

## NJQSAC Statement of Assurance -- School Year 2017-18

<b>District Name: ROXBURY TOWNSHIP</b>		
<b>Instruction and Program</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
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 presented at the May 22, 2017 BOE meeting; State Assessment Report presented at the August 28, 2017 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>	Letter on District Website; 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 Student Learning Standards (NJSLS) and with the timeline for implementation of curriculum for each content standard (N.J.A.C. 6A:3-3.1).		
(Continued on next page)		

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<b>Content Area, Date Standards Were Adopted by the State Board of Education and Required Adoption Date for Districts</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. DO NOT ENTER THE ANNUAL READOPTION DATE; ENTER THE MOST RECENT DATE CURRICULUM WAS BOARD ADOPTED TO COMPLY WITH THE MOST CURRENT NJSLS STANDARDS.) If the content area has not been aligned to the standards, provide an explanation.</b>
English Language Arts (State adopted on 5/4/2016; district implementation by 9/2017)	<b>1</b>	Approved at the October 16, 2017 BOE mtg.
Math (State adopted on 5/4/2016; district implementation by 9/2017)		Approved at the October 16, 2017 BOE mtg.
Science (State adopted on 7/9/2014; district implementation by: 9/2016 for grades 6-12 and 9/2017 for grades K-5)		Approved at the October 16, 2017 BOE mtg.
Social Studies (State adoption on 7/9/2014; district implementation by 9/2015)		Approved at the October 16, 2017 BOE mtg.
World Languages (State adoption on 7/9/2014; district implementation by 9/2015)		Approved at the October 16, 2017 BOE mtg.
Technology (State adopted on 10/1/2014; district implementation by 9/2015)		Approved at the October 16, 2017 BOE mtg.
21st Century Life and Careers (State adoption on 10/1/2014; district implementation by 9/2015)		Approved at the October 16, 2017 BOE mtg.
Visual and Performing Arts (State adoption on 7/9/2014; district implementation by 9/2015)		Approved at the October 16, 2017 BOE mtg.
Comprehensive Health and Physical Education (State adoption on 7/9/2014; district implementation by 9/2015)		Approved at the October 16, 2017 BOE mtg.

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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>	District does not participate in this program. However, we are formulating "pathways" which will identify coursework that supports a career cluster.
5. Has a preschool program plan approved by NJDOE Div. of Early Childhood Education, as per <i>N.J.A.C. 6A:13A-3.1</i> (if district receives State preschool education aid). For those school districts receiving full State funding under the School Funding Reform Act (SFRA) funded per pupil amount determined by the formula, the preschool Self-Assessment Validation System is complete, per <i>N.J.A.C. 6A:13A-8.1</i> .	<b>1</b>	n/a
<b>Instruction &amp; Program Subtotal</b>	<b>5</b>	
Fiscal Management	Yes or N/A = 1 No = 0	Comments
The district:		
1. Follows a budget calendar that was developed and shared with the board annually and that reflects all applicable legal and management requirements.	<b>1</b>	Annual budget calendar
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 Dir. of Spec. Services review.
3. Bases appropriations for capital projects on the district's Long Range Facilities Plan ( <i>N.J.A.C. 6A:26-2.1</i> ) and the comprehensive maintenance plan ( <i>N.J.A.C. 6A:26-20</i> ).	<b>1</b>	Business Administrator reviews Long Range Facilities Plan and Comprehensive Maintenance Plan with Buildings and Grounds Supervisor and Facilities and Finance Committees
4. Supports other budget lines by a trend analysis of historical expenditures.	<b>1</b>	Business Administrator reviews and makes necessary adjustments.

