTAL SCORE	COUNTY % OF TOTAL SCORE

County Recommendations:

Name of DPR Reviewer:

Title

Date



**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

Unless otherwise indicated, the District Performance Review indicators will be used to evaluate conditions and performance in the district over the preceding three year period. To attain points for this section of the DPR, the district must answer "yes" to each numbered indicator or block of indicators. Partial points are not awarded.

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. LICENSED PERSONNEL	SUGGESTED DOCUMENTATION								
<i>The district recruits and retains highly qualified and appropriately licensed individuals to support student achievement of the New Jersey Core Curriculum Content Standards (NJCCCS). The district complies with all applicable laws and regulations.</i>		40							
1. a. The Chief School Administrator (CSA) notifies the board of education or advisory board of all final personnel recommendations.	Board policies, regulations and procedures; annual rehire lists Fall Report Certificated Staff Report	10							

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

A. LICENSED PERSONNEL	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			YES	NO	SCORE	YES	NO	SCORE	
b. All appointments are documented in the local board meeting minutes.									
c. The district does not hire noncertificated persons or persons with revoked or suspended licenses.									
d. New hires have successfully completed a criminal history record check within three months of employment and have not been disqualified for employment. (N.J.S.A. 18A:6-7.1 et. seq.; 18A:39-19.1; 18A:6-4.13 et. seq.)									
e. The district uses substitute teachers appropriately and within the limits set forth in regulations.									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. LICENSED PERSONNEL									
2. All administrators, teaching staff members, and other staff:	Random sample of personnel files; Certificated Staff Report; Job descriptions and policy manual; County office review and approvals	10							
a. Are appropriately certified and credentialed for their assignments. (N.J.A.C. 6A:32-4.1)									
b. Are employed in state-recognized titles appropriate for their job responsibilities.									
c. Have Board-approved job descriptions that reflect their current job responsibilities.									
3. The district implements strategies to hire and retain high-quality instructional and non-instructional staff, by satisfying the following:	Needs assessment and plan	10							
a. The district analyzes staff turnover and shortages and identifies specific areas of need.	Equity Plan NCLB Plan								
b. The district develops and implements a plan that includes strategies to recruit and retain teaching staff members in areas of need.	Interviews								

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

A. LICENSED PERSONNEL	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
4. As required by <i>NCLB</i> , the district verifies that all teachers meet the definition of a Highly Qualified Teacher (HQT) or show evidence of progressing towards this goal, by satisfying the following:	Staffing array and board minutes HQT data <i>NCLB</i> Plan Sample letters to parents Random sample of personnel files for HQT status	10							
a. Every core academic class as defined by <i>NCLB</i> is taught by a Highly Qualified Teacher (HQT). (Title II A)									
b. All required forms and documentation are completed and submitted on an annual basis.									
c. The district and each school notify parents annually about their right to inquire about the qualifications and HQT status of their child's teachers.									
TOTAL POINTS – Section A		40							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

B. PERSONNEL POLICIES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>District policies and procedures support equity and professional growth. The district complies with all applicable personnel laws and regulations.</i>		16							
1. District policies and procedures for the evaluation of tenured and non-tenured staff adhere to established timelines by satisfying the following:	Schedule of evaluations	5							
a. The district board of education has adopted policies and procedures for the annual evaluation of all tenured teaching staff members by appropriately certified personnel. Supervisory personnel receive district training in the evaluation process. The policies are distributed to all tenured teaching staff members, including administrators and supervisors, by October 1. (N.J.A.C. 6A:32-4.4)	Policy, regulations, and procedure manuals Sampling of evaluations								
b. The annual written performance report is prepared by the certified supervisor who has participated in the evaluation of the tenured teaching staff member and includes an individual Professional Development Plan (former PIP) developed by the supervisor and the teaching staff member.									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

B. PERSONNEL POLICIES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
c. The district has adopted policy for the supervision of instruction for all non-tenured teaching staff members and the policy is distributed to each teaching staff member at the beginning of his or her employment. (N.J.A.C. 6A:32-4.5)	Schedule of evaluations								
d. Each of the three observations of non-tenured teaching staff members is conducted for a minimum duration of one class period in a secondary school and for one complete subject lesson in an elementary school. Each observation is followed, within ten days, by a conference between the supervisory staff member who made the observation and written evaluation and the non-tenured staff member. The annual written evaluation includes an individual Professional Development Plan (former PIP) developed by the supervisor and the teaching staff member. (N.J.A.C. 6A:32-4.5)	Policy, regulations, and procedure manuals Sampling of evaluations								
2. a. The district annually designates a member of its staff as the affirmative	Agenda and meeting	2							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

B. PERSONNEL POLICIES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
action officer and forms an affirmative action team (<i>N.J.A.C. 6A:7-1.5</i>).	roster								
b. The affirmative action officer coordinates required professional development training for all certificated and non-certificated staff that addresses the achievement gap and other inequities arising from prejudice.	Community invitations Comprehensive Equity Plan								
c. The district creates and consistently supports rules and routines that respect and protect the rights of teachers and other school personnel, students, and parents/guardians.									
3. a. The district board of education does not assign, transfer, promote, or retain staff or fail to assign, transfer, promote, or retain staff on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. (<i>N.J.A.C. 6A:7-1.8</i>)	Site visit, Interviews Board policies, regulations, and procedures Comprehensive Equity Plan	2							
b. Policies and procedures are compliant with all applicable state and federal laws such as the Americans with Disabilities Act (ADA) and Section 504.	Site visit, Interviews Board policies, regulations, and procedures								
c. All persons have equal and bias free access to all categories of employment									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

B. PERSONNEL POLICIES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
and receive equal pay for equal work among members of the district's staff.	Comprehensive Equity Plan								
4. a. The district develops a job description and standards for appointment for each paraprofessional position, which is approved by the CSA. (N.J.A.C. 6A:32-4.7)	Job descriptions	2							
b. As required by NCLB, district paraprofessionals meet the job qualifications.	County office approvals								
c. All paraprofessionals participate in professional development activities that support and enhance their job knowledge and skills.	Evidence of professional development such as course descriptions, agendas, etc.								
5. a. The district has adopted written policies and procedures for the physical examination of employees that comply with N.J.A.C. 6A:32-6.1 et seq.	Board polices, regulations, and procedures	2							
b. New employees undergo a physical examination that includes a health history, health screenings, and a medical evaluation.	Blank physical and history forms								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL
County Special Services School Districts**

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B. PERSONNEL POLICIES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
c. All employee medical records are secured, stored, and maintained separately from other personnel files. Only the employee, the chief school administrator, and the school medical inspector have access to the medical information in the individual's file. With the individual's consent, the principal and school nurse may have access to the individual's health history.	School physician contract								
6. The district conducts annual trainings as required by statute or regulation by satisfying the following:	Training schedule Agenda and roster	2							
a. The district conducts an annual review of the training needs of school district employees, volunteers and interns for the effective implementation of the policies and procedures for reporting situations of potentially missing, abused or neglected children and implements locally determined training programs consistent with the annual review and current statutes and rules. All new school district employees, volunteers and interns receive the required information and training as part of their orientation. (N.J.A.C. 6A:16-11)									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. PERSONNEL POLICIES									
b. The district conducts required training for school district employees (e.g., blood-borne pathogens, drugs and alcohol).									
7. District policies and procedures support due process for grievances. Grievances are handled in an efficient and timely manner as outlined in the collective bargaining agreement.	Interviews Board policies, procedures, and regulations	1							
TOTAL POINTS – Section B		16							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

C. PROFESSIONAL DEVELOPMENT	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The district provides and supports high-quality professional development for all staff that supports student achievement of the New Jersey Core Curriculum Content Standards (NJCCCS).</i>		44							
1. a. The district's Professional Development Plan is approved by the county professional development board and the local board of education or NJDOE. The Professional Standards for Teachers and the New Jersey Professional Development Standards were used to develop and approve the plan.	Approved PD Plan Meeting agendas and roster Minutes of meetings Products developed Budget for professional development Walk-throughs Teacher evaluations Needs assessments Data-base of training activities	15							

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County Special Services School Districts**

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C. PROFESSIONAL DEVELOPMENT	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
b. The district complies with the Professional Development for Teachers Initiative. Teaching staff members are supported in their efforts to attain at least 100 clock hours of high-quality professional development every five years. The Professional Development Plan (former PIP) specifies the appropriate activities and content to meet the personal and professional needs of the teaching staff member within the context of his/her job, with an emphasis on the knowledge and skills essential to the achievement of the NJCCCS. Attainment of the hours is monitored by the district using progressive supervision.									
c. The district provides high-quality professional development activities to all teachers, based on teacher needs regarding improvement in the core academic areas as defined by <i>NCLB</i> (Title IIA). Professional development activities for all teaching staff members, including teachers of students with disabilities and teachers of ELLs, are aligned to the NJCCCS.									
d. Professional development for all teachers focuses on improving content and pedagogical knowledge in the subjects they teach and on improving instructional strategies in areas of greatest need.									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL
County Special Services School Districts**

