

## NJQSAC District Performance Review - School Year 2018-19

<b>Fiscal Management</b>	<b>Montville Township</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
1. Monthly district board of education secretary's reports are completed and reconciled without exceptions and submitted to the district board of education within 60 days of the month's end for approval, pursuant to N.J.S.A. 18A:17-9.	<b>6</b>	<b>1</b>	<b>1</b>	Financial reports are prepared by the Business Administrator and presented for Board approval within the allotted 60 days following the end of the month.
2. A standard operating procedures (SOP) manual for business functions is maintained, updated and implemented pursuant to N.J.A.C. 6A:23A-6.6. The SOP manual includes a system of internal controls in accordance with N.J.A.C. 6A:23A-6.4 to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud and includes a section that details purchasing procedures.	<b>8</b>	<b>1</b>	<b>1</b>	A standard operating procedures manual has been prepared and provides the guidelines for internal control of business procedures and other financial/accounting practices.
3. The annual audit of its Comprehensive Annual Financial Report (CAFR) and other supporting forms and collections (Auditor's Management Report (AMR), Federal Data Collection Form, and Audit Summary) have been filed by the due date set forth in N.J.S.A. 18A:23-1.	<b>4</b>	<b>1</b>	<b>1</b>	The annual CAFR for the fiscal years ending June 30, 2017 and June 30, 2018 was prepared and submitted in accordance with the statutory deadline.

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<b>4. The school district:</b>				
a. Implements a corrective action plan (CAP) that addresses all audit recommendations and is acceptable to the Department (as required):	4	1	1	Recommendations (minor in nature) were addressed through a corrective action plan that was adopted by the Board of Education.
b. Reports no repeat audit findings of a substantive nature in the CAFR or AMR.	4	1	1	There have been no repeat recommendations of a substantive nature included in the CAFR or AMR.
c. Reports no material weaknesses or significant deficiencies in the CAFR or AMR.	4	1	1	The CAFR and AMR contain no indication of material weaknesses or significant deficiencies.
d. Ends the year with no deficit balances and no line item over-expenditures in the general fund, (on the budgetary basis of accounting) special revenue fund, capital projects fund, or debt service fund (other than permitted under State law and GAAP).	4	1	1	The district consistently ends the fiscal year with no deficit balances or line item overexpenditures in any of the major budgetary funds.

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<b>5. Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:</b>				
a. Submits initial applications, revisions, and final reports for all entitlement and discretionary grants by published due dates and expends Federal funds consistent with the approved indirect cost rate and grant application.	2	1	1	Grant applications, revisions and final reports have been submitted in a timely manner.
b. Budgets grant funds according to the approved application and spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold of 10 percent or for modifications that require opening new budget lines.	2	1	1	The district has adhered to the regulations with regard to grant applications and expenditures.
c. Shows evidence of required consultations with nonpublic schools for each required State- and federally funded program and expends nonpublic school allocations as required. If funds are not expended for nonpublic school services, the school district specifies the reason the funds were not spent and provides evidence of consulting with nonpublic schools regarding the use of unexpended funds.	2	1	1	The necessary required consultations with nonpublic schools have been handled by the Assistant Superintendent for Curriculum and Instruction and have been documented.
d. Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.	2	1	1	Salaries funded by Federal grants are explicated noted in the Board minutes at the time staff members are appointed to these positions.

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<b>6. Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district:</b>				
a. Maintains separate accounting by project.	4	1	1	Capital project expenditures are accounted for by project as required.
b. Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	4	1	1	Change orders are carefully reviewed by the Busienss Administrator and the Board's Finance and Facilities Committee prior to being presented
c. Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	4	1	1	Project spending limits have been strictly adhered to based on the authorization granted by the voters in the 2017 referendum.
d. Conducts the proper fiscal close-out of completed projects, including proper transfer of interest earned annually to the debt service and/or general fund.	4	1	1	Close-out of projects and management of debt service is handled by the Business Administrator in accordance with state requirements.
7. Projects consistent with the approved long-range facilities plan are implemented, reviewed, and revised, pursuant to N.J.A.C. 6A:26-2.	2	1	1	Projects included in the 2017 referendum were included in the district's Long Range Facilities Plan.
8. County office approval has been granted for emergent projects, pursuant to N.J.A.C. 6A:26-3.14.	2	1	1	No emergent projects have been identified that required county office approval in accordance with Administrative Code.