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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
6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner.	<b>0</b>	IDEA email confirms timeliness.
<b>Fiscal Management</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
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>	BOE approves Fund 20 monthly in Board Secretary reports.
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 reivews random samples; no audit recommendations
<b>Fiscal Management Subtotal</b>	<b>9</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 and new policies adopted as needed.
2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2)	<b>1</b>	Policy on website; Policy #0142.1

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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 3, 2017
<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 agendas 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>	Poicy 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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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 2016-2017 SY Board of Education Meeting on May 8th and May 22nd for certificated staff and non-certificated staff.
<b>Governance</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
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>	Superintendent and Business Administrator conduct formal budget presentation on April 24, 2017
<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 ensure compliance. District utilizes Global Compliance Network, staff members are afforded time in faculty meetings to review and obtain certificants. Reports reviewed at the end of the year.
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 ensures all NJ SMART files are submitted.

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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 is posted on District website.
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 are filed in a timely manner. For the 16/17SY: Reporting Period No. 1 data (Sept. 2016 through Dec. 2016) was reported to BOE at the March 6, 2017 BOE meeting. Reporting Period No. 2 data (Jan. 2017 through June 2017) was reported at the Sept. 18, 2017 BOE meeting.
<b>Operations</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</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:16-7.7</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 training at each building. HIBster is used to collect data. District HR Director reports Anti-Bullying grades to BOE at the August 28, 2017 BOE meeting.
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 review and adopt MOA. Scheduled to be approved at the November 20, 2017 BOE meeting.

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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 District Offices >> Transportation >> Safety & Maintenance
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 8462 updated and adopted on May 16, 2016. Displayed on website; all staff review policy and complete GCN training. Director of Special Education appointed as CP&P/Homeless Liason for the 17/18SY by the BOE on January 3, 2017.
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 October 16, 2017.
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 oversees district guidance program in collaboration with Human Resource Director. Roxbury's guidance program is listed on the NJ DOE website.
<b>Operations</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</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 ( <i>N.J.A.C. 6A:14-3.7(e)11-13</i> ).	<b>1</b>	Director of Special Education coordinates our program, STEP.

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<p>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></p>	<p><b>1</b></p>	<p>Collaboration among principals reinforces the I &amp; RS and 504 procedures. We have worked to offer a tiered system of support.</p>
<p>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.</p>	<p><b>1</b></p>	<p>Policy 2481 - Home or Out of School Instruction; Policy 5610 - Suspension; Policies are on our website; special services arranges Home Instruction for all students.</p>
<p>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></p>	<p><b>1</b></p>	<p>Policy 8330 - Student Records; Policy is on district website</p>
<p>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></p>	<p><b>1</b></p>	<p>Non-public services are contracted with Essex County Educational Services Commission; BOE minutes</p>
<p><b>Operations</b></p>	<p><b>Yes or N/A = 1 No = 0</b></p>	<p><b>Comments</b></p>
<p>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></p>	<p><b>1</b></p>	<p>Information provided in student agenda handouts; District recognized October as Month of Respect/Red Ribbon Week. District SAC coordinates; Superintendent letter on Website October 2, 2017.</p>

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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; Updates and discussion at monthly Cabinet meetings.
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 dated July 11, 2016 received from County Office for CEP for 2016-2019. SOA for 17/18SY completed and submitted to County Office on July 3, 2017
<b>Operations Subtotal</b>	<b>20</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 and 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> , 18A:39-19.1 and 18A:6-4.13 <i>et. seq.</i> ).	<b>1</b>	HR Director and administrative assistants ensure compliance.
<b>Personnel</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
3. Adopts written policies and procedures for the physical examination of new and existing employees and maintains personnel health records in a secure separate location from personnel files ( <i>N.J.A.C. 6A:32-6.2 and 6.3</i> ).	<b>1</b>	Personnel folders stored in Superintendent administrative assistance office. Individual health records stored and secured in HR office. Policy 3160 & 4160.

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<p>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:10).</p>	<p><b>1</b></p>	<p>HR Director conducts training. Policy and procedures are reviewed in New Teacher Orientation and faculty meetings, etc.</p>
<p>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 <i>et.seq.</i>).</p>	<p><b>1</b></p>	<p>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 28, 2017.</p>
<p><b>Personnel Subtotal</b></p>	<p><b>5</b></p>	