District: _____

County Office: _____

Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. PROFESSIONAL DEVELOPMENT									
e. Professional development focuses on data-driven instruction, effective classroom assessment practices, how to use district and interim assessments to adjust instruction, and how to seek special assistance for students who fall behind.									
f. Professional development for all teaching staff members focuses on ways that they can contribute to student achievement of the NJCCCS and support the intellectual, social, emotional, and physical development of all students.									
g. The district analyzes student performance data from statewide and/or district assessments to identify district-wide professional development priorities.									
h. Professional development focuses on culturally responsive teaching and ways to address the needs of diverse learners.									
i. The district evaluates the professional development plan and its implementation.									
2. The district supports the development of professional learning communities for teaching staff members that provide collegial support, job-embedded learning, and coaching to enhance professional practice. District and school professional development provides support and follow-up, such as instructional and content-based coaching or classroom visitations.	List of professional learning communities members Meeting schedules Coaching schedule Visitation schedule	5							

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C. PROFESSIONAL DEVELOPMENT	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
3. a. Professional development for all school/district staff addresses current and projected needs and priorities, and includes the following:	Needs assessment	6							
b. Multiple data sources, (e.g., test scores, needs assessments, attendance data, violence reports) are used to analyze the alignment of the district Professional Development Plan with teaching staff needs.	Teacher evaluations and PDP Data sources								
c. Professional development priorities address student subgroup performance and focus on improving student achievement in the identified areas of need.	NCLB application and plan Surveys								
4. a. Professional development for all administrators aligns to the Professional Standards for School Leaders. (N.J.A.C. 6A:9-16)	Blank PGP	6							
b. A Professional Growth Plan (PGP) for each school leader is developed in collaboration with the CSA and a peer review committee. Performance is based on meeting the plan's goals which must give the highest priority to improved academic achievement.	Needs assessment Training schedule and agenda								
c. Schools leaders participate in ongoing, job-embedded, school- or district-based, and collaborative professional development that is aligned to their PGP and meets individual, school, and district needs.									
d. Professional development opportunities for									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
PERSONNEL
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District: _____ County Office: _____ Period of Review: _____

C. PROFESSIONAL DEVELOPMENT	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
school leaders address current and emerging issues in curriculum, instruction, and assessment to improve teaching and learning.									
e. The CSA has submitted a PGP to the New Jersey Association of School Administrators (NJASA) for peer review.									
5. a. The district has a mentoring plan that was developed by the Local Professional Development Committee (LPDC) and is aligned to the Professional Standards for Teachers. The plan is approved by the local board of education and submitted to the county superintendent.	Mentoring plan Meeting schedules Walk-throughs Mentoring Tool Kit Course syllabus	12							
b. Novice and mentor teachers meet bi-weekly to discuss practice, build collegial support, and to observe effective teaching practice.	Student work Interviews								
c. The district provides ongoing and sustained professional development for novice teachers to enhance classroom practice.	Evaluation of activities								
d. The district provides annual, ongoing, and sustained professional development for mentor teachers to understand the complex roles and responsibilities of effective mentoring.									
e. The district adjusts the mentoring plan based on evidence of student work in novice teacher classrooms and interviews with novice teachers and their mentors.									

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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C. PROFESSIONAL DEVELOPMENT	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
f. The district reviews, evaluates, and revises, as needed, the mentoring plan and related activities. Factors such as teacher retention are considered.									
TOTAL POINTS - Section C		44							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

TOTAL SCORING

	POINT VALUE	POINTS EARNED	PERCENT OF TOTAL
Total Part A: Licensed Personnel	40		
Total Part B: Personnel Policies	16		
Total Part C: Professional Development	44		
Total A+B+C	100		

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

DISTRICT TOTAL	COUNTY TOTAL	MAXIMUM POINTS	DISTRICT % OF TOTAL SCORE	COUNTY % OF TOTAL SCORE

County Recommendations:

Name of DPR Reviewer:

Title

Date

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
FISCAL MANAGEMENT
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

Unless otherwise indicated, the District Performance Review indicators will be used to evaluate conditions and performance in the district over the preceding three year period. To attain points for this section of the DPR, the district must answer "yes" to each numbered indicator or block of indicators. Partial points are not awarded.

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A BUDGET PLANNING									
	<i>The district budget planning and preparation process is comprehensive, integrated with the instructional priorities of the district and focused on curricular improvements, student achievement, and professional development.</i>	9							
1. The district's budgeting process and its allocation of resources are aligned with the district's instructional priorities and student needs.	District policies, budget calendar and responsibilities and goals	3							
a. The district has developed written policies and procedures for the budget and financial planning process that ensures 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 text-book replacement plan, a long-range facilities plan and maintenance plans).	Board minutes/agendas and minutes from goal setting meetings District plans: strategic plans, NCLB needs assessment, curriculum plans, professional development plans, CAPA plan, as applicable, LRFP, Maintenance Plan, text book replacement plan, etc.								
b. The district follows a budget calendar that is developed and shared with the board									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
FISCAL MANAGEMENT
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A BUDGET PLANNING									
annually and reflects all applicable legal and management requirements.									
c. The district annually aligns fiscal goals and budget objectives to ensure that instructional resources are sufficient to address the needs of students, develop curriculum, and ensure professional development for all staff.	Budget supporting documentation #2 and other budget support/tools updated annually								
d. The district sets budget objectives and allocates sufficient resources to address the priority problems that have been identified as impacting student performance as measured under <i>NCLB</i>	Describe how the district's planning and budgeting processes link								
2. The adopted and certified budget is supported by detailed documentation:									
a. The budget objectives and budgeted costs address CAPA reports, special education and other programmatic reports, and assessed needs, as applicable, including the priority problems that have been identified as impacting student subgroup performance as measured by state and district assessments.	Assessment results, detailed budget support CAPA and other programmatic reports	1							
b. Budgeted positions and salaries are supported and consistent with the Position	Position control roster or similar document, payroll by	1							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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County Special Services School Districts**

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A BUDGET PLANNING									
Control Roster required pursuant to N.J.A.C. 6A:23A-6.8.	account, stipends, substitutes, overtime analysis								
c. Appropriations for capital projects based on the district's Long Range Facilities Plan (LRFP).	LRFP	1							
d. Other appropriation lines are supported by a trend analysis of historical expenditures.	Analysis of historical expenditures	1							
3. The district 's budget does not include line-item transfers or appropriations of surplus for new programs and initiatives not 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.)	Monthly transfer report, board minutes, budget documents	2							
TOTAL POINTS – Section A		9							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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B. FINANCIAL AND BUDGETARY CONTROL	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The district has sufficient financial and budgetary controls to ensure fiscal integrity and accurate financial reporting.</i>		40							
1. The monthly Board Secretary's report is completed and reconciled without exceptions (e.g. unbalanced/inaccurate balance sheet, unauthorized transfers):	CAFR, Auditors Management Report (AMR), monthly Board Secretary and Treasurer's report, open PO listing, general ledger, monthly reconciliation reports, monthly transfer reports, Board minutes								
a. The report is completed within 30 days of the month's end and reconciled with the Treasurer's report within 45 days of the month's end.		4							
b. 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. The budget status report contains an up-to-date posting of all POs and cash receipts; a monthly review of open POs for liquidation; reconciliation to payroll and all subsidiary ledgers; and transfer approvals received as required. There are no line-item over-expenditures.		4							
2. The district has established and follows formal policies and procedures, in the	Written policies and								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. FINANCIAL AND BUDGETARY CONTROL									
following areas:	procedures	5							
a. Standard operating procedures for business functions including, accounting, purchasing, fixed assets, etc. (N.J.A.C. 6A:23A-6.6)									
b. Approval of amounts in excess of approved purchase orders. (N.J.A.C. 6A:23A-6.10)									
c. Vehicle tracking and maintenance. (N.J.A.C. 6A:23A-6.11)									
d. Supervision and handling of cash and other district funds, including safeguards and procedures for petty cash funds (N.J.S.A. 18A:19-13 and N.J.A.C. 6A:23A-16.8).									
e. Restricted access to personnel, payroll and other confidential data.									
f. Work order system that tracks all maintenance requests, the worker assigned, date of completion, labor time spent, and the cost of materials.									
g. Establishment and fiscal oversight of student activity funds. (N.J.A.C. 6A:23-2.14(c))									

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. FINANCIAL AND BUDGETARY CONTROL									
h. Professional services and public relations to minimize the costs. (N.J.A.C. 6A:23A-5.2)									
3. The maintenance of a position control roster to ensure accurate payroll. (N.J.A.C. 6A:23A:6.8)		4							
4. The district is implementing a system of internal controls to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud. This system includes:									
a. At minimum, a semi-monthly review of the budget status report (budget to actual) to ensure that sufficient appropriations are available.	Budget status reports, monthly transfer report, adopted board policies, organizational chart and duties, AMR, listing of PO's, #'s and invoice dates, cash receipts journal, listing of manual checks issued, fixed asset registry, CAFR, AMR	1							
b. A requirement that transfers made prior to obligation of funds (to prevent line-item over-expenditure) and only for items permitted by law and regulation.		1							
c. An adequate separation of duties: the purchasing agent is not responsible for accounts payable; the treasurer independently performs bank reconciliations; check signatories are not responsible for check preparation.		1							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
FISCAL MANAGEMENT
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

