

NJQSAC Statement of Assurance - School Year 2016-17

District Name: Newark Public Schools		
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).	1	- Board presentations in December 2015, January 2016, August 2016, and September 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).	1	- Trainings of guidance counselors in 2015-16 and 2016-17
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).		
Content Area and Date Standards Were Adopted by the State Board of Education:	Yes or N/A = 1 No = 0	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.
English Language Arts: (June 2010)	1	11/1/2013
Math (June 2010)		11/1/2013
Science (June 2009)		9/2011 - 11/2013
Social Studies (September 2009)		9/2012 - 11/2013
World Languages (June 2009)		9/2012 - 11/2013
Technology (June 2009)		11/1/2013
21st Century Life and Careers (June 2009)		11/1/2013
Visual and Performing Arts (June 2009)		9/2012 - 11/2013
Comprehensive Health and Physical Education (June 2009)		9/2012 - 11/2013
Instruction and Program		Yes or N/A = 1 No = 0

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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>).	1	Completed CTE Program Planning Self –Assessment

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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.	1	Approved 2016-17 Program Plan update and Budget from NJDOE
Instruction & Program Subtotal	5	
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.	1	Board minutes, Board's 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.	1	District's budget document
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).	1	Long range plan Maintenance plan
4. Supports other budget lines by a trend analysis of historical expenditures.	1	Budget Planning document
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	Budget Transfer Modifications Tax certification document

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Fiscal Management	Yes or N/A = 1 No = 0	Comments
6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner.	0	<p>The district submitted the necessary reports on time for Title I-A, Title II, Title III, Title III Immigrant, and Title VI.</p> <p>In 2015, the IDEA application was submitted late. We are confirming that this was as a result of technical issues with the state's software. Both the application (2016-2017) and the final report for the 2015-2016 were submitted on time.</p> <p>Perkins reports were filed on time, but the district returned a small portion of the money. (In 2016, all reports were submitted on time.)</p>
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	Budget report on grants District budget
8. Expends federal funds consistent with the approved indirect cost rate.	1	Accounts are reviewed and Indirect costs are claimed as necessary
9. At a minimum, performs a semi-monthly review of the budget status (budget to actual) to ensure that sufficient appropriations are available.	1	The district reviews all budget reports and takes action to balance budget

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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.	0	The district 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. We are currently designing and implementing appropriate internal controls to address the district's confirming order instances.
Fiscal Management Subtotal	8	
Governance	Yes or N/A = 1 No = 0	Comments
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).	1	Comprehensive Equity Plan for School Years 2016-2019 and policies referenced therein.
2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2)	1	Nepotism Policy - File Code 4112.8/4212.8.
3. Follows all requirements for the annual organization meeting (N.J.S.A. 18A:10-3 et seq. and 15-1 et seq.).	1	Advisory Board Minutes dated May 24, 2016.

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Governance	Yes or N/A = 1 No = 0	Comments
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.).	1	Advisory Board Minutes. Community Engagement Meetings and Public Participation at Board Meetings. The District employs an OPRA Officer pursuant to <u>N.J.S.A. 47:1A-1 et seq.</u>
5. Requires each board member and administrator to file a timely and properly completed financial and personal/relative disclosure statement each year (<i>N.J.S.A.</i> 18A:12-26). Annually discusses the School Ethics Act and has not been found in violation of the School Ethics Act (<i>N.J.S.A.</i> 18A:12-22).	1	2015 School Ethics Personal/Relative and Financial Disclosure Statements submitted to the Executive County Superintendent. Advisory Board Ethics Training dated August 30, 2016 and additional training scheduled for November 30, 2016. There have been no violations.
6. Establishes a travel and related expense reimbursement policy and ensures school board members and all employees operate in accordance with that policy (<i>N.J.S.A.</i> 18A:11-12 and <i>N.J.A.C.</i> 6A:23A-7).	1	Expense, Travel Reimbursement Policy- File Code 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 (<i>N.J.S.A.</i> 18A:7-8, <i>N.J.A.C.</i> 6A:23A-3.1).	1	Letters approving proposed contracts from the Executive County Superintendent.

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Governance	Yes or N/A = 1 No = 0	Comments
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>).	1	Not applicable until local control is returned for Governance.
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>).	1	Board Minutes.
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>).	1	Minutes of the Budget Hearing dated April 27, 2016, Resolution and Power Point Presentation.
Governance Subtotal	10	
Operations	Yes or N/A = 1 No = 0	Comments
The district:		
1. Conducts all required trainings for school district employees (<i>N.J.S.A. 18A and N.J.A.C. 6A</i>).	1	- See documents for our trainings: https://sites.google.com/a/nps.k12.nj.us/npspd/ which includes many of our required trainings (e.g., Digital Learning Institute - training on use of technology, HIB Trainings, etc.)