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<b>9. Annual health and safety reviews:</b>				
a. Have been conducted once per year in each building using the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings. (N.J.A.C. 6A:26-6.1, 6.2, 6.3, and 12 and 6A:19-6)	5	1	1	Facilities Checklists are completed annually by the district's Facilities Manager.
b. Meet the "100% item" section in the Annual Facilities Checklist - Health and Safety Evaluation of School Buildings, which means all items are in compliance in all buildings.	5	1	1	All 100% items included on the Facilities Checklist are in compliance.
c. Meet the "80% item" section Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means at least 80 percent of items are in compliance in all buildings.	2	1	1	80% of the non-100% items on the Facilities checklist have been rated as in compliance.
10. A budget calendar that is developed and shared with the district board of education annually and that reflects all applicable legal and management requirements, pursuant to N.J.S.A. 18A:22-7, is followed. This development timeline includes input from all relevant programmatic staff for requirements and materials needed for teaching and student learning.	6	1	1	A detailed budget calendar is developed annually by the School Business Administrator. The calendar includes meetings with the building principals and district administrators, the Finance and Facilities Committee, presentation of the information to the full Board and the required Annual Hearing on the Proposed Budget.

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11. All persons employed as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, possess a valid authorization from the Department to serve as a certified educational facilities manager.	4	1	1	Mr. Steven Toth, District Facilities Manager, is a certified educational facilities manager.
12. The transfer of funds during the budget year is made in accordance with N.J.S.A. 18A:22-8.1 and 8.2 and complies with all budgetary control provisions, pursuant to N.J.A.C. 6A:23A-16.10.	4	1	1	Transfers are done in accordance with statute and are approved by the Board of Education at regular meetings.
13. Fiscal-year cash flow management for all funds is prepared and analyzed on a regular basis to ensure payments can be made on a prompt basis.	4	1	1	The Business Administrator annually prepares a cash flow projection which is reviewed monthly with the Board's Finance and Facilities Committee.
14. Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4	1	1	Reimbursement requests for grant funding are submitted in a timely fashion throughout the fiscal year.
15. The district board of education approves purchase orders approved by only 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.	4	0	0	The district makes every effort to issue purchase orders in advance for all goods and services.
<b>Fiscal Management Total</b>	<b>100</b>	<b>96</b>	<b>96</b>	

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1. At least annually, and more frequently if required by changes in case law, regulation, or statute, the district board of education or the advisory board, reviews, updates, and adopts, by resolution, policies, procedures, and by-laws reflective of current statutory and regulatory authority. (N.J.S.A. 18A:11)	8	1	1	The Board has an active Policy Committee. The Assistant Superintendent reviews Policy Updates prepared by Strauss Esmay and recommends policy revisions or new policies to the Policy Committee as appropriate. Following Committee approval, policies are put forward for two readings
<b>2. The district board of education:</b>				
a. Establishes a policy and a contract with the CSA to annually evaluate him or her based on the adoption of goals and performance measurements that reflect the highest priority is given to student achievement and attention is given to subgroup achievement and each new member has received training on CSA evaluation. N.J.S.A. 18A:17-20.3.	7	1	1	The Board has a contract with the Superintendent which covers the period July 1, 2017 through June 30, 2022. This contract was reviewed and approved by the Executive County Superintendent prior to approval by the Board of Education. District goals are set annually by the Board of Education and form the basis of the Superintendent's Annual Evaluation.
b. Completes the CSA evaluation by July 1 in accordance with N.J.A.C. 6A:10-8.1(g).	6	1	1	The Board completed the annual evaluation of the superintendent by June 30th. All members of the Board participated in the evaluation.

