

# NJ Quality Single Accountability Continuum (QSAC)

## Statement of Assurance - School Year 2013-14

### District Information and Score Summary Page

<b>District</b>	New Hanover Township School District
<b>County</b>	Burlington
<b>District Superintendent</b>	Dr. Cassandra T. Brown
<b>District Address</b>	122 Fort Dix Road Wrightstown NJ

<b>SOA Area</b>	<b>Score # of Yes Responses</b>	<b>Score % of Yes Responses</b>
<b>Instruction and Program</b>	4	80%
<b>Fiscal Management</b>	10	100%
<b>Governance</b>	10	100%
<b>Personnel</b>	5	100%
<b>Operations</b>	20	100%

**NJQSAC Statement of Assurance  
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Type District Name Here			
Instruction and Program	Type "1" for Yes or N/A, or "0" for No	Comments	
1. Reports to the district board of education and the public on the performance of all students on the New Jersey standardized testing system (N.J.A.C. 6A:8-3.1).	<b>1</b>	November 2013 BOE Meeting	
2. Communicates district graduation requirements to all high school students, their families, and the community annually (N.J.A.C. 6A:8-5.1).	<b>1</b>	NA/ sending/receiving with Bordentown	
3. Implements board-approved new and/or revised curricula that clearly and specifically align with the most recent State Board adopted version of the New Jersey Common Core Curriculum Standards (NJCCCS) and Common Core State Standards (CCSS) and with the timeline for implementation of curriculum for each content standard (N.J.A.C. 6A:3-3.1).			
<b>Content Area and Date Standards were Adopted by State Board of Education</b>	<b>Enter the Month and Year (mm/yyyy) of District Board Approval of Curriculum as Aligned to the Current State Board-adopted Standards</b>	<b>Type "1" if all curricula are aligned or type "0" if one or more curricula are <u>not</u> aligned</b>	<b>Comments</b>
English Language Arts: Common Core State Standards (CCSS) for English Language Arts & Literacy (June 2010) Referred to as Language Arts Literacy in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012 8/1/2012 (K-8)		

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Content Area and Date Standards were Adopted by State Board of Education	Date by which districts are required to align the curriculum with the NJCCCS or CCSS	Enter the <u>Month and Year</u> (mm/yyyy) of District Board Approval of Curriculum as Aligned to the Current State Board-adopted Standards	Comments
Math: CCSS (June 2010)	September 2011 (K-2); September 2012 (3-5 & high school); September 2013 (6-8); (prior to 2013, Districts are required to implement the 2008 NJCCS for Mathematics for grades 6-8)	8/1/2012 (K-8)	
Science: NJCCCS (June 2009)	September 2011		
Social Studies: NJCCCS (September 2009)	September 2012		

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	0		
World Languages: NJCCCS (June 2009)	September 2012		
Technology: NJCCCS (June 2009) Referred to as Technology and Career Education in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012		
21st Century Life and Careers: NJCCCS (June 2009) Referred to as Consumer, Family and Life Skills in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012		

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Visual and Performing Arts: NJCCCS (June 2009) Referred to as Arts Education in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012		
Comprehensive Health and Physical Education: NJCCCS (June 2009) Referred to as Health and Physical Education in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012	7/2013 (K-8)	

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Type District Name Here		
<b>Instruction and Program</b>	<b>Type "1" for Yes or N/A, or "0" for No</b>	<b>Comments</b>
4. Aligns the approved career and technical education program with the State Plan for Career and Technical Education and evaluates the program annually, including the required safety and health program ( <i>N.J.A.C. 6A:19 et seq.</i> ).	<b>1</b>	NA/Pre K - 8 district
5. Has a preschool program plan approved by NJDOE, Division of Early Childhood Education, as per <i>N.J.A.C. 6A:13A-3.1 (if district receives State preschool education aid)</i> . For those school districts receiving full State funding under the School Funding Reform Act (SFRA) funded per pupil amount determined by the formula established in P.L. 2007, c. 260, the preschool Self-Assessment Validation System is complete, as per <i>N.J.A.C. 6A:13A-8.1</i> .	<b>1</b>	BOE Approval 6/2013
<b>Instruction &amp; Program Subtotal</b>	<b>4</b>	
<b>Fiscal Management</b>	<b>Type "1" for Yes or N/A, or "0" for No</b>	<b>Comments</b>
The district: 1. Follows a budget calendar that was developed and shared with the board annually and that reflects all applicable legal and management requirements	<b>1</b>	Budget calendar developed and shared (10/13 BOE meeting) and another scheduled for 1/2014.
2. Bases the tuition estimate on an analysis of prior year expenditures and the current year schedule of out-of-district placements from existing contracts. If there were no out-of-district placements, this indicator should be checked N/A.	<b>1</b>	Tuition rate given to NHTSD for high school students attending Bordertown set annually by Bordertown BOE. No tuition rate set by NHTSD as it does not accept outside students.