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2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file.	0	- 10/10 files submitted by due date, 9/10 files had error rates of less than 2% (Special Education error rates have declined but not below 2%).
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>).	1	- Projected presentations and dissemination of new code of conduct to Board and staff in early 2017

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Operations	Yes or N/A = 1 No = 0	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</i>).	1	All EVVRS reports are collected and submitted to the NJDOE prior to the required due date. Incidents are analyzed and reported during public 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>).	1	- HIB Reports to the Board in 2015-16 & 2016-17
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>).	1	- Existing policy - Projected presentations and dissemination of new code of conduct, including procedures related to weapons, to Board and staff in early 2017
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>).	1	Memorandum of Agreement Approved and Signed
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>).	1	Office of Pupil Transportation reports to all accident sites, provides hospital support. All driver and bus records are updated and in compliance as required

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Operations	Yes or N/A = 1 No = 0	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 (<i>N.J.A.C. 6A:16-11</i>).	1	- Documentation from Student Support Team - Office of Employee and Labor Relations Training in August 2016
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>).	1	The district provides medical physicals at all schools in addition to all state requirements
11. Implements the NJDOE-approved school health nursing services plan (<i>N.J.A.C. 6A:16-2.1(b)</i>).	1	Health Service Plan
12. Implements a board-approved comprehensive guidance and academic counseling program for all students (<i>N.J.A.C. 6A:8-3.2</i>).	1	- Trainings for guidance counselors in 2015-16 and 2016-17 - District communications (e.g., NPS website, Individual school websites, Information disseminated to School Counselors) - School level communication (e.g., Student convocations, Parent meetings, Advisories, Individual student meetings, Summer bridge, Postings)
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>).	1	Provided by Special Education and Student Support Service Depts.

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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>1</p>	<ul style="list-style-type: none"> - Documentation of Site-Based Training of I&RS and Student Support Teams - 2015-16 + 2016-17 - District-wide monthly courses offered to K-8 school staff on Techniques & Strategies for Addressing Challenging Student Behavior. - Presentations to different cohorts of NPS high school staff on the topic of I&RS/504. These included Principals, Vice Principals, Social Workers, Guidance, Teachers. - District I&RS/ 504 targeted trainings in 2016-17 - Updated forms and process for I&RS/504 on the NPS website. - Documentation of processing of requests for services under 504 and guidance on the development of effective Pupil Assistance Plans (PAPs) and other I&RS/504 processes.
<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>).</p> <p>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>1</p>	<ul style="list-style-type: none"> - Policies and procedures from Home Instruction Staff

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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>).	1	- District guidance on transfers
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>).	1	Provided via Title I, Special Education and other affected depts.
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>).	1	- Guidance from Student Support Services team in 2016-17
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>).	1	All School Security Plans updated. Emergency procedures developed and implemented in consultation with emergency management agencies and through input from staff and community.
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>).	1	District submitted and received approval of its plan - Sept. 2016

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Operations Subtotal	19	

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Personnel	Yes or N/A = 1 No = 0	Comments
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>).	1	See Board Policies 4111 RECRUITMENT, SELECTION AND HIRING and 4112.2 CERTIFICATION. In addition, for certification requirements, the district underwent an extensive audit from the latest District Improvement Plan (DIP) QSAC review during the Winter and Spring of 2016 to identify and correct any outstanding certification and credentialing issues. The district then received a full score of 100% on the DIP review for Personnel.
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>).	1	See Board Policy 4111 RECRUITMENT, SELECTION AND HIRING In addition, the District voluntarily requested an audit two years ago from the New Jersey Department of Education Criminal History Unit to ensure that we had captured all criminal history records appropriately.
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>).	1	See Board Policies 4112.6 (Personnel Records) and 4112.4/4212.4 (Employee Health)

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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>	1	<p>See Board Policy 4116 (Evaluation).</p> <p>In addition, the District also provides a training with written guidance in August of each school year to all administrators. Adminsitrators are then required to turnkey the the information to educators at their school site.</p>

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<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 (<i>N.J.A.C. 6A:9-15 et.seq.</i>).</p>	<p>1</p>	<p>The Talent Office and Academics Office jointly and individually review data including assessment data (both interim data and summative test data as well as state test data), student attendance and discipline data, teacher and leader evaluation data, and other metrics as relevant to determine the areas of need for professional development in the district. The District then provides professional development aligned to these findings through various centrally-led initiatives (Principal Leadership Institute, Vice Principal Leadership Institute, and Leadership Institute for Teacher Teams) who then turnkey the information to school sites. In addition, various content-area coaches are deployed to schools to provide further development in the key areas identified as needs using the data sources outlined above. See as a sample the agendas and materials for various centrally-led PD initiatives on our website here: https://sites.google.com/a/nps.k12.nj.us/curricula/ and here: https://sites.google.com/a/nps.k12.nj.us/npspd/.</p>
Personnel Subtotal	5	