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3. All new, renegotiated, amended, altered, or extended contracts for CSAs, deputy superintendents, assistant superintendents, and school business administrators are submitted to the executive county superintendent (ECS) for review and approval. The district board of education takes no formal action to approve or implement such contracts prior to ECS review and approval. (N.J.S.A. 18A:7-8 and N.J.A.C. 6A:23A-3.1)	<b>6</b>	<b>1</b>	<b>1</b>	Annually the contracts for the Assistant Superintendent, Assistant Superintendent for Curriculum and Instruction and the School Business Administrator are reviewed and approved by the Executive County Superintendent prior to approval by the Board of Education. The approval letters from the ECS are kept in the individual personnel files.



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4. The district board of education approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees, only by a roll call majority vote of the district board of education's full membership upon the CSA's recommendation. (N.J.S.A. 18A:27-4.1 and N.J.A.C. 6A:32-4.1 and 4.7)	6	1	1	All personnel appointments are made at the recommendation of the Superintendent and approved by roll call vote as documented in the official Board minutes.
5. The district board of education-approved corrective action plans are submitted for any finding or recommendation for all compliance-related reports, consolidated monitoring reports, financial audits, special education reports, etc. The school district has no outstanding monitoring or complaint investigation findings that exceed the required timelines for correction. There is no evidence of the school district not implementing the plan.	7	1	1	Corrective action plans are developed, approved and implemented as required. The district has no outstanding monitoring or complaint investigation findings at the present time.
6. The budgeting process and allocation of resources, including grant funding, are aligned with instructional priorities and student needs to provide for a thorough and efficient education as demonstrated by: (N.J.S.A. 18A:7F-6 and 46 and N.J.A.C. 6A:23A-8.1)				
a. Adoption and implementation of written policies and procedures for the budget and financial planning process that are integrated and aligned with school district priorities and planning objectives based on Statewide assessments and applicable strategic plans.	8	1	1	The Board has adopted the following policies: Policy 6220 - Budget Preparation; Policy 6230 - Budget Hearing. The budget process involves the identification of any specific priorities which have been identified through the development of district goals and the Strategic Plan which include

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b. Annually align fiscal goals and budget objectives with curricula that comply with the NJSLS.	8	1	1	This alignment is set forth annually in the supporting documentation that is submitted as part of the district's annual budget.
7. The district board of education follows the budget process by: a. Conducting a public hearing on the proposed budget; b. Adopting the budget at a public meeting; c. Providing ongoing information on the budget's status and any revision(s) or emergent conditions; and d. Making the budget available for public notice and inspection. (N.J.S.A. 18A:22-7 and N.J.A.C. 6A:23A-8.1 and 8.2)	8	1	1	The Board conducted the Public Hearing on the Budget on April 24, 2018. Following the public hearing, the Board passed a resolution to adopt the 2018-2019 annual budget. All presentations on the tentative budget, the public hearing on the budget and the User Friendly Budget document may be accessed through the district's website.
8. The district board of education ensures compliance with all stakeholder engagement requirements pursuant to the Federal grant programs for which the school district receives funds, which shall include but not be limited to grant programs under the Elementary and Secondary Act, the Individuals with Disabilities Education Act, and the Carl D. Perkins Career and Technical Education Act.	6	1	1	The Board is in compliance with the required stakeholder participation with regard to the Federal grant programs.
9. The district board of education has established programs and services for all English language learners (ELLs), pursuant to N.J.A.C. 6A:15.	7	1	1	The Board offers programs to English Language Learners at all grade levels as needed.

