

**District Name: ROXBURY TOWNSHIP**

Instruction and Program	Yes or N/A = 1 No = 0	Comments
1. Reports to the district board of education and the public on the performance of all students on the New Jersey standardized testing system (N.J.A.C. 6A:8-3.1).	<b>1</b>	NJ School Performance Reports on June 27, 2016; State Assessment Report on Sept 6, 2016
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>	Letter on District Website 9/8/16; RHS Agenda Book;
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 the State Board of Education:</b>	<b>Yes or N/A = 1 No = 0</b>	<b>In the boxes below, enter the district board adoption date for each content area. If the content area has not been aligned to the standards, provide an explanation.</b>
English Language Arts: (June 2010)	<b>1</b>	8/24/2015 BOE Meeting, and 8/15/2016 BOE
Math (June 2010)		8/24/2015 BOE Meeting, and 8/15/2016 BOE
Science (June 2009)		8/24/2015 BOE Meeting, and 8/15/2016 BOE
Social Studies (September 2009)		8/24/2015 BOE Meeting, and 8/15/2016 BOE
World Languages (June 2009)		8/24/2015 BOE Meeting, and 8/15/2016 BOE
Technology (June 2009)		8/24/2015 BOE Meeting, and 8/15/2016 BOE
21st Century Life and Careers (June 2009)		8/24/2015 BOE Meeting, and 8/15/2016 BOE
Visual and Performing Arts (June 2009)		8/24/2015 BOE Meeting, and 8/15/2016 BOE
Comprehensive Health and Physical Education (June 2009)		8/24/2015 BOE Meeting, and 8/15/2016 BOE
Instruction and Program	Yes or N/A = 1 No = 0	Comments
4. Aligns the approved career and technical education program with the State Plan for Career and Technical Education and evaluates the program annually, including the required safety and health program (N.J.A.C. 6A:19 <i>et seq.</i> ).	<b>1</b>	District does not participate in this program

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5. Has a preschool program plan approved by NJDOE Div. of Early Childhood Education, as per <i>N.J.A.C.</i> 6A:13A-3.1 (if district receives State preschool education aid). For those school districts receiving full State funding under the School Funding Reform Act (SFRA) funded per pupil amount determined by the formula, the preschool Self-Assessment Validation System is complete, per <i>N.J.A.C.</i> 6A:13A-8.1.	<b>1</b>	District does not participate in this program
<b>Instruction &amp; Program Subtotal</b>	<b>5</b>	
<b>Fiscal Management</b>	<b>Yes or N/A = 1 No = 0</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>	Actual Budget Calendar on October 18, 2016
2. Bases the tuition estimate on an analysis of prior year expenditures and the current year schedule of out-of-district placements from existing contracts.	<b>1</b>	Business Administrator and Director of Special Services review annually in December; Mt. Arlington is included in the review
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:26-20).	<b>1</b>	Business Administrator reviews Long Range Facilities Plan and Comprehensive Maintenance Plan with Buildings and Grounds Supervisor and
4. Supports other budget lines by a trend analysis of historical expenditures.	<b>1</b>	Business Administrator reviews and makes necessary
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.	<b>1</b>	Budget Transfer Report monthly

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<b>Fiscal Management</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner.	<b>1</b>	Yes, completed. IDEA email confirms timeliness.
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.	<b>1</b>	Yes, BOE approves Fund 20 monthly in Board Secretary's report.
8. Expends federal funds consistent with the approved indirect cost rate.	<b>1</b>	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.	<b>1</b>	Monthly Closeout Reports - Board secretary report
10. Approves purchase orders approved only by the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	<b>1</b>	Auditor reviews random samples; no audit recommendations
<b>Fiscal Management Subtotal</b>	<b>10</b>	
<b>Governance</b>		
	<b>Yes or N/A = 1 No = 0</b>	<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>	District utilizes Strauss Esmay updates; revisions as necessary
2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2)	<b>1</b>	Policy on website; Policy #0142.1
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>	BOE minutes of January 4, 2016