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Type District Name Here		
Fiscal Management	Type "1" for Yes or N/A, or "0" for No	Comments
3. Bases appropriations for capital projects on the district's Long Range Facilities Plan (N.J.A.C. 6A:26-2.1) and the comprehensive maintenance plan (N.J.A.C. 6A:26-12).	1	LRFP approved in 2010; renewal set for 2015. Comprehensive Maintenance Plan approved 10/13 at BOE meeting.
4. Supports other budget lines by a trend analysis of historical expenditures.	1	The Business Administrator prepares a monthly cash flow analysis which allows her to examine at the same time each year where the district is with spending and revenues coming into the district.
5. Includes only line-item transfers or appropriations of surplus for new programs and initiatives contained in the original budget certified for taxes (excluding transfers for health and safety related items and awards of additional state aid or grants for new purposes.	1	At the 7/25/13 BOE meeting \$17,125 of extraordinary aid funds were appropriated into 13/14. For 13/14 there have been no surplus appropriations. In 12/13 the only surplus appropriations were for impact aid monies received.
6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner.	1	Completed for 12/13 and 13/14.
7. Maintains separate accounts and keeps records, by grant (IDEA, Title I, IDEA-ARRA, Education Jobs Funds, etc.) and location as required (Title I, etc.), and/or consolidates accounts for approved school-wide programs as allowed in accordance with the approved budget.	1	All fund 20 grants are accounted for in separate revenue and expense account lines. Sub account information is kept in an excel file which assists the BA during the audit.
8. Expends federal funds consistent with the approved indirect cost rate.	1	N/A
9. At a minimum, performs a semi-monthly review of the budget status (budget to actual) to ensure that sufficient appropriations are available.	1	Budget status evaluations are done at a minimum of once a month and sometimes twice a month.
10. Approves purchase orders approved only by the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	1	The district does not engage in the practice of having confirming purchase orders.
<b>Fiscal Management Subtotal</b>	<b>10</b>	

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Type: District Name Here		
<b>Governance</b>	Type "1" for Yes or N/A, or "0" for No	<b>Comments</b>
The district:		
1. Establishes policies and procedures for the provision of educational programs and services to all students (N.J.A.C. 6A:7 et.seq).	<b>1</b>	Policy#6010
2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2)	<b>1</b>	Policy #4112.8
3. Follows all requirements for the annual organization meeting (N.J.S.A. 18A:10-3 et seq. and 15-1 et seq.).	<b>1</b>	Organization meeting held 1/3/13. Next one planned for 1/2/14.
4. Drafts minutes of all meetings, including executive sessions, that reflect all board actions and makes the minutes publicly available within two weeks or by the next board meeting (N.J.S.A. 18A:17-7). When appropriate, the board obtains public input and provides information to district staff as it relates to community expectations. The board also implements the Open Public Records Act (OPRA) pursuant to N.J.S.A. 47:1A-1 et seq.).	<b>1</b>	All minutes are approved at the next month's meeting and then posted on the district website.
5. Requires each board member and administrator to file a timely and properly completed financial and personal/relative disclosure statement each year (N.J.S.A. 18A:12-26). Annually discusses the School Ethics Act and has not been found in violation of the School Ethics Act (N.J.S.A. 18A:12-22).	<b>1</b>	All disclosure statements have been filed in a timely manner. The only change was to add the Interim Superintendent in June 2013.
6. Establishes a travel and related expense reimbursement policy and ensures school board members and all employees operate in accordance with that policy (N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7).	<b>1</b>	Regulation 9250
7. Submits new, renegotiated, amended, altered or extended contracts for superintendents, deputy superintendents, assistant superintendents and school business administrators to the Executive County Superintendent (ECS) for review and approval. Takes no formal action to approve or implement such contracts prior to ECS review and approval (N.J.S.A. 18A:7-8, N.J.A.C. 6A:23A-3.1).	<b>1</b>	The interim contract for the Interim Superintendent was approved by the county in June 2013. The BSA between MRHS and NHTSD was approved in May 2013.



