

## NJQSAC Statement of Assurance - School Year 2015-16

<b>District Name:</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>	
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>	This is done in the Parent Information Guide/Calendar that is sent home annually in hard
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>	K-12 August 2012
Math (June 2010)		K-2 (August 2011); 3-5 (August 2012); MS (August
Science (June 2009)		August 17, 2015 - Science curriculum alligned with
Social Studies (September 2009)		K-12 August 2012
World Languages (June 2009)		K-12 August 2012
Technology (June 2009)		K-12 August 2012
21st Century Life and Careers (June 2009)		K-12 August 2012
Visual and Performing Arts (June 2009)		K-12 August 2012
Comprehensive Health and Physical Education (June 2009)		K-12 August 2012
<b>Instruction and Program</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>

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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 (*N.J.A.C. 6A:19 et seq.*).

**1**

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<b>Instruction and Program</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
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>	
<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>	
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>	
3. Bases appropriations for capital projects on the district's Long Range Facilities Plan ( <i>N.J.A.C.</i> 6A:26-2.1) and the comprehensive maintenance plan ( <i>N.J.A.C.</i> 6A:26-20).	<b>1</b>	
4. Supports other budget lines by a trend analysis of historical expenditures.	<b>1</b>	3 Year Budget Analysis Spreadsheet
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>	

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<b>District Name:</b>		
<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>	
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>	
8. Expends federal funds consistent with the approved indirect cost rate.	<b>1</b>	
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>	Review weekly with Comptroller
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>	
<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>	
2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2)	<b>1</b>	
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>	

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<b>District Name:</b>		
<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>	
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>	
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>	All files uploaded to NJSMART and have 0 errors.
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>	

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<b>District Name:</b>		
<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>	
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>	
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>	
<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>	SBSD implements a five year cycle to ensure all required trainings for school district employees have
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>	All files uploaded to NJSMART and have 0 errors.
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>	The CSC was reviewed in June 2015, revised and adopted in July 2015 for the 2015-2016 school year. It was distributed to students and parents at all levels

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<b>District Name:</b>		
<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>	The district reports all violence and vandalism reports through the EVVRS system and annually reports all incidences to the Board of Education in a public meeting. The Director of Student Services leads an analysis of these incidents with district
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>	Policies and procedures prohibiting HIB are communicated clearly in written and verbal form to all staff members and students annually. Our Anti Bullying Coordinator works in partnership with the
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:16-6.2</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>	

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<b>District Name:</b>		
<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>	
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>	K-12 schedule of health screenings in annual calendar distribution. Standing orders between school physician and school nurses. Health files
11. Implements the NJDOE-approved school health nursing services plan ( <i>N.J.A.C. 6A:16-2.1(b)</i> ).	<b>1</b>	Plans are collected and held centrally by Nurse supervisor and the Director of Student Services.
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>	SBSD implements a board-approved guidance and counseling program for all students, which includes
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>	Transition services are part of the IEP and based on the student's individual preferences and interests. By age 14, our student IEP includes goals and objectives that begin to address a long range plan that
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>	I&RS teams, known as SST in South Brunswick, are established and functional in all schools. Handbook, quarterly meetings and end-of-year data collection in place across the district.
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>	Reviewed annually with nurses and principals. Student Services maintains listing of all students on Home Instruction. Process to initiate Home Instruction is established. Home Instruction Handbook created.



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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</i> ).	<b>1</b>	
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>	This program is part of the Health Curriculum and is specifically emphasized in Grades 6,7,8,9,10 and 11. Policies are posted on the District webpage, included in the Parent Information Guide, and are part of student-parent handbooks.
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>	SRO updates the district's safety and security plans annually with up-to-date information from all schools in collaboration with school administration and the Township's Community Resource Team.
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>	SBSD implements the NJDOE-approved CEP. This is board-approved annually. The Diversity and Equity Committee meets throughout the school year to ensure district adherence to the CEP, the creation of annual goals and development of an action plan.
<b>Operations Subtotal</b>	<b>20</b>	

## NJQSAC Statement of Assurance - School Year 2015-16

<b>District Name:</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>	
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>	
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>	
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>	
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>	
<b>Personnel Subtotal</b>	<b>5</b>	