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10. The district board of education implements the Open Public Meetings Act and there have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.S.A. 10:4-6 et seq.)	3	1	1	There have been no findings of non-compliance with regard to the implementation of the Open Public Meetings Act. Adequate notice of meetings is provided and minutes are available on the district website within the specified timeframe

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11. The district board of education approves the monthly district board of education secretary's and treasurer's reports within 60 days of month's end and, in its minutes, certifies that major funds (general fund, special revenue, and capital projects fund) have not been over-expended. (N.J.A.C. 6A:23A-16.10(c))	6	1	1	The Board minutes reflect the submission and approval of the monthly financial reports by the Business Administrator within 60 days of the month's end. The Board resolution reflects that major funds have not been overexpended.
12. Minutes of all meetings, including executive sessions, reflect all district board of education actions and are publicly available within two weeks or by the next district board of education meeting. (N.J.S.A.18A:17-7)	6	1	1	Minutes of each meeting, public and executive session, are presented to the Board for approval at the next Board meeting. Minutes may be accessed by members of the public through the district's website.
13. District board of education members and school administrators annually file a timely and properly completed financial and personal/relative disclosure statement. The district board of education annually discusses the School Ethics Act and no district board of education member or administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-22 and 26)	5	1	1	The required financial disclosure forms are completed annually by the Board members and district administrators as required. No Board member has been found to be in violation of the School Ethics Act.

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14. The district board of education ensures that all students have access to library media services that are connected to classroom studies in each school building including access to computers; school district-approved instructional software; appropriate books, including novels, anthologies, and other reference materials; and supplemental materials that motivate students to read in and out of school and to conduct research. (N.J.A.C. 6A:13-2.1(h))	3	1	1	All students in each school have access to library media services. There is a full time library media specialist assigned to each of the district's seven schools. The district is in the process of renovating all of the media centers in the district. To date four of the seven renovations projects have been completed with the remain three schools scheduled for the summer of 2019.
<b>Governance Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	

NJQSAC District Performance Review - School Operations		Montville Township		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
<b>1. The school district's NJSMART and educator evaluation data files:</b>				NJSMART Submissions are timely and had an error rate of less than 1.5% for each file. County Comment: As per NJDOE NJSMART release: Core State, Special Education, Staff
a. Have been certified by established deadlines and provide complete	2	1	0	
b. Have an error rate of less than 1.5 percent for each file –inclusive	3	1	1	
<b>2. The school district's educational entity system data:</b>				The Board maintains accurate contact information through the New Jersey Department of Education's CDS System.
a. Have been submitted by established deadlines and no evidence of changes not approved by the Department was reported since	1	1	1	
b. Have accurately maintained the school contacts throughout the year and the school district has obtained Department approval for	3	1	1	
<b>3. The school district has a data management process that includes:</b>				The district has a data coordinator who oversees the necessary submissions through NJSMART to make sure the information is accurate and submitted according to the established deadlines.
a. Identification of a school district data coordinator, school district contacts for all Department data submission applications, and an internal communication/information dissemination procedure:	2	1	1	
b. Submission of data collection applications via the Department's website by the established deadlines.	3	1	1	
4. The school district has policies and procedures that require the use of multiple sources of data to monitor student achievement and progress and to evaluate the effectiveness of programs, initiatives, and strategies.	3	1	1	The district uses various sources of data to monitor student achievement. These include state assessments, iReady assessments, benchmark assessments and other tools to track student achievement and evaluate instructional programs

NJQSAC District Performance Review - School Operations		Montville Township		
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5. The district board education adopts and annually distributes to staff, parents, and students, policies and procedures to address the equitable application of a code of student conduct that establishes expectations for academic achievement, behavior, and attendance. The policy provides comprehensive tiered behavioral supports and responses to violations that include positive disciplinary practices that minimize exclusionary practices, such as suspension and expulsion; and details students' due process rights. (N.J.A.C. 6A:16-7.1)	5	1	1	The student codes of conduct have been approved by the Board of Education. For the 2018-2019 school year, approval took place at the September 4, 2018 meeting of the Board of Education. Board Policy 5600 sets forth the expectations for student conduct. The Board attempts to use the exclusionary practices of suspension and expulsion as infrequently as possible,
6. Twice per year, the CSA presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (HIB) incidents submitted on the Department's incident reporting system. The CSA or designee submits the final data verification to the Department by July 15. (N.J.A.C. 6A:16-5.3)	5	1	1	The Superintendent makes the required presentations to the Board in July and January to summarize the violence, vandalism and HIB incidents that have occurred in the preceding 6 months. The annual data verification is submitted annually by July 15th,