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Type District Name Here		
<b>Governance</b>	Type "1" for Yes or N/A, or "0" for No	<b>Comments</b>
8. Approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees only by a roll call majority vote of the full membership of the board upon the recommendation of the Chief School Administrator and acts within 60 days of the CSA's recommendation ( <i>N.J.S.A. 18A:27-4.1, N.J.A.C. 6A:32-4.1 and 4.7</i> ).	<b>1</b>	All appointments were approved at the 5/30/13 meeting. New staff were appointed in September and October 2013.
9. Approves the monthly board secretary's and treasurer's reports within 60 days of month's end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over-expended ( <i>N.J.A.C. 6A:23A-16.10</i> ).	<b>1</b>	All board secretary and reconciling agent reports were approved each month for the prior month.
10. Conducts a public hearing on the proposed budget and formally adopts the budget at a public meeting ( <i>N.J.A.C. 18A:22-7 et seq. and N.J.A.C. 23A:8-1</i> ).	<b>1</b>	The public hearing on the budget was held on March 21, 2013; the 14/15 budget hearing will tentatively be March 27 or 20, 2014.
<b>Governance Subtotal</b>	<b>10</b>	
<b>Personnel</b>	Type "1" for Yes or N/A, or "0" for No	<b>Comments</b>
The district: 1. Utilizes board-approved job descriptions and standards for appointment of each teaching staff member, substitute teacher and other staff including paraprofessional positions. Ensures that all staff are appropriately certified and credentialed for their assignment ( <i>N.J.A.C. 6A:32-4 and N.J.A.C. 6A:9-6.5</i> ).	<b>1</b>	
2. Confirms that new employees have a successful criminal history record check within three months of employment and that they have not been disqualified for employment ( <i>N.J.S.A. 18A:6-7.1 et. seq., 18A:39-19.1 and 18A:6-4.13 et. seq.</i> ).	<b>1</b>	

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Type District Name Here		
Personnel	Type "1" for Yes or N/A, or "0" for No	Comments
3. Adopts written policies and procedures for the physical examination of new and existing employees and maintains personnel health records in a secure separate location from personnel files (N.J.A.C. 6A:32-6.2 and 6.3).	1	Policy # 4112.4
4. Adopts policies and procedures for the annual evaluation of all tenured and non-tenured teaching staff members by appropriately certified personnel. Distributes the policies to all tenured teaching staff members, including administrators and supervisor, by October 1 (N.J.A.C. 6A:32-4.4 and 4.5).	1	Policy #4116
5. Uses multiple data sources, (e.g., test scores, needs assessments, attendance data, violence reports) to address current and projected needs and priorities for all school/district staff when providing professional development opportunities. Uses the data sources to analyze the alignment of the district's Professional Development Plan with teaching staff needs (N.J.A.C. 6A:9-15 et seq. and N.J.A.C. 6A:32-4.3 and 4.4).	1	Map Testing, state-mandated tests, Global assessments PD Training Schedule
<b>Personnel Subtotal</b>	<b>5</b>	
Operations	Type "1" for Yes or N/A, or "0" for No	Comments
The district:		
1. Conducts all required trainings for school district employees (N.J.S.A. 18A and N.J.A.C. 6A).	1	Sep-13
2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file.	1	
3. Adopts and distributes to all school staff, students and parents a code of student conduct that contains all required elements (N.J.A.C. 6A:16-7.1).	1	15-Nov-13

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Type District Name Here		
Operations	Type "1" for Yes or N/A, or "0" for No	Comments
4. Collects and reports annually, incidents of violence, vandalism, substance abuse and disruptive behavior to the NJDOE on the Electronic Violence and Vandalism Reporting System (EVVRS). Reports to the board all incidents from the previous year, annually at a public hearing. Analyzes these incidents and identifies activities to address them ( <i>N.J.A.C. 6A:16-5.3 and N.J.A.C. 6A:16-7</i> ).	<b>1</b>	
5. Develops and implements policies and procedures prohibiting harassment, intimidation and bullying (HIB); distributes them to students, parents and staff; and posts the policies and procedures on the district's website ( <i>N.J.S.A. 18A:37-14-18 and N.J.A.C. 6A:16-7.1(a)4 and (c)7 and N.J.A.C. 6A:16-7.9</i> ).	<b>1</b>	Policy #5131.1
6. Satisfies all requirements of the Gun-Free Schools Act, 20 USC 7151 and the Title IV Section 4141 of NCLB ( <i>N.J.S.A. 18A:37-7-12 and N.J.A.C. 6A:16-5.5</i> ).	<b>1</b>	
7. Provides for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and implementation of board-approved policies to facilitate cooperation between school staff and law enforcement ( <i>N.J.A.C. 6A:16-6.1</i> )	<b>1</b>	
8. Implements procedures to review and resolve transportation incidents to avoid safety violations and ensures the safety of children including but not limited to meeting Motor Vehicle Commission requirements for bus driver inspections before loading and after drop-off and evacuation drills ( <i>N.J.A.C. 6A:27-11 and 12.1(g)</i> ).	<b>1</b>	Record of Evacuation Drills