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<b>Governance</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
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>	Displayed on district website - Board of Education meetings and minutes
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>	Business Administrator regulates compliance
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>	Policy on website; Policy #6471
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>	Contracts displayed on district website; Business Administrator has approval letters from county

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<b>Governance</b>	<b>Yes or N/A = 1 No = 0</b>	<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</i> ).	<b>1</b>	Minutes from Board of Education Meeting in May 16, 2016 for certificated staff and non-certificated staff.
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>	Minutes of Board of Education Meetings
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>	Business Administrator and Superintendent conduct formal budget presentation on May 2, 2016
<b>Governance Subtotal</b>	<b>10</b>	
<b>Operations</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
The district:		
1. Conducts all required trainings for school district employees ( <i>N.J.S.A. 18A and N.J.A.C. 6A</i> ).	<b>1</b>	Human Resources Director reviews and ensures compliance. District utilizes Global Compliance
2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file.	<b>1</b>	Data Specialist ensure all NJ SMART files are submitted.
3. Adopts and distributes to all school staff, students and parents a code of student conduct that contains all required elements ( <i>N.J.A.C. 6A:16-7.1</i> ).	<b>1</b>	Code of Conduct posted on all school websites; Policy and Regulation 5600 - Pupil Discipline on District Website

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<b>Operations</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
4. Collects and reports annually, incidents of violence, vandalism, substance abuse and disruptive behavior to the NJDOE on the Electronic Violence and Vandalism Reporting System (EVVRS). Reports to the board all incidents from the previous year, annually at a public hearing. Analyzes these incidents and identifies activities to address them ( <i>N.J.A.C. 6A:16-5.3</i> ).	<b>1</b>	EVVRS reports filed in timely manner; BOE is presented with information at the August meetings.
5. Develops and implements policies and procedures prohibiting harassment, intimidation and bullying (HIB); distributes them to students, parents and staff; and posts the policies and procedures on the district's website ( <i>N.J.S.A. 18A:37-14-18 and N.J.A.C. 6A:16-7.7</i> ).	<b>1</b>	HIB policies are posted on the district website; quicklink section; Policy 5512 - Harrassment, Intimidation, & Bullying. All staff review policies through the GCN training and HR Director offers
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>	Weapons Policy #8467
7. Provides for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and implementation of board-approved policies to facilitate cooperation between school staff and law enforcement ( <i>N.J.A.C. 6A:16-6.2</i> ).	<b>1</b>	Superintendent meets with the Chief of Police to reivew at adopt MOA. November 21, 2016 BOE meeting.
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>	Posted on district website under Safety and Maintenance;

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<b>Operations</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
9. Adopts and implements policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities. Appoints and school district liaison and provides training to district employees, volunteers and interns working in the school district ( <i>N.J.A.C. 6A:16-11</i> ).	<b>1</b>	Policy and Regulation 8422 updated and adopted on May 16, 2016. Displayed on website; all staff reviews plicy GCN training. Assistant Superintendent is ppointed DCCP Homeless Liaiaason.
10. Provides school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. Maintains student health records ( <i>N.J.A.C. 6A:16-2.1 et seq</i> ).	<b>1</b>	All student records are stored in individual schools.
11. Implements the NJDOE-approved school health nursing services plan ( <i>N.J.A.C. 6A:16-2.1(b)</i> ).	<b>1</b>	Nursing service plan are to to Central Office by October. Approved at BOE meeting November 7,
12. Implements a board-approved comprehensive guidance and academic counseling program for all students ( <i>N.J.A.C. 6A:8-3.2</i> ).	<b>1</b>	Director of Guidance hired in June 2016 to oversee district guidance program. Roxbury's guidance
13. Coordinates a comprehensive career education and counseling program with transition services for students with disabilities beginning at age 14 or younger as determined by the Individualized Education Program team ( <i>N.J.A.C. 6A:14-3.7(e)11-13</i> ).	<b>1</b>	Director of Special Services coordinates 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 ( <i>NJAC 6A:16-8</i> ).	<b>1</b>	Assistant Superintendent conducts meetings with admintiration to review I & RS and 504 procedures. We are in process of analysis for I & RS procedures and a tiered system of support.
15. Provides educational services, either in school or out of school, within five days of the student's removal for disciplinary reasons or absence due to chronic or temporary illness ( <i>N.J.A.C. 6A:16-7.2; 7.3 and 10</i> ). If the district is a County Special Services School District, it develops and implements procedures for notifying resident district of disciplinary removals or absences due to chronic or temporary illness.	<b>1</b>	Policy 2481 - Home or Out of School Instruction; Policy 5610 - Suspension; Policies are on our website; special services arranges Home Instruction for all students.