B. FINANCIAL AND BUDGETARY CONTROL	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
d. Purchase orders are approved only by the purchasing agent and are issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.		2							
e. Purchase orders delineate the vendor, the item or items, the quantity and the price. There are no blanket POs.		1							
f. The budgetary and financial software ensures that encumbrances are placed prior to the release of POs and prevents recording of a PO if the line-item account is insufficient.		1							
g. All checks and check-signing devices are kept in a secured location and only used by authorized personnel.		1							
h. Manual checks represent less than one percent of the checks issued on an annual basis. (Interfund payments are excluded from this requirement.)		1							
i. All cash receipts are accounted for, physically safeguarded, deposited in a timely manner, and properly recorded.		1							

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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County Special Services School Districts**

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. FINANCIAL AND BUDGETARY CONTROL									
j. All fixed assets are tagged, logged and inventoried, and the disposal of any equipment is approved by purchasing agent and board of education.		1							
5. The district adheres to the state public school contracts law for purchasing:	PO listing, contract files, annual purchasing plan (aggregation), CAFR, AMR, required notification to County Sup for emergency purchases	5							
a. The district aggregates goods and services and uses formal quotes and sealed bids for all purchases that are in excess of established bid thresholds. (N.J.S.A. 18A:18A-3 and N.J.S.A. 18A:18A-8)									
b. The district uses a deliberate and efficient manner to award professional services contracts and uses the professional services exemption to bidding for services when provided by a person whose practice is regulated by law and the service requires advance knowledge and training (e.g., architect, accountant). (N.J.S.A. 18A:18A-2)									
c. The district uses the extraordinary unspecified services bidding exemption									

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B. FINANCIAL AND BUDGETARY CONTROL	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			YES	NO	SCORE	YES	NO	SCORE	
only when the service cannot be reasonably described by written specifications and meets all other requirements. The district's use of this exemption is narrowly construed in favor of open competitive bidding where possible. (N.J.S.A. 18A:18A-5 and N.J.A.C. 5:34-2)									
d. The district uses competitive contracting for the allowable statutory purposes and follows all requirements. (N.J.S.A. 18A:18A-4.1 and N.J.A.C. 5:34-4)									
e. The district uses authorized state contracts when they are in the best interest of district. (N.J.S.A. 18A:18A-10)									
f. The district uses emergency contracts only as authorized. N.J.S.A. 18A:18A-7 and N.J.A.C. 5:34-6.1)									
g. The district's POs are consistent with the signed contracts from vendors providing goods and services									
6. In order to prevent duplicate or improper payments, the district approves payments and claims only after the submission of approved vouchers that include original	Voucher packages, CAFR, AMR	4							

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
FISCAL MANAGEMENT
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. FINANCIAL AND BUDGETARY CONTROL									
invoices, receiving reports (such as bills of lading, packing slips, etc.), and vendor affidavits. (<i>N.J.S.A. 18A:19-3</i>)									
7. At least monthly, the district prepares and analyzes fiscal year cash flow projections for all funds to ensure that payments can be made on a prompt basis and to maximize investment opportunities.	Cash flow projections/report, PO listing, CAFR, AMR	1							
8. Required data and financial reports are submitted to DOE in a timely manner by required submission dates:	Verification of submission dates	2							
a. ASSA									
b. DRTRS									
c. AUDSUM									
d. Budget Statement (including user-friendly budget and administrator salary spreadsheet)									
e. Debt service data collection									
f. School Register									

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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 FISCAL MANAGEMENT
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District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. FINANCIAL AND BUDGETARY CONTROL	SUGGESTED DOCUMENTATION								
TOTAL POINTS - Section B		40							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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FISCAL MANAGEMENT
County Special Services School Districts**

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. ANNUAL AUDIT									
<i>The annual audit of the Comprehensive Annual Financial Report(CAFR) indicates that the district is fiscally stable</i>		25							
1. The district has filed the annual audit of its CAFR and filed other supporting forms and collections (AMR, Federal Data Collection Form) by the due date. (N.J.S.A. 18A:23-1)	CAFR, AMR, audit synopsis, federal data collection form, peer reviews, AUDSUM submission	2							
2. The district receives an unqualified opinion on the annual audit and satisfies all of the following:	CAFR, AMR, CAP adopted by BOE, documentation of CAP acceptable to County Superintendent, certification of implementation of CAP, AMR	20							
a. If required, the district has implemented a corrective action plan acceptable to the county superintendent which addresses all audit recommendations. The district has submitted the Certificate of Implementation of the CAP by June 30th.									
b. The district has no repeat audit findings of a substantive nature.									
c. The district has no material weaknesses in the findings.									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. ANNUAL AUDIT									
d. The district ends the year with no deficit balances in the general fund, the special revenue fund, the capital projects fund or the debt service fund (other than permitted under state law and GAAP).									
3. The district ends the year with no line-item over-expenditures.	CAFR, AMR	3							
TOTAL POINTS - Section C		25							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. RESTRICTED REVENUES									
<i>The district has sufficient and required accountability over restricted revenues, such as federal and state grants, bonds, etc.</i>		15							
1. The district manages and oversees NCLB, IDEA, ARRA and other entitlement and discretionary grants as required:	CAFR, AMR, grant application submission and approval dates, supplement not supplant, and other federal grant fiscal requirements, MOE and comparability reports	5							
a. The district complies with demonstration of comparability, maintenance of effort, supplement not supplant, and other federal grant fiscal requirements.									
b. Grant funds are spent as budgeted. Amendments and budget modifications are completed for changes that exceed the applicable threshold (entitlement grants – lesser of 10% or \$50,000; discretionary grants – lesser of 10% or \$10,000).									

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. RESTRICTED REVENUES									
<p>c. The district spends federal and state grants funds as required and distributes non-public allocations as required. The district does not return federal and state grants or nonpublic allocations to DOE (except for non-public allocations for schools no longer in operation).</p> <p>If the district has returned funds in excess of \$1000 to DOE: On a separate sheet of paper, list the name of the grant and dollar amount refunded. If the returned funds were for nonpublic school services, specify the date the services began and the reason the funds were not spent.</p>									
<p>d. At least 85 percent of the <i>NCLB</i> and <i>IDEA</i> grant funds are expended in year one.</p> <p>* For Title I, a waiver to carry over more than 15% has not been requested within the last three years.</p> <p>* For Title IV, a waiver to carry over more than 25% has not been requested this</p>									

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. RESTRICTED REVENUES									
year.									
2. The district submits its applications for <i>NCLB</i> , <i>IDEA</i> , <i>ARRA</i> , Perkins and Evening School for the Foreign Born (EFB) in a timely manner:	CAFR, AMR, grant application submission and approval dates, carryover reports, closeout reports, transfer approvals, MOE and comparability reports	1							
a. The district submits its <i>NCLB</i> consolidated application and applications for <i>IDEA</i> , Perkins and Evening School for the Foreign Born (EFB) by the due dates.									
b. The district submits its revision requests for <i>NCLB</i> , <i>IDEA</i> , Perkins and Evening School for the Foreign Born (EFB) in a timely manner.									
c. The district submits its entitlement final reports, carryover applications (if applicable) and closeout reports by the due dates.									
3. The district follows proper accounting procedures and expenditure of funds for restricted federal grants and restricted state grants and aid, including preschool		7							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. RESTRICTED REVENUES									
education aid, consistent with EDGAR and OMB Circular A-87, including:									
a. The district accounts separately and maintains records, by grant (IDEA, Title I, IDEA-ARRA, etc) and location as required (Title 1, etc.), and/or consolidates accounts for approved school-wide programs as allowed in accordance with the approved budget.	CAFR, AMR, accounting system and reports by grant, transfer requests, indirect cost rate Applications/approvals, board minutes, time and activity reports								
b. The district has effective control and accountability for all grant cash, property and other assets (internal controls).									
c. If applicable, the district has submitted an acceptable corrective action plan that has addressed all findings from the CAFR and Single Audit, DOE monitoring and/or other monitorings/audits.									
d. The district expends federal funds consistent with OMB Circular A-87 to determine the reasonableness, allowability and allocability of costs.									
e. If applicable, the district expends federal funds consistent with its									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. RESTRICTED REVENUES									
approved indirect cost rate.									
f. The salaries funded by federal grants are approved by the board as documented in the board minutes and the district maintains the required time and activity reports.									
g. The district promptly, but at least quarterly, remits interest earned on federal funds over \$100 per year.									
4. The district provides proper oversight and accounting by capital project of Bond Referendum and other Fund 30 capital projects, including:	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							
a. The district maintains separate accounting by project.									
b. The district regularly monitors detailed accounts and oversees change orders to ensure/certify funds are available.									
c. The district spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the									