NJQSAC District Performance Review - School Operations		Montville Township		
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7. The school district implements a process to ensure the school safety/school climate team in each school, with support from the CSA: (1) reviews and takes action to strengthen school climate policies; (2) educates the community, including students, teachers, staff, and parents, to prevent HIB; (3) provides professional development opportunities that address effective practices of successful school climate programs or approaches; and (4) completes the HIB self-assessment. The CSA submits to the Department the statement of assurance and the district board of education approval date for the HIB self-assessment for each school in the school district by September 30. (N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7)	7	1	1	Each school has a School Safety-School Climate Team in place. These teams have been instrumental in the Climate and Culture work the district has engaged in through YEA (United Way and Atlantic Healthcare) over the past three years. Annual HIB training is provided. The annual HIB self-assessment and certification are approved by the Board of Education and submitted by the specified due date.
8. The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) has been signed within the past year. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-6.2)	6	1	1	The Memorandum of Agreement is completed annually through a meeting with the Superintendent and the Chief of Police. The MOA is then affirmed by resolution by the Board of Education. We are awaiting the new document



NJQSAC District Performance Review - School Operations		Montville Township		
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9. The comprehensive alcohol, tobacco, and other drug abuse program includes 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 and supports. (N.J.S.A. 18A:40A and N.J.A.C. 6A:16-3 and 4)	6	1	1	Board Policy 5530 - Substance Abuse addresses prevention, assessment, intervention and referral. The Board has a separate policy 5533 on student smoking. This policy was most recently revised in June 2018 to address the emerging problem of e-cigarettes and vaping.
10. Policies and procedures are established to review and resolve transportation incidents and ensure the safety of students by meeting Motor Vehicle Commission requirements for inspections by bus drivers and evacuation drills. The CSA presents to the district board of education evidence of completion of emergency exit drills. (N.J.A.C. 6A:27-11.1, 11.2, and 12)	6	1	1	Evidence of the completion of bus emergency exit drills is submitted to the Board annually in June. The report of the 2017-2018 drills was approved by the Board at the June 5, 2018 meeting.
11. Policies and procedures are established to report potentially missing, abused, or neglected children to law enforcement and child welfare authorities; to appoint a school district liaison to law enforcement authorities; and to provide training to school district employees, volunteers, and interns on policies and procedures. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-11)	6	1	1	Board Policy 8462 sets forth the procedures to district staff to report potentially missing, abused, or neglected students. All staff complete the required training on this topic through the district's GCR online training modules. There have been no findings of noncompliance.

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12. Comprehensive record of immunizations, required physical examinations and health screenings are maintained to identify the need for medical services for public and nonpublic school students. Health records are kept separately from other student records. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-2.1(a)8, 2.2, and 2.5 and 6A:32-7.4(c))	4	1	1	Health records are kept in the district's Student Information System (Genesis). These records are kept separately from other student demographic information and can only be accessed by nursing personnel. There have been no findings of noncompliance.
13. At least one certified school nurse is employed by the school district (not through a third-party contract). For medically fragile students who require one-to-one clinical nursing services, the school district uses a provider of clinical nursing services who appears on the New Jersey Department of Human Services' directory of private-duty nursing. The district board of education annually adopts a nursing services plan for each school that addresses sufficient nursing requirements and the needs of all students, including nonpublic school students. (N.J.A.C. 6A:16-2.1(b) and 2.5(j)6)	8	1	1	The district has a full time school nurse assigned to each elementary school. At the middle and high school levels two school nurses are assigned to each building. Specialized nursing care is provided to those students who require it. The required Nursing Services Plans are prepared and submitted to the Board of Education for approval annually.

