

Explanation of QSAC Metrics Used to Determine District Eligibility for Equivalency/South Brunswick School District

<u>METRIC</u>	<u>Explanation of Metric (SOA/DPR Indicator)</u>	<u>Documentation Reviewed</u>	<u>Requirements to Meet the Metric</u>
<u>Instruction and Program</u>			
Met AMO LAL	DPR 1. The district meets the Annual Measurable Objective (AMO) in language arts literacy (LAL) for the district's total population.	2013-14 State assessment data	The Annual Measurable Objective (AMO) in Language Arts Literacy for the district's total student population must be met.
Met AMO Math	DPR 2. The district meets the Annual Measurable Objective (AMO) in mathematics for the district's total population.	2013-14 State assessment data	The Annual Measurable Objective (AMO) in math for the district's total student population must be met.
80% Proficiency LAL	DPR 3 c. At least 75%-84.9% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed.	2013-14 State assessment data	At least 80% of the total student population must have achieved proficient or advanced proficient in Language Arts Literacy.
80% Proficiency Math	DPR 4 c. At least 75%-84.9% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed.	2013-14 State assessment data	At least 80% of the total student population must have achieved proficient or advanced proficient in math.
Science	DPR 6. At least 70% of the district's total student population, across all grades tested in science, achieved proficient or advanced proficient status on the most recent state science assessments.	2013-14 State assessment data	At least 70% of the total student population must have achieved proficient or advanced proficient in science (and biology).
Curriculum (Core Four)	SOA 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.	District's 2014-15 SOA, Instruction and Program #3; interim reviews to verify curricula that were conducted by the county office, if applicable.	Curricula in language arts, math, social studies and science must be board-adopted and aligned to the current standards.
No Priority or Focus	DPR 5a. The district has no priority schools as designated by the NJDOE.	Priority and focus school list published by NJDOE	The district must have no priority schools.
4 Year Grad Rate 90%>	DPR 7 b. The percentage of students who graduated from school by way of the HSPA in the last academic year is at least 90%, according to the most recent NJDOE-published high school	NJDOE published graduation rate from 2013-14	At least 90% of the students graduating from school must have done so via the HSPA (not via other means).
<u>Fiscal</u>			
Unqualified Audit	DPR 5. The district received an unqualified opinion on the annual audit.	Comprehensive Annual Financial Report (CAFR) Auditors Management Report (AMR)	The district must have an unmodified audit in accordance with requirements.
No Repeat Audit Findings	DPR 5b. Has no repeat audit findings of a substantive nature.	Comprehensive Annual Financial Report (CAFR) Auditors Management Report (AMR)	The district must have no repeat audit findings from one year to the next.
Final Grant Report Timely	DPR 6. The district manages and oversees NCLB, IDEA, ARRA and other entitlement and discretionary grants as required.	NJDOE status of end-of-year federal reports	All federal end-of-year reports from 2014 must have been submitted in a timely manner.
Budget Requirements	SOA 1. The district follows a budget calendar that was developed and shared with the board annually and that reflects all applicable legal and management requirements.	NJDOE Budget Guidelines and implementation of budget calendar for FY 2015-16	The district must have followed the budget calendar, which includes budget submission, public hearing, county office approval, report of election results, posting of user-friendly budget, for the 2015-16 budget submission.

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Board Reports Timely	DPR 1. The monthly Board Secretary's report is completed and reconciled without exceptions (e.g.: unbalanced/inaccurate balance sheet, unauthorized transfers) and is completed within 30 days of the month's end, reconciled with the Treasurer's report or equivalent report within 45 days of the month's end and submitted to the board within 60 days of the month's end for approval. 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.	Monthly board secretary's and treasurer's reports	All board secretary reports must have been completed and submitted in accordance with required timelines, with no more than one report submitted late or not submitted.
Facilities Requirements	DPR 9a. Annual health and safety reviews have been conducted in each building using the Evaluation of School Buildings Checklist (N.J.A.C. 6A:19-6.1 et seq.).	Signed Facilities Checklists submitted to County Office	The district must have submitted signed 2014-15 Facilities Checklists and boiler, health and fire inspection certificates for every school in the district to the County Office.
<u>Governance</u>			
Admin Contracts Timely	SOA 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.	Contract submissions to ECS	Contracts, including the detailed cost summary must have been submitted to the Executive County Superintendent within a reasonable timeframe and prior to board appointment of the individual. Contracts with a start date of July 1, 2015 must have been submitted prior to that date.
No Contract Action Prior	SOA 7. Takes no formal action to approve or implement such contracts prior to ECS review and approval.	Contract submissions to ECS	The board of education waits until the Executive County Superintendent has approved applicable administrative contracts before employing the individual.
Financial Disclosures	SOA 5. Requires each board member and administrator to file a timely and properly completed financial and personal/relative disclosure statement each year. Annually discusses the School Ethics Act and has not been found in violation of the School Ethics Act.	NJDOE report of district submission dates	Financial and personal/relative disclosure statements for 2015 for all board members and required administrators must have been submitted no more than one week after the April 30, 2015 deadline.
<u>Operations</u>			
NJSMART	SOA 2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file.	NJSMART error rate report issued by NJDOE	For the 2014-15 submission year, the error rate for each of the following reports must have been less than 2 percent: SMID Management, Special Education, Staff, Staff Evaluation, EOY 2013-2014 Course Roster.
EVVRS Timely	SOA 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.	District EVVRS submitted to NJDOE	The EVVRS must have been submitted to NJDOE in a timely manner, with no substantial instances of under-reporting of incidents, as determined by a review of submissions by the NJDOE program office.
HIB Findings	SOA 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.	NJDOE data regarding HIB findings	There must be no substantial HIB findings against the district, as determined by a review of HIB investigations that were conducted during school year 2014-15. Also, there must be no substantial instances of under-reporting of incidents, as determined by a review of submissions by the NJDOE program office.

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MOA with Law Enforcement	SOA 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.	County Office verification of district MOA submission	The district must be current with submission of the MOA.
<u>Personnel</u>			
Staff Certification	SOA 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.	NJDOE Matrix of Certificated Staff and Staff Assignments, 2013-14	The district must not have any staff who are either not properly certified or teaching outside of their certification, as verified through a review of the Certificated Staff Matrix for SY 2013-14.
Achieve NJ	SOA 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.	Status of district regarding Achieve NJ implementation, as determined by NJDOE	Policy and observation, model selection, observation schedule and procedures must comply with the requirements of N.J.A.C. 6A:10. There are no concerns about district implementation of AchieveNJ, based on feedback from the NJDOE program office.