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. RESTRICTED REVENUES	authorized amount. d. The district 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.								
authorized amount.									
d. The district 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.									
TOTAL POINTS - Section D		15							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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District: _____ County Office: _____ Period of Review: _____

E. EFFICIENCY	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The district participates in programs and implements operating measures to promote the efficient expenditure of funds.</i>		8							
<p>To attain points for question E1 below, the district must answer "yes" to a minimum of four sub-indicators. Partial points are not awarded for this indicator.</p> <p>1. The district participates in a minimum of four of the following programs:</p> <p>a. Federal E-rate program</p> <p>b. Alliance for Competitive Energy Services (ACES), or documented rate better than ACES</p> <p>c. Alliance for Competitive Telecommunications (ACT), or documented rate better than ACT</p> <p>d. Transportation Jointure</p> <p>e. Shared services arrangements with other districts or municipalities for items such as snow removal, ground maintenance, administrative positions, etc.</p>		2							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. EFFICIENCY									
f. Cooperative/joint purchasing arrangements with other districts or municipalities for goods and services other than those listed above, such as supplies.									
g. Sending/receiving relationships with neighboring districts to provide educational programs to individual students with special needs.									
h. Other _____									
To attain points for question E2 below, the district must answer "yes" to a minimum of four sub-indicators. Partial points are not awarded for this indicator.	Class sizes, detailed ledger (accounting of overtime), board policy/plan for special education placements, CAFR (food service transfer), CAFR (report of state and federal assistance), close-out reports, analysis of alternatives and quotes received prior to renewal of group and health insurance.	3							
2. The district operations include four or more of the following circumstances:									
a. Overtime for any given function represents less than 10% of actual expenditures on base salaries of that function.									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. EFFICIENCY									
b. The child nutrition program operates without a general fund transfer or subsidy.									
c. District is at or below the median spending for administration as reported (actuals) in the most recent Comparative Spending Guide.									
d. Prior to each renewal, the district receives alternative quotes for health plan for maximum savings, including a demonstration of savings greater than participation in a Joint Insurance Fund or NJ Health Plan.									
e. The district receives alternative quotes prior to any annual award of a contract for professional services.									
f. The district offers distance learning, virtual classrooms, and/or allows students to share educational services with other educational entities where more efficient.									
g. Other _____									

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
E. EFFICIENCY									
3. The district participates in the Special Education Medicaid Initiative (SEMI) or the Medicaid Administrative Claiming Program or the district receives a waiver of the SEMI program.	SEMI application and funding documentation	2							
4. The district does not incur extra charges or fees for late payments or other operational actions.	Detailed ledger	1							
TOTAL POINTS - Section E		8							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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FISCAL MANAGEMENT
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District: _____ County Office: _____ Period of Review: _____

TOTAL SCORING

	POINT VALUE	POINTS EARNED	PERCENT OF TOTAL
Total Part A: Budget Planning	9		
Total Part B: Financial and Budgetary Control	40		
Total Part C: Annual Audit	25		
Total Part D: Restricted Revenues	15		
Total Part E: Efficiency	8		
Total A+B+C+D+E	97		

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

-----PLEASE DO NOT WRITE BELOW THIS LINE-----

DISTRICT TOTAL	COUNTY TOTAL	MAXIMUM POINTS	DISTRICT % OF TOTAL SCORE	COUNTY % OF TOTAL SCORE

County Recommendations:

Name of DPR Reviewer:

Title

Date

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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District: _____ County Office: _____ Period of Review: _____

Unless otherwise indicated, the District Performance Review indicators will be used to evaluate conditions and performance in the district over the preceding three year period. To attain points for this section of the DPR, the district must answer "yes" to each numbered indicator or block of indicators. Partial points are not awarded.

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. FACILITIES									
<i>The district provides adequate and appropriately maintained facilities to support teaching and learning.</i>		15							
1 a. The district has a BOE-approved Long Range Facilities Plan or the district has submitted all required documents with updates or amendments on time. (N.J.S.A. 18A:7G-4)	Approval letter	2							
b. The district implements projects that are consistent with the approved Long Range Facilities Plan and has received county office approval for emergent projects.	Project approval County office approval for emergent projects Board minutes List of participants Revisions approved by DOE								
c. The district has reviewed and revised, as needed, the Long Range Facilities Plan.									
2 a. The district has submitted and implemented a BOE-approved Comprehensive Maintenance Plan with corrective and preventive measures for the interior and exterior of each	Board-approved plan Board minutes M-1 schedule matches the CAFR Comprehensive Maintenance Plan Board resolution	4							

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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OPERATIONS
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District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. FACILITIES									
building and the major systems of HVAC, mechanical, plumbing, electrical, structural and grounds. (N.J.A.C. 6A:26A-1 et seq.)									
b. The district is implementing the Comprehensive Maintenance Plan. (N.J.S.A. 18A:7G-9(b)3 and 18A:33-1 and N.J.A.C. 6A:26-3.1)									
3 a. Annual health and safety reviews have been conducted in each building using the Evaluation of School Buildings Checklist Report. (N.J.A.C. 6A:26-6.1, 6.2 and 12; and N.J.A.C. 6A:19-6.1 et seq.)	Signed checklist	9							
b. 100% compliance" section - all items are in compliance in all buildings.									
c. "80% compliance" section - at least 80% of items are in compliance in all buildings.									
TOTAL POINTS – Section A		15							

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B. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The district implements policies and programs that establish a safe, secure, supportive and disciplined school environment that supports teaching, learning and student achievement of high academic standards.</i>		41							
1a. The district annually has reviewed, revised or developed, and implemented 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. (N.J.A.C. 6A:16-5.1 <i>et seq.</i>)	<p>Planning team meeting agendas and minutes recording the review process and recommendations. If no changes are required, a record of this review should be verified</p> <p>Attendance/sign-in sheets or list of committee members and/or partners involved in the review and development of the safety and security plan</p> <p>Board minutes dedicated to the review and/or approval of the safety and security plan</p> <p>Written plans and procedures</p>	7							

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION								
b. The district's safety and security plan provides for the prevention of, intervention in, response to and recovery from emergency and crisis situations. (<i>N.J.A.C. 6A:16-5.1 et seq.</i>)	Copy of the current Emergency Management Plan that shows evidence of the four stages of crisis management: prevention/mitigation, preparation, response and recovery								
c. The district has disseminated to the applicable sections of the school safety and security plan to all school employees. (<i>N.J.A.C. 6A:16-5.1 et seq.</i>)	Meeting agendas and minutes broadcasting the school safety and security plan Employee verification form documenting the receipt of the district's school safety and security plan CSA's written documentation via memo, email or fax declaring dissemination Staff handbook or binder that includes the district's school safety and security plan								
d. The district has developed and provided training to all district employees, as appropriate, to enable them to recognize and appropriately respond to safety and security concerns. (<i>N.J.A.C. 6A:16-5.1 et seq.</i>)	Copy of the district's training agenda outlining modules dedicated to school safety and security Copy of the district's training attendance or sign-in-sheet identifying full time, part time, temporary or new employees								

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B. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	<p>A school calendar of events or an announcement highlighting training on school safety and security</p> <p>Allocation of resources (personnel or financial) demonstrating the development and implementation of district training connected to school safety and security</p> <p>List of speakers, trainers and/or partners and handouts facilitating the district's training</p> <p>Written notification to staff and planning partners discussing the roles and timelines dedicated to the annual review of the district's plan</p>								
2 a. The district has collected and analyzed data on the incidents of violence, vandalism, substance abuse and disruptive behavior, and identifies activities to address them. (N.J.A.C. 6A:16-5.3 et seq. and N.J.A.C. 6A:16-7 et seq.)	<p>District procedures for the reporting of incidents of violence, vandalism and substance abuse that include the principal's review for accuracy and forwarding to the Chief School Administrator.</p> <p>Documentation of data analysis and identification of activities to address the student behaviors reported</p>	7							