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14. Students removed for disciplinary reasons (e.g., suspension or expulsion) or for chronic or temporary illness have received educational services from a certified instructor who has completed the Department's criminal history record check within five days of a student's removal for disciplinary reasons or within five days after receipt of the school physician's verification of the need for home instruction due to chronic or temporary illness (e.g., home instruction/temporary hospital setting). (N.J.S.A. 18A:6-4.13 and 7.1 and N.J.A.C. 6A:16-7.2, 7.3, and 10.1)	6	1	1	Home instruction is provided for those students who are suspended or are absent due to illness. Services are commenced within five days. These services are provided by teachers with the appropriate NJDOE certification and criminal history background check.
15. Safety and security plans, procedures, and mechanisms are annually reviewed and revised in consultation with law enforcement, health, social service, and emergency management agencies and other community members, including parents. The CSA has verified in writing that the process has occurred. (N.J.A.C. 6A:16-5.1)	6	1	1	Safety and security plans are reviewed annually at the district level and are revised periodically based on the advice and guidance of our local law enforcement officials. Several members of the district's administrative staff have completed the training necessary for the School Safety Specialist certificate
16. A security drill statement of assurance that accurately represents the monthly security drills were conducted is submitted no later June 30 each year to the Department. (N.J.S.A. 18A:41)	4	1	1	The Statement of Assurance regarding the conduct of school security and fire drills is submitted annually in June by the superintendent.

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Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
17. The school district has a comprehensive equity plan (CEP) designed to eliminate discrimination according to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability socioeconomic status, pregnancy, or parenthood that is approved by the Department. Additionally, the school district submits to the Department the annual CEP statement of assurance. (N.J.A.C. 6A:7-1.4)	6	1	1	The district's Comprehensive Equity Plan for 2016-2019 was submitted by the District on December 1, 2015. A letter of approval from the County Superintendent was issued on July 11, 2016.
18. The district board of education has adopted policies and procedures that require regular attendance of students, expectations of timely arrival, daily attendance when school is in session, and responses to unexcused absences and lateness, and attempt to determine the cause and to provide tiered supports in maintaining regular attendance for all students. (N.J.A.C. 6A:16-7.6)	8	1	1	Board Policy 5200 covers all the required aspects regarding student attendance. This policy was most recently revised by the Board on April 28, 2015.
<b>Operations Total</b>	100	100	98	

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<b>Personnel</b>		<b>Montville Township</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>	
<b>1. An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with N.J.A.C. 6A:9C and 6A:10 in the following categories:</b>					
a. Teacher evaluation processes result in complete summative scores, measures of teacher practice, and measures of student growth (SGO and mSGP) (N.J.A.C. 6A:10- 2.4, 4.1, 4.2, 4.3, and 4.4);	100 percent of audited files meets indicators	<b>8</b>	<b>1</b>	<b>1</b>	The district is in full compliance with the observation and evaluation requirements. The district uses the Genesis Staff Management software to manage the record-keeping.
	95 to 99 percent of audited files meets indicators	<b>4</b>	<b>0</b>	<b>0</b>	
	Less than 95 percent of audited files meets indicators	<b>0</b>	<b>0</b>	<b>0</b>	
b. School leader evaluation processes result in complete summative scores, measures of principal practice, and measures of student growth (SGO, mSGP, administrator goals) (N.J.A.C. 6A:10- 2.4, 5.1, 5.2, 5.3, and 5.4);	100 percent of audited files meets indicators	<b>6</b>	<b>1</b>	<b>1</b>	The district is in full compliance with the observation and evaluation requirements. The district uses the Genesis Staff Management software to manage the record-keeping.
	95 to 99 percent of audited files meets indicators	<b>3</b>	<b>0</b>	<b>0</b>	
	Less than 95 percent of audited files meets indicators	<b>0</b>	<b>0</b>	<b>0</b>	
c. Evaluations of other certificated staff according to regulations (N.J.A.C. 6A:10-2.2, 2.4, 2.5, 6.1, and 6.2);	100 percent of audited files meets indicators	<b>4</b>	<b>1</b>	<b>1</b>	All other certificated staff are observed and evaluated in compliance with New Jersey Statute and Code.
	95 to 99 percent of audited files meets indicators	<b>2</b>	<b>0</b>	<b>0</b>	
	Less than 95 percent of audited files meets indicators	<b>0</b>	<b>0</b>	<b>0</b>	