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<b>Operations</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
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>	Policy 8330 - Student Records; Policy is on district website
17. Provides services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services ( <i>N.J.S.A. 18A:46A-1 et seq. and N.J.A.C. 6A:14-6.1 et seq</i> ) and Chapter 193 Remedial Services for the Handicapped ( <i>N.J.S.A. 18A:46-19.1 et seq and N.J.A.C. 6A:14-6.1</i> ).	<b>1</b>	Non-public services are contracted with Essex County Educational Services Commission; BOE minutes
18. Disseminates information about and implements a comprehensive alcohol, tobacco and other drug abuse program. Adopts and disseminates to all school staff, students and parents policies and procedures for the prevention, assessment, intervention, referral for evaluation referral for treatment, discipline for students using alcohol or other drugs and continuity of care ( <i>N.J.S.A. 18A:40A-B and N.J.A.C. 6A:16-1.4(a)18; 6A:16-3-4</i> ).	<b>1</b>	Information provided in student agenda handouts; District recognized October as Month of Respect/Red Ribbon Week. District SAC coordinates; Education Committee meeting October 4, 2016.
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>	Principals review and submit school security plans to Central Office; Districtwide meeting scheduled in August 2016.
20. Implements the NJDOE-approved Comprehensive Equity Plan (CEP) designed to eliminate discrimination according to race, age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability, socioeconomic status, pregnancy or parenthood ( <i>N.J.A.C. 6A:7-1.4</i> ).	<b>1</b>	HR Director ensures compliance. Approval letter July 11, 2016 from county and is posted on District website.
<b>Operations Subtotal</b>	<b>20</b>	



<b>District Name: ROXBURY TOWNSHIP</b>		
<b>Personnel</b>	<b>Yes or N/A = 1 No = 0</b>	<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</i> and <i>N.J.A.C. 6A:9-6.5</i> ).	<b>1</b>	HR Director reviews and updates job descriptions binder as appropriate and they are posted on line.
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.</i> , <i>18A:39-19.1</i> and <i>18A:6-4.13 et. seq.</i> ).	<b>1</b>	HR Director and administrative assistants ensure compliance.
3. Adopts written policies and procedures for the physical examination of new and existing employees and maintains personnel health records in a secure separate location from personnel files ( <i>N.J.A.C. 6A:32-6.2</i> and <i>6.3</i> ).	<b>1</b>	Personnel folders stored in Superintendent administrative assistance office. Individual health records stored and secured in HR office. Policy
4. Adopts policies and procedures for the annual evaluation of all tenured and non-tenured teaching staff members by appropriately certified personnel. Distributes the policies to all tenured teaching staff members, including administrators and supervisor, by October 1 ( <i>N.J.A.C. 6A:10</i> ).	<b>1</b>	HR Director conducts training. Policy and procedures are reviewed in New Teacher Orientation and faculty meetings, etc.
5. Uses multiple data sources, (e.g., test scores, needs assessments, attendance data, violence reports) to address current and projected needs and priorities for all school/district staff when providing professional development opportunities. Uses the data sources to analyze the alignment of the district's Professional Development Plan with teaching staff needs ( <i>N.J.A.C. 6A:9-15 et.seq.</i> ).	<b>1</b>	Assistant Superintendent and district supervisors review appropriate data and make recommendations for PD. Assistant Superintendent creates district PDP plan, shared in Education Committee and approved by the BOE on August 15, 2016.
<b>Personnel Subtotal</b>	<b>5</b>	