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		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION								
b. The district requires employees to report incidents of violence, vandalism and substance abuse to the principal on a board of education-approved form that include offender, victim and incident detail information and provides annual training to prepare them to fulfill this obligation. (N.J.A.C. 6A:16-5.3(a) and (b))	<p>Board minutes approving the form.</p> <p>Board-approved form including all offender, victim and incident detail contained in the department's EVVR incident report form for reporting incidents of violence, vandalism and substance abuse (V&V)</p> <p>Original incident reports from staff made on the board-approved form</p> <p>Student disciplinary records</p> <p>Documentation of staff training</p> <p>Staff Interviews to verify district reporting procedures and training</p>								
c. The CSA annually has reported the number of incidents to the DOE using the Electronic Violence and Vandalism Reporting System (EVVRS), and verified the accuracy of the information reported. (N.J.A.C. 6A:16-5.3(e))	<p>Annual district EVVRS report</p> <p>EVVRS incident listing report</p> <p><i>EVVRS Verification Fax-back</i> form signed by the CSA certifying the accuracy of incidents</p> <p>Comparison of disciplinary records and School Report Card and EVVRS data</p>								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY									
d. The CSA annually has reported all acts of violence and vandalism and incidents of alcohol and other drug abuse that occurred during the previous school year to the board of education and the district has held an annual public hearing. (N.J.A.C. 6A:16-5.3(f) and N.J.A.C. 6A:16-5.2(a)4)	Copy of signed and dated board minutes of the public hearing Copy of the verified Annual District Report of Violence and Vandalism for the previous school year								
e. The district has submitted to the DOE and implemented a corrective action plan for high incidences of violence, vandalism or alcohol or other drug abuse in response to notification by the Commissioner or the district is not required to do so. (N.J.A.C. 6A:16-5.3(i))	Minutes or agendas from planning meetings Copy of department-approved corrective action plan (CAP) Implementation of activities described in the approved CAP Budgets and expenditure reports supporting the CAP Staff interviews and school visits verifying the implementation of the corrective actions Pre- and post-outcome data								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY									
f. The district has adopted and implemented procedures regarding a school employee that knowingly falsifies the annual report on violence, vandalism and substance abuse. (N.J.A.C. 6A:16-5.3(g))	Board- approved procedures								
3. The district has adopted and distributed to all school staff, students and parents a code of student conduct that contains all required elements. (N.J.A.C. 6A:16-7.1)	Code of Student Conduct that contains all required elements (See the DOE Code of Student Conduct Compliance Checklist.) Announcements, agendas or minutes from meetings with parent, student and community representatives to develop the code and to annually review and update the code Board minutes approving code of student conduct that indicate that the code was based on locally determined core ethical values Mailing list or cover memo for the dissemination of the code Staff, student and parent interviews	4							
4. The district is in compliance with the student removal, educational services, record keeping, reporting and all other requirements under the	Copy of board-approved policies and procedures for removals of students for firearms offenses, assaults with weapons and assaults on employees or board members								

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y	N	S	Y	N	S	
			E	O	C	E	O	S	
B. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION								
<i>Gun-Free Schools Act 20 USC 7151, Title IV Section 4141 of NCLB, N.J.S.A. 18A: 37-7 through 12, and N.J.A.C. 6A:16-5.5.</i>	<p>Documentation of immediate removal</p> <p>Copy of notification to the student's parent that includes the removal action, the law enforcement notification, the change of custody, if it occurs, and the student's due process rights</p> <p>Copy of the student's old schedule in school and the new schedule in the alternative education program</p> <p>If interim home instruction is provided pending alternate education placement, a copy of lesson plans and a copy of the assignment or application for the student's placement in an alternate education program</p> <p>If appropriate, the CSA's written record of any case-by-case modifications of the required one-year removal</p> <p>The CSA's written determination on the student's return to school or continuation in the alternate education program that is based on the offenses, the board's removal decision, the results of any assessments of the student</p>	3							

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District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY									
	and recommendations of the administrator of the student's placement If appropriate, written authorization from the CSA for a student to possess a firearm stored in a locked vehicle on school grounds or used for participation in a school-sponsored function								
5 a. The district has promoted regular attendance of students by adopting and implementing policies and procedures that include expectations and consequences regarding timely arrival and attendance and school district responses to unexcused absences. (N.J.A.C. 6A:16-7.8)	District policies and procedures regarding attendance and on-time arrivals (See DOE checklist <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	6							
b. The average daily attendance (ADA) rate for each district averages 90 percent or higher as calculated for the three years	ADA report								

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	prior to the completion of the DPR. (N.J.A.C. 6A:32-13.1)								
6. a. The district has developed policies prohibiting harassment, intimidation and bullying (HIB). The district has distributed the policy to students, parents and staff, has posted the policy on its website and has notified students and parents that the policy is posted. (N.J.A.C. 6A:16-7.1(a)4 and (c) 7 and 7.9 and N.J.S.A. 18A:37-14-37-18)	<p>Board minutes approving the harassment, intimidation and bullying policy that includes all required components. (See the DOE checklist <i>Review of District Policies and Procedures on Harassment, Intimidation and Bullying.</i>)</p> <p>Mailing list or cover memo for the dissemination of the policy to parents and staff</p> <p>Appearance of the policy on the districts website and in the student handbook or other publication about student conduct</p> <p>Attendance or sign-in sheets, agendas or evaluations from trainings</p> <p>Staff interviews to verify implementation of the policy</p> <p>Documentation that incidents of harassment, intimidation and bullying were handled in accordance with the board-approved policy and the law</p>	5							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
		Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY								
	SUGGESTED DOCUMENTATION							
b. The district has annually implemented staff training programs for the effective implementation of the harassment, intimidation and bullying (HIB) policies and procedures; annually discussed the HIB policies with students; and annually reviewed the extent and characteristics of HIB in the school buildings of the district. (N.J.A.C. 6A:16-7.9(d))	Attendance or sign-in sheets, agendas, recordings or evaluations from the staff trainings Student or school schedules, agendas, recordings or notes from the student discussions Reports of the annual review; results from instruments or methodology (e.g., survey findings, interview notes, focus group notes, board minutes, data sources) used to conduct the annual review; programs (e.g., curricula, purchase orders, lesson plans, agendas, scope and sequence) or services (e.g., job descriptions, case files, service agreements) implemented as a result of the review							
7. The district has provided for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and the implementation of board of education-approved policies to facilitate cooperation between school staff and law enforcement. (N.J.A.C. 6A:16-6.1 et seq.)	Announcements, attendance or sign-in sheets, agendas or minutes from annual meetings among the CSA and the county prosecutor Logs or other records of input provided by the county superintendent, community members and law enforcement officials Board minutes approving the MOA	3						

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B. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	Written approval of the MOA by the county prosecutor and county superintendent Copy of approved MOA or annual updates County prosecutor, county superintendent and community participant interviews								
8. The district has provided for the safety and protection of students through the adoption and implementation of policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities, appointment of a school district liaison, and training to district employees, volunteers and interns working in the school district. (N.J.A.C. 6A:16-11)	Board minutes approving the policies and procedures Name and title of Division of Youth and Family Services (DYFS) liaison Attendance or sign-in sheets, agendas or evaluations from trainings Staff and DYFS interviews	2							
9. The district has implemented procedures to review and resolve transportation incidents to avoid safety violations and ensure the safety of children (including but not limited to MVC requirements for bus driver inspections before loading and after drop-off and evacuation drills) or the district does not provide	Policy and procedures Hazardous route plan and implementation Bus incident report Evacuation process letter Emergency evacuation procedures	2							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY									
transportation. (N.J.A.C. 6A:27-11 and -12.1(g))	Bus driver and aides training								
10. The district has had no incidents of students being left on the school bus in the past year or the district does not provide transportation.		1							
11. The district has provided a voter registration form and voting description material to each eligible high school pupil in compliance with N.J.S.A. 18A:36-27.	Copy of sample voting registration forms and materials	1							
TOTAL POINTS – Section B		41							

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C. STUDENT HEALTH	SUGGETED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The district supports the health and well-being of students so they are able to participate in the educational program.</i>		15							
1. The district has developed and implemented the DOE-approved school health nursing services plan. (N.J.A.C. 6A:16-2.1(b))	Copy of the Nursing Services Plan developed in consultation with the school physician and certified school nurse and approved by the board and the county superintendent Approved board minutes Staff interviews Payroll records documenting employment of nurses consistent with the assignment of nurses outlined in the Nursing Service Plan	5							
2. The district has conducted school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. (N.J.A.C. 6A:16-2.1 et seq.)	An updated A45 Health History and Appraisal Form for routine screenings and examinations Existence of at least one nebulizer in the office of the school nurse or a similar accessible location Staff interviews Observation	3							

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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District: _____ County Office: _____ Period of Review: _____

	SUGGETED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. STUDENT HEALTH									
3. The district has complied with P.L. 2008 Chapter 38 by implementing strategies to identify those students who are not covered by health insurance and provide the list of those students to the Department of Human Services.	Evidence that the district has employed strategies to identify students who are not covered by health insurance and is transmitting that information to the Department of Human Services Copy of the list of those students who are not covered by health insurance	2							
4. The district has maintained student health records. (N.J.A.C. 6A:16-2.4)	Evidence that the student health records are maintained separately from other student records in a secure location and made accessible to the school building in which the student is assigned Staff interviews Observation of record storage facility	2							
5. If medical examinations are conducted by the district, the examinations have taken place in the school physician's office or comparably equipped facility. (N.J.A.C. 6A:16-2.2(f) and 2.3(a)3iv)	Documentation of medical examinations completed by the school physician. Observation of school examination room.	1							

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	SUGGETED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. STUDENT HEALTH									
6. The district has required medical immunizations prior to admittance into school. (N.J.A.C. 6A:16-2.2)	The A45 Health History and Appraisal Form documenting required immunizations and examinations Copy of parent request and district approval or denial for student exemption from immunization requirements (if applicable)	1							
7. The district has required medical examinations upon enrollment and prior to participation on school-sponsored athletic teams. (N.J.A.C. 6A:16-2.2)	The examination report from the medial home or the school physician The A45 Health History and Appraisal Form documenting required examinations Copy/documentation of school physician approval or denial for student participation on a sports team/squad	1							
TOTAL POINTS – Section C		15							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. STUDENT SUPPORT SERVICES									
<i>The district provides support services that address academic, social and behavioral needs to support student success.</i>		29							
1 a. The district has a DOE-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. (N.J.A.C. 6A:7-1.9)	Approved Comprehensive Equity Plan	3							
b. The district has implemented the Comprehensive Equity Plan according to approved timelines.	Objectives for improvement, professional development and timeline Evidence of implementation Board minutes								