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d. Evaluation processes for all certificated staff have occurred, including evaluation training and evaluation conferences. (N.J.A.C. 6A:10-2.2)	4	1	1	Annual training on the evaluation process is provided.
e. School improvement panels have been established in each school and are functioning in accordance with the TEACHNJ Act (N.J.S.A. 18A:6-120) and regulations (N.J.A.C. 6A:9C-5.3 and 6A:10-2.3, 2.5, 3.1, and 3.2); and	4	1	1	Each school has its own School Improvement Panel comprised of teachers and administrators as required.
f. Other evaluation structures and processes, including tenure charge proceedings conducted according to the TEACHNJ Act (N.J.S.A. 18A:6-11 and 17.3).	2	1	1	The district has not filed any tenure charges against staff members since the last QSAC review period.
<b>2. The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following (N.J.A.C. 6A:9C and 6A:13-2):</b>				
a. An audit of personnel files indicates that required individual professional development plans (PDPs) or corrective action plans (CAPs) are aligned to the professional standards for school leaders or teachers and have been completed for administrators and teachers and are linked to (1) school district, school, team, and/or individual goals, and (2) results from individual performance evaluations. (N.J.A.C. 6A:9C and 6A:10-2.5);	5	1	1	All personnel have professional development plans that have been mutually developed with their supervisor and are linked to school goals. Any corrective action plans in place are aligned to professional standards.
b. School schedules that include adequate and consistent time for teachers to work together in and across content areas and grade levels to examine student results and to collaborate on addressing student learning needs, such as through professional learning community (PLC) time (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1).	5	1	1	

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<p>c. The school district-level PDP:</p> <ul style="list-style-type: none"> <li>• Details districtwide and school-level professional learning for active staff holding instructional teaching, educational services, and administrative certificates;</li> <li>• Incorporates professional learning that is sustained and job-embedded not exclusively one-time workshops; and</li> <li>• Addresses the NJSLS and the professional standards for teachers and school leaders (N.J.A.C. 6A:8 and 6A:9) and is based on a variety of sources and types of student, educator, and system evidence, including educator evaluation data and school-level PDPs. (N.J.A.C. 6A:9C-4.2)</li> </ul>	5	1	1	<p>School level professional development plans are developed at the school level by the SCIP.</p>
<p>d. The school district allocates resources for educator professional learning and development (e.g., people, time, technology, money) that align to the school district’s professional development needs, as stated in the PDP and mentoring plan, beyond the resources designated toward completion of State-mandated professional development topics.</p>	5	1	1	<p>The school district allocates adequate funding and time to facilitate professional development.</p>

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<p>e. The district mentoring plan: (N.J.A.C. 6A:9C-5)</p> <ul style="list-style-type: none"> <li>• Details support for all non-tenured teachers in their first year of employment through, at minimum, an introduction to school district curricula, student assessment policies, and training on the school district’s evaluation rubric;</li> <li>• Describes the process for selecting and assigning one-to-one mentors who meet State eligibility requirements to work with provisional teachers;</li> <li>• Describes how mentors are trained; and</li> <li>• Describes the process by which the administrative office oversees mentor payments.</li> </ul>	3	1	1	<p>The district has a mentoring plan in place. Mentors are trained annually and are provided to those teachers who are working under a provisional certificate. For those teachers who are new to the district and possess a standard certificate, supportive colleagues are provided to them. The mentoring process is coordinated by Patti Drobish, Executive Assistant to the Superintendent.</p>
<p>f. Documentation that verifies staff have completed professional development on State-mandated topics required for their assignments. (N.J.S.A. 18A and N.J.A.C. 6A)</p>	2	1	1	<p>The district utilized GCN online training to provide the majority of the state-mandated training. This process is overseen by Dr. Casey Shorter, Assistant Superintendent</p>
<p><b>3. The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:</b></p>				
<p>a. Any administrator or educational services staff employed under a certificate of eligibility with advanced standing (CEAS) or a certificate of eligibility (CE) has been registered in the appropriate residency program for his or her endorsement and the school district has applied to the Department’s certification office for a provisional certificate before the residency period began. Any teacher with a CEAS or a CE or serving as a long-term substitute (for greater than 60 days) has been registered in the provisional teacher process within 60 days of beginning employment; (N.J.A.C. 6A:9B)</p>	3	1	1	<p>Patti Drobish, Executive Assistant to the Superintendent manages the registration of all teachers with a CE or CEAS in the NJDOE’s Provisional Teacher Program.</p>
<p>b. Provisional staff are assigned a mentor, required mentor hours and/or residency hours are tracked, and evaluation is conducted; and (N.J.A.C. 6A:9B-8.4, 6A:9C-5, and 6A:10)</p>	3	1	1	<p>The assignment of mentors in coordinated by Patti Drobish through the Building Principal or Subject Area Supervisor. Mentor</p>