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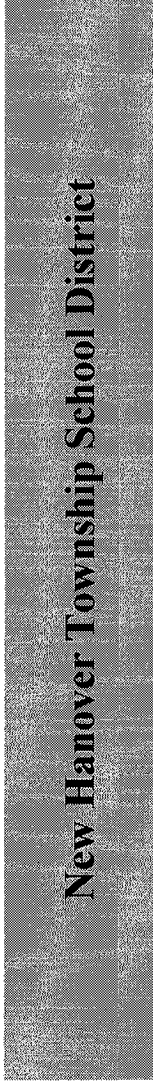
Type District Name Here		
Operations	Type "1" for Yes or N/A, or "0" for No	Comments
9. Adopts and implements policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities. Appoints and school district liaison and provides training to district employees, volunteers and interns working in the school district (N.J.A.C. 6A:16-11).	<b>1</b>	
10. Provides school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. Maintains student health records (N.J.A.C. 6A:16-2.1 et seq).	<b>1</b>	
11. Implements the NJDOE-approved school health nursing services plan (N.J.A.C. 6A:16-2.1(b)).	<b>1</b>	
12. Implements a board-approved comprehensive guidance and academic counseling program for all students (N.J.A.C. 6A:8-3.2).	<b>1</b>	
13. Coordinates a comprehensive career education and counseling program with transition services for students with disabilities beginning at age 14 or younger as determined by the Individualized Education Program team (N.J.A.C. 6A:14-3.7(e)11-13).	<b>1</b>	PreK-8 Program
14. Ensures that each school building has a multidisciplinary team (such as Intervention and Referral Services Team, Pupil Assistance Team and School Resource Committee), as part of its coordinated system for the planning and delivery of intervention and referral services (N.J.A.C. 6A:16-8).	<b>1</b>	
15. Provides educational services, either in school or out of school, within five days of the student's removal for disciplinary reasons or absence due to chronic or temporary illness (N.J.A.C. 6A:16-7.2; 7.3 and 10). If the district is a County Special Services School District, it develops and implements procedures for notifying resident district of disciplinary removals or absences due to chronic or temporary	<b>1</b>	

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Type District Name Here		
Operations	Type "1" for Yes or N/A, or "0" for No	Comments
16. Forwards all student records, including disciplinary records, to the school district to which the student has transferred within 10 school days after the transfer has been verified by the requesting school district. Forwards disciplinary records, with respect to suspensions and expulsions, to nonpublic schools ( <i>N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10</i> ).	<b>1</b>	
17. Provides services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services ( <i>N.J.S.A. 18A:46A-1 et seq. and N.J.A.C. 6A:14-6.1 et seq</i> ) and Chapter 193 Remedial Services for the Handicapped ( <i>N.J.S.A. 18A:46-19.1 et seq and N.J.A.C. 6A:14-6.1 et seq</i> ).	<b>1</b>	No non public schools served and district does not receive non public school funds.
18. Disseminates information about and implements a comprehensive alcohol, tobacco and other drug abuse program. Adopts and disseminates to all school staff, students and parents policies and procedures for the prevention, assessment, intervention, referral for evaluation referral for treatment, discipline for students using alcohol or other drugs and continuity of care ( <i>N.J.S.A. 18A:40A-B et seq and N.J.A.C. 6A:16-1.4(a)18; 6A:16-3 and 6A:16-4</i> ).	<b>1</b>	
19. Annually reviews, revises or develops, and implements safety and security plans, procedures and mechanisms in consultation with law enforcement, health, social service and emergency management agencies and other community members, including parents ( <i>N.J.A.C. 6A:16-5.1 et seq</i> ).	<b>1</b>	
20. Implements the NJDOE-approved Comprehensive Equity Plan (CEP) designed to eliminate discrimination according to race, age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability, socioeconomic status, pregnancy or parenthood ( <i>N.J.A.C. 6A:7-1.9</i> ).	<b>1</b>	
<b>Operations Subtotal</b>	<b>20</b>	

**NJ QUALITY SINGLE ACCOUNTABILITY CONTINUUM (NJQSAC)  
STATEMENT OF ASSURANCE - SCHOOL YEAR 2013-14**

**DECLARATION PAGE**



By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.

POSITION	NAME	SIGNATURE
Chief School Administrator	Dr. Cassandra T. Brown Ed D	
Board of Education President	Christopher Sirak	
Board Resolution Date: 11/14/13		

New Hanover Township School District  
District

Burlington  
County