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. STUDENT SUPPORT SERVICES									
	Evidence of progress in meeting equity goals								
c. The district has implemented any required desegregation plan or the district is not required to have a plan.									
d. The district has provided professional development training for all school personnel on a continuing basis to identify and resolve problems associated with the student achievement gap and other inequities. (N.J.A.C. 6A:7-1.6)	Professional Development Plan Evidence of annual training Identification of relationship of training to areas of need								
2. A local district Technology Plan has been approved and has been implemented.	Evidence of implementation Progress toward meeting goals Approval letter	3							
3. a. A board-approved comprehensive guidance and academic counseling program has been implemented for all students. (N.J.A.C. 6A:8-3.2)	A written job description that requires coordination with other student support services and other staff A written description of guidance	5							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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D. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	and counseling services Approved board minutes Staff interviews and school visits								
b. The comprehensive career education and counseling program has been coordinated with transition services for those students with disabilities beginning at age 14 or younger as determined by the IEP team. (N.J.A.C. 6A:14-3.7(e)11 through 13)	Board minutes Written program description								

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. STUDENT SUPPORT SERVICES									
4 a. The district has ensured that each school building has a multidisciplinary team (such as Intervention and Referral Services Teams, Pupil Assistance Teams and School Resource Committees) as part of its coordinated system for the planning and delivery of intervention and referral services. (N.J.A.C. 6A:16-8)	<p>An organizational or functional flow chart showing coordination of each building's I&RS services, including the I&RS team</p> <p>Evidence of, at a minimum, one I&RS team at each building, which could include each team's: mission statement, meeting minutes, files, action plans, published material, policies and procedures, annual report to the principal or program development plans</p> <p>Written guidelines on the roles and responsibilities of I&RS team members and the board minutes approving guidelines</p> <p>Staff and parent interviews</p>	6							
b. The district has provided the multidisciplinary team members with the necessary professional development for fulfilling the team	Professional Improvement Plans addressing I&RS-related training needs of team members								

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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D. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
functions. (N.J.A.C. 6A:16-8.2(a))	Agendas or reports from trainings, conferences, etc. Evidence of networking with other school I&RS teams, consultations with "experts" or purchase of books or journals targeted for team use								
c. The team(s) has recommended a course of action for each case that includes desired outcomes, plans for support, guidance and professional development for staff who identify learning, behavior and health problems. (N.J.A.C. 6A:16-8.2(a) 3, 4 and 10)	Files containing written action plans for each I&RS team case that include documentation of all participants, anticipated, quantifiable behavioral outcomes, school or community strategies or referrals to school and community resources, support for school staff to implement the action plans, evidence of follow-up to assess progress in achieving the outcomes and make appropriate adjustments, as appropriate Minutes from team meetings documenting case plans, including support for staff Observations of team meetings								

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D. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	Staff interviews								
d. The team(s) has made recommendations to the principal annually for improving school programs and services based on its annual review of action plans and actions. (N.J.A.C. 6A:16-8.2(a)11)	<p>Written report submitted to principal and changes made as a result</p> <p>Minutes/records of meetings to conduct the annual review</p> <p>Records of changes made as a direct result of the report</p> <p>Staff interviews</p>								
e. The district has identified the roles and responsibilities of all staff and parameters for participation of community members, including parents. (N.J.A.C. 6A:16-8.3)	<p>Board-approved written guidelines on the roles and responsibilities of: I&RS team members, staff who seek team assistance and other school staff for aiding with I&RS action plans, and the roles, responsibilities and parameters for the participation of community members</p> <p>Approved job descriptions describing I&RS team responsibilities</p>								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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D. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	<p>Roles and responsibilities described in official school or district publications and evidence of dissemination to staff</p> <p>Records of changes made as a direct result of the report to the principal</p>								
<p>5. The district has established, disseminated information about and implemented its comprehensive alcohol, tobacco and other drug abuse program and has adopted and disseminated to all school staff, students and parents its 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. (N.J.S.A. 18A:40A-8 et seq. and N.J.A.C. 6A:16-1.4 (a)18; 6A:16-3 and 6A:16-4)</p>	<p>Attendance or sign-in sheets, agendas, minutes or notes from annual consultations with community agencies and other representatives</p> <p>Board minutes approving the policies and procedures</p> <p>Mailing list or cover memo for the dissemination of the policy</p> <p>Attendance or sign-in sheets, agendas or evaluations from annual trainings on both the policies and procedures and the comprehensive program</p>	3							

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		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION								
	<p>Reports describing the assistance provided to the district by substance awareness coordinators (SACs). If SACs are not employed or contracted, specific written assignments in job descriptions of all appropriately certificated staff responsible for fulfilling each of the seven mandated SAC functions in <i>N.J.S.A. 18A:40A-18(c)</i></p> <p>Board minutes approving the comprehensive program</p> <p>Program plans supporting the purposes for comprehensive alcohol tobacco and other drug programs</p> <p>Curricula or other materials or rosters of students participating in primary substance abuse prevention programs</p> <p>Names or numbers of students receiving intervention, referral for</p>								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. STUDENT SUPPORT SERVICES									
	evaluation and referral for treatment services Completed release of information forms for students receiving treatment Names or numbers of students participating in substance abuse continuity of care programs Staff interviews and school visits								
6. The district has forwarded 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 and has forwarded disciplinary records, with respect to suspensions and expulsions, to nonpublic schools. (N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10)	Public School Transfer Notice of student transfer Phone log, notes or correspondence verifying the student's enrollment Correspondence accompanying the student's entire discipline file to the transferring public school Written notice of the transfer of the discipline record to the parent or adult student	2							

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D. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	<p>Private School Transfer Notice of student transfer</p> <p>Phone log, notes or correspondence requesting the student's records, with respect to suspensions and expulsions</p> <p>Phone log, notes or correspondence verifying the student's enrollment Correspondence accompanying the student's discipline file, with respect to suspensions and expulsions, to the transferring private school</p> <p>Written notice of the transfer of the discipline records to the parent or adult student</p>								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION								
7. The district has developed and implements procedures for notifying resident districts of disciplinary removals or absences due to chronic or temporary illness.	Notification procedures Discipline records Correspondence to districts	4							

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D. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
8. The district has no nonpublic schools within its jurisdiction or the district has provided services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services in accordance with <i>N.J.S.A. 18A:46A-1 et seq.</i> and <i>N.J.A.C. 6A:14-6.1 et seq.</i> ; Chapter 193 Remedial Services for the Handicapped in accordance with <i>N.J.S.A. 18A:46-19.1 et seq.</i> and <i>N.J.A.C. 6A:14-6.1 et seq.</i> ; Textbooks in accordance with <i>N.J.S.A. 18A:58-37.1 et seq.</i> and <i>N.J.A.C. 6A:23-6.1 et seq.</i> ; Technology in accordance with <i>N.J.S.A. 18A:6-103 et seq.</i> ; and Student Transportation in accordance with <i>N.J.S.A. 18A:39-1 et seq.</i> and <i>N.J.A.C. 6A:27 et seq.</i>	Project completion reports Onsite monitoring reports Contract with service providers Interview with appropriate staff	3							
TOTAL POINTS – Section D		29							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

TOTAL SCORING

	POINT VALUE	POINTS EARNED	PERCENT OF TOTAL
Total Part A: Facilities	15		
Total Part B: : Student Conduct, School Safety and Security	41		
Total Part C Student Health	15		
Total Part D: Student Support Services	29		
Total A+B+C+D	100		

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DISTRICT TOTAL	COUNTY TOTAL	MAXIMUM POINTS	DISTRICT % OF TOTAL SCORE	COUNTY % OF TOTAL SCORE

County Recommendations:

Name of DPR Reviewer:

Title

Date

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

Unless otherwise indicated, the District Performance Review indicators will be used to evaluate conditions and performance in the district over the preceding three year period. To attain points for this section of the DPR, the district must answer "yes" to each numbered indicator or block of indicators. Partial points are not awarded. For all indicators: In addition to the items identified below, the suggested documentation shall also include Board policies and procedures, Board meeting agenda, minutes and board resolutions reflecting deliberation and action taken on item indicated.

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. STUDENT ACHIEVEMENT									
<i>The school board conveys clearly and concretely, through the policies it adopts and the information it seeks, that student achievement is the highest priority.</i>		12							
1. The school board or advisory board has a clearly articulated district mission statement incorporating the expectation that all students achieve the New Jersey Core Curriculum Content Standards (NJCCCS) at all grade levels.	Mission statement, state assessments, district report card								
2. The school board or advisory board complies with all of the requirements of N.J.A.C. 6A:8, concerning curriculum	Adopted curriculum and documents relating to curriculum adoption, state								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE
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District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. STUDENT ACHIEVEMENT	SUGGESTED DOCUMENTATION								
and instruction and professional development.	assessments, district report card; purchase orders linked to assessment data								
3. The school board or advisory board establishes policies and procedures for the provision of educational programs and services for all students as set forth in Chapter 7, Managing for Equality and Equity in Education of Volume 6A of <i>N.J.A.C. 6A:7-1.1, et seq.</i>	Equity Plan								
4. The school board directs the Chief School Administrator to take appropriate action concerning professional development, purchase of materials and curriculum development. The board also directs the Chief School Administrator to report back to the school board concerning the action(s) taken.	Purchase orders linked to professional development; professional development plans								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE
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District: _____ County Office: _____ Period of Review: _____

A. STUDENT ACHIEVEMENT	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<p>Advisory Board Only The advisory board consults with and monitors the CSA's action concerning professional development, purchase of materials and curriculum development. The advisory board communicates an expectation that the CSA report back to the advisory board concerning the action taken.</p>									
TOTAL POINTS – Section A		12							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

B. BOARD TRAINING, DISCLOSURE AND OPERATION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The school board and the administration comply with training, disclosure and operational requirements.</i>		11							
1. The school board or advisory board upholds and enforces all applicable rules and regulations of the State Board of Education and the Commissioner. (N.J.S.A. 18A:11-1)									
2. Each school board or advisory board member completes the New Jersey School Boards training program regarding the skills and knowledge necessary to serve as a local school board member as required by N.J.S.A. 18A:12-33 and to evaluate the Chief School Administrator. (N.J.S.A. 18A:17-20.3)	Certificate of completion from School Boards Association								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

B. BOARD TRAINING, DISCLOSURE AND OPERATION	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			YES	NO	SCORE	YES	NO	SCORE	
3. Each school board or advisory board member and administrator, as defined in N.J.S.A. 18A:12-23, files a timely and properly completed financial and personal/relative disclosure statement each year. (N.J.S.A. 18A:12-26)	Copies of signed and filed disclosure statements								
4. The school board or advisory board has a travel and related expense reimbursement policy in place and the school board and Chief School Administrator operate in accordance with that policy. (N.J.S.A. 18A:11-12)	Copy of travel policies, vouchers, receipts and reimbursements of travel related expenses; provisions of bargaining agreements concerning travel expenses								
5. No school board or advisory board member misses more than three consecutive meetings each year without good cause. (N.J.S.A. 18A:12-3)									

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
B. BOARD TRAINING, DISCLOSURE AND OPERATION									
TOTAL POINTS – Section B		11							

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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GOVERNANCE
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. ETHICS COMPLIANCE									
<i>The school board and the administration comply with all ethical standards.</i>		11							
1. Other than for the failure to timely file a properly completed financial disclosure statement which is addressed in indicator B (3), neither the school board or advisory board nor any of its members has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-21, <i>et seq.</i>)	Findings, if any, of school ethics commission								
2. Other than for the failure to timely file a properly completed financial disclosure statement which is addressed in indicator B(3), no school administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-21, <i>et seq.</i>)	Findings, if any, of school ethics commission								

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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GOVERNANCE
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. ETHICS COMPLIANCE									
3. The school board or advisory board annually discusses the Code of Ethics for School Board Members and school board meeting minutes memorialize that discussion (<i>N.J.S.A. 18A:12-24.1</i>).									
4. When a school board or advisory board member is required to, and recuses himself or herself from deliberations and a vote on a particular matter, the minutes of the board meeting reflect that recusal. (<i>N.J.S.A. 10:4-6, et seq.</i>)	Correspondence; doctrine of necessity resolution								
5. The school board or advisory board has a nepotism policy in place that complies with N.J.A.C. 6A:23A-6.2 and takes action in accordance with that policy.	Nepotism policy; district personnel roster; contracts with vendors								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
C. ETHICS COMPLIANCE	SUGGESTED DOCUMENTATION								
6. The school board or advisory board has a policy in place to ensure that the district shall maintain honest and ethical relations with vendors and shall guard against favoritism, improvidence, extravagance and corruption in its contracting processes and practices and takes action in accordance with that policy (N.J.A.C. 6A:23A-6.3).	Board policy and procedures								
TOTAL POINTS – Section C		11							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

D. POLICIES, PROCEDURES AND BYLAWS	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The school board establishes and annually updates by-laws, policies and procedures reflective of current regulatory and statutory authority and best practices.</i>		11							
1. At least annually, and more frequently if required by changes in law or regulation, the school board or advisory board reviews, updates and, by resolution, adopts policies reflective of current regulatory and statutory authority. (N.J.S.A.18A:11-1)	All mandatory policies are current. All non-mandatory policies are current. Adopting resolution for each policy; School district procedures manual and attachments; adopting resolution								
2. At least annually, and more frequently if required by changes in law or regulation, the school board or advisory board reviews, updates and, by resolution, adopts procedures reflective of current regulatory and statutory authority. (N.J.S.A. 18A:11-1)									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

D. POLICIES, PROCEDURES AND BYLAWS	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
3. At least annually, and more frequently if required by changes in law or regulation, the school board or advisory board reviews, updates and, by resolution, adopts by-laws reflective of current regulatory and statutory authority and best practices. (N.J.S.A. 18A:11-1)	Board by-laws								
4. The school board or advisory board annually reviews and approves policies, procedures, mechanisms and programs for the health and safety of students as set forth in N.J.A.C. 6A:16-1.4.	Policies, procedures and report								
5. The school board or advisory board complies with all of the requirements for the annual organization meeting. (N.J.S.A. 18A:10-3, et seq.; N.J.S.A. 18A:15-1, et seq.)	Reorganization meeting minutes; election of board officers resolution								
TOTAL POINTS – Section D		11							

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**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

E. STANDARD SCHOOL BOARD PRACTICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The school board operates in accordance with standard board practices.</i>		11							
1. Each school board or advisory board meeting is conducted in accordance with the Open Public Meetings Act. (<i>N.J.S.A. 10:4-6, et seq.</i>)	Copies of newspaper publication notices; reading open meeting act notice reflected in minutes; reasons for executive session detailed in minutes								
2. Each member of the school board or advisory board confines his or her board action to policy making, planning, and appraisal. (<i>N.J.S.A. 18A:12-24.1(c)</i>)									
3. School board or advisory board meetings are conducted in accordance with the board's by-laws.	By-laws								
4. Individual board and advisory board members recognize that authority rests									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

E. STANDARD SCHOOL BOARD PRACTICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
with the Board of Education and do not make personal promises or take any private action that may compromise the board. (N.J.S.A.18A:12-24.1(e))									
5. Meeting minutes, including minutes of executive sessions, reflect all board actions and are publicly available within two weeks or by the next board meeting of the meeting or of final board action. (N.J.S.A.10:4-6, et seq.)	Copies of dated meeting minutes								
6. The school board or advisory board meets at least once every two months, and all meetings are open to the public. (N.J.S.A. 18A:10-6)									
7. All board members acknowledge that they have read and are familiar with all of the terms of all negotiated employment contracts in the district, including but not limited to collective bargaining agreements.									
TOTAL POINTS – Section E		11							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
F. ANNUAL EVALUATIVE PROCESS									
<i>The school board engages in an annual and ongoing evaluative process.</i>		11							
1. The school board has a policy in place to evaluate the CSA on an annual basis. (N.J.S.A. 18A:17-20.3) Advisory Board Only The advisory board has a procedure in place to review the performance of the CSA on an annual basis and to communicate its findings with the CSA.	Board policy								
2. The school board annually reviews and revises, as necessary, an evaluative instrument used in the evaluation of the CSA, based on the goals and objectives of the district. (N.J.A.C. 18A:17-20.3) Advisory Board Only The advisory board annually reviews and revises, as necessary, an evaluative instrument used in their annual review of the CSA, based on the goals and objectives of the district.	Evaluation form								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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County Special Services School Districts**

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
F. ANNUAL EVALUATIVE PROCESS									
3. The school board annually evaluates the CSA and complies with all requirements of N.J.S.A. 18A: 17-20.3(a). Advisory Board Only The advisory board annually reviews the performance of the CSA.									
4. The school board's annual evaluation of the Chief School Administrator is based on the adoption of goals and performance measurement that reflect that highest priority is given to student achievement and attention to subgroup achievement. Advisory Board Only The advisory board's annual review of the CSA is based on the adoption of goals and performance measurement that reflect that highest priority is given to student achievement and attention to subgroup achievement.	Evaluative instrument; adopted goals; board minutes; school district news letters								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
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District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
F. ANNUAL EVALUATIVE PROCESS									
5. The school board has a contract with the CSA that provides for an annual evaluation that includes evaluation criteria and procedures and that explicitly states that in the event that the certificate of the superintendent is revoked the contract is null and void as of the date of the revocation. (N.J.S.A. 18A:17-15, N.J.S.A. 18A:17-15.1, N.J.S.A.18A:17-20.3) Advisory Board Only Not applicable to advisory boards.	Contract with CSA, Board policy and procedures								
6. The school board or advisory board annually undertakes a self-evaluation process which reflects that highest priority is given to student achievement.	District newsletter; Web site; minutes of public hearings								
7. The school board or advisory board self-evaluation process includes a professional development improvement plan directed towards increasing knowledge and skills in policy making and governance for members of the board.	District newsletter; Web site, flyers sent home with students; newspaper articles; languages used in circulars/publications/ etc.								

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
F. ANNUAL EVALUATIVE PROCESS									
8. The school board submits new, renegotiated, amended, altered or extended contracts for all superintendents, deputy superintendents, assistant superintendents and school business administrators to the Executive County Superintendent for review and takes no formal action to approve or implement such contracts prior to such review. (N.J.S.A. 18A:7-8, N.J.A.C. 6A:23A-3.1)	Approval letters from Executive County Superintendent; board minutes								
TOTAL POINTS – Section F		11							

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
G. SCHOOL BOARD/ADMINISTRATION COLLABORATION									
<i>The school board and administration work in partnership to ensure the integrity and effectiveness of the organization through oversight of leadership.</i>		11							
1. The school board or advisory board annually adopts a functional organizational chart showing reporting responsibilities of board and administrative personnel.	Organizational chart								
2. The CSA has a calendar system and makes timely personnel recommendations to the school board concerning the proposed appointment, transfer, removal or renewal of tenured and non-tenured, certificated and non-certificated personnel in compliance with contractual and/or statutory requirements. Advisory Board Only The advisory board reviews and comments, as appropriate, on the personnel recommendations by the CSA. The advisory board communicates its expectation that such recommendations are made on a timely basis and include the proposed appointment,	Board minutes; resolutions; committee meeting minutes (if any); correspondence from CSA to board								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
G. SCHOOL BOARD/ADMINISTRATION COLLABORATION	SUGGESTED DOCUMENTATION								
transfer, removal or renewal of tenured and non-tenured, certificated and non-certificated personnel in compliance with contractual and/or statutory requirements.									
3. The school board 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 CSA, and the board acts within 60 days of the CSA's recommendation. (N.J.S.A.18A:27-4.1) <u>Advisory Board Only</u> The advisory board reviews appointments, transfers, removal or renewal of certificated and non-certificated officers and employees.	Board minutes and resolutions								
4. The school board or advisory board supports and protects school personnel in the proper performance of their duties. (N.J.S.A. 18A:12-24.1(i))	School district procedures manual								
5. The school board or advisory board refers all complaints to the CSA and acts on the complaints at public meetings only after failure of an administrative solution.	Meeting minutes								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
G. SCHOOL BOARD/ADMINISTRATION COLLABORATION	SUGGESTED DOCUMENTATION								
(N.J.S.A. 18A:12-24.1(j))									
6. School board or advisory board members carry out their responsibility not to administer the schools, but together as a whole, the board ensures the schools are well run. (N.J.S.A. 18A:12-24.1(d))									
TOTAL POINTS – Section G		11							

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District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
H. BUDGET PRIORITIES									
<i>The school board adopts a budget that sets student achievement as its highest priority and allocates sufficient resources to address instructional and operational needs to ensure every student has the opportunity to receive a thorough and efficient education.</i>		11							
1. The CSA identifies problems impacting on subgroup performance, necessary instructional and curriculum needs and presents to the school board or advisory board a budget which addresses these priorities.	School district budget and supporting documentation								
2. The school board holds a public hearing on its proposed budget and formally adopts the budget at a public meeting. (<i>N.J.S.A. 18A:22-1, et seq.</i>) Advisory Board Only The advisory board holds a public hearing on the district's proposed budget and registers its support for the budget at a public hearing.	Advertisement(s) and notices for budget hearing; minutes of budget hearing								

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
H. BUDGET PRIORITIES									
<p>3. The school 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.</p> <p>Advisory Board Only The advisory board's approved 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.</p>									
<p>4. The school board makes decisions consistent with the adopted budget and approves budget transfers and awards contracts consistent with law and with the board's established priorities. (N.J.S.A.18A:22-8.1; 8.2)</p> <p>Advisory Board Only The advisory board makes recommendations consistent with the district's adopted budget and reviews budget transfers and contracts to ensure consistency with the law and with the district's established priorities.</p>	Dated budget transfer resolutions, meeting minutes								

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
H. BUDGET PRIORITIES									
5. The school board approves the monthly Board Secretary's and Treasurer's Reports within 60 days of month end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over-expended in accordance with the procedures under <i>N.J.A.C. 6A:23-2.11</i> . <u>Advisory Board Only</u> The advisory board reviews and expresses its support for the monthly Board Secretary's and Treasure's Reports within 60 days of month end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over expended.	Approval resolutions with dates; meeting minutes								
6. Each board member has reviewed all audit recommendations and, if required, the school board approves and submits an acceptable corrective action plan to any audit finding and recommendation, or other compliance-related report (e.g. Title I audits, special education	Annual audit and recommendations								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
H. BUDGET PRIORITIES									
monitoring reports, etc.). <u>Advisory Board Only</u> Each advisory board member has reviewed any audit recommendations and, if necessary, the advisory board reviews and registers its support for an acceptable corrective action plan to any audit findings and recommendation, or other compliance-related report (e.g., Title I audits, special education monitoring reports, etc.).									
TOTAL POINTS – Section H		11							

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
I. COMMUNICATIONS									
	<i>The school board has a uniform and effective process for obtaining and disseminating information and decisions within the district, with the parents, and with the community.</i>	11							
1. The school board or advisory board has established and implements policies and procedures for handling public comments.	Board policy								
2. The school board or advisory board maintains the confidentiality of all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. <i>N.J.S.A. 18A:12-24.1(g).</i>	Board policy								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
I. COMMUNICATIONS									
3. The school board or advisory board provides accurate information and, together with fellow board members, interprets to the staff the aspirations of the community for its school. (N.J.S.A. 18A:12-24.1(g))	Board minutes, school district newsletters								
4. The school board or advisory board has established a policy to implement the Open Public Records Act and requires appropriate maintenance of public records and requires that such records be made available to the public. (N.J.S.A. 47:1A-1 et. seq.)	Board policy and procedures; OPRA officer appointment, OPRA form								
5. The school board or advisory board has developed and implements a policy for obtaining citizen input in policy development and implementation.	District newsletter; Web site; minutes of public hearings								

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	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
I. COMMUNICATIONS									
6. School board or advisory board policy is in place and implemented to assure communication among parents, schools, teachers, and community members.	District newsletter; Web site; flyers; newspaper articles; circulars, publications, etc.								
7. School board or advisory board member and administrator disclosure statements are made available to the public (N.J.S.A. 18A:12-25 and 26)	Disclosure statements								
8. The school board provides public notice prior to renegotiating, extending, amending or otherwise altering the terms of contracts for all superintendents, deputy superintendents, assistant superintendents and school business administrators (N.J.S.A. 18A:11-11, N.J.A.C. 6A: 23A-3.1(c)).	Copies of notices								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
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District: _____ County Office: _____ Period of Review: _____

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
I. COMMUNICATIONS									
9. The school board submits a user-friendly budget and publishes key budget provisions, including the salaries of all district employees earning over \$75,000.00 per year who are not members of collective bargaining units (N.J.S.A. 18A:22-8a, N.J.S.A. 18A:7F-5.3).	User-friendly budget								
TOTAL POINTS – Section I		11							

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District: _____ County Office: _____ Period of Review: _____

TOTAL SCORING

	POINT VALUE	POINTS EARNED	PERCENT OF TOTAL
Total Part A: Student Achievement	12		
Total Part B: Board Training, Disclosure and Operation	11		
Total Part C: Ethics Compliance	11		
Total Part D: Policies, Procedures and Bylaws	11		
Total Part E: Standard School Board Practices	11		
Total Part F: Annual Evaluative Process	11		
Total Part G: School Board/Administration Collaboration	11		
Total Part H: Budget Priorities	11		
Total Part I: Communications	11		
Total A+B+C+D+E+F+G+H+I	100		

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE
County Special Services School Districts**

District: _____ County Office: _____ Period of Review: _____

REQUIRED SIGNATURES

Type or print the name of the individuals in the district assisting in the completion of this District Performance Review.

POSITION	NAME	SIGNATURE
Chief School Administrator		
District Administrative Staff		
Teacher		
Business Administrator		
Curriculum & Instruction Representative		
Local Collective Bargaining Unit Representative		
District Board of Education Member		
Other		

Accuracy Verified by Chief School Administrator:

Print Name**Signature****Date**

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
GOVERNANCE
County Special Services School Districts

District: _____ County Office: _____ Period of Review: _____

-----PLEASE DO NOT WRITE BELOW THIS LINE-----

DISTRICT TOTAL	COUNTY TOTAL	MAXIMUM POINTS	DISTRICT % OF TOTAL SCORE	COUNTY % OF TOTAL SCORE

County Recommendations:

Name of DPR Reviewer:

Title

Date