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<p>c. Provisional staff seeking the standard license for teacher of students with disabilities and/or teacher of bilingual education submit annual transcripts from their educator preparation programs (EPPs) to allow school districts to track staff progress toward completion of required coursework. (N.J.A.C.6A:9A and 6A:9B)</p>	3	1	1	
<p>d. All school district-provided information required for a professional staff member to obtain a standard certificate is submitted to the Department within 30 days of the staff member becoming eligible for a standard license. (N.J.A.C. 6A:9B)</p>	2	1	1	<p>Submission of the information required for the issuance of the standard certificate is coordinated by Patti Drobish.</p>

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<b>4. The district board of education has ensured the following staffing practices are followed:</b>				
a. New employees have a successful criminal history record check prior to employment and are not disqualified for employment; (N.J.S.A. 18A:6-7.1 and 18A:39-19.1)	2	1	1	All new employees are required to undergo the Criminal History Background Check. The submission of these forms is overseen by the Superintendent's Office.
b. Candidates for employment and employees, when applicable, receive a physical examination and the resulting medical records are maintained in a secure location separate from personnel files; (N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.2 and 6.3)	2	1	1	All new employees are required to submit a physical examination form to Human Resources. These documents are maintained in a separate secure file.
c. Approved job descriptions are maintained for every certificated staff member. Certificated staff are appropriately certified for their assignment (N.J.A.C. 6A:9B); and	5	1	1	All district job descriptions were updated during the 2015-2016 school year. All staff members hold the appropriate NJ certification for their position.
d. Accurate staff attendance records are maintained at school district and school levels. The records include the type and date of absence and an analysis of attendance patterns. Any issue(s) identified through the analysis of staff attendance has been addressed in accordance with the district board of education's staff attendance policies.	5	1	1	Staff attendance is maintained in the Central Office through the use of the Systems 3000 Personnel Module. Board Policies 3212 and 4212 address staff attendance.
e. The length of service for substitute teachers is tracked and placement of substitutes is appropriate. (N.J.A.C. 6A:9B-7)	2	1	1	The Board utilizes only those persons holding a county substitute certificate or teaching certification in
<b>5. The position control roster: (N.J.A.C. 6A:23A-6.8)</b>				

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<p>a. Contains the employee name; date of hire; a permanent position tracking number for each employee; a control number for substitute teachers; a control number for overtime; a control number for extra pay; the status of the position (filled, vacant, abolished, etc.); an indication, when available, of whether an employee is retiring in the budget year or not being renewed, including associated costs such as contractual buyouts, severance pay, paid vacation, or sick days, etc.; base salary; step; longevity; guide; stipends by type; overtime; other extra compensation; the benefits paid by the school district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare; the position's full-time equivalent value by location; the date the position was filled; and the date the position was originally created by the district board of education (if the date the position was originally created is not available, the date the person currently filling that position was approved by the district board of education);</p>	6	1	1	<p>The position control roster is maintained by the School Business Administrator and is tied into the district's budget document. It contains extensive detail and all of the elements set forth in N.J.A.C. 6A:23A-6.8.</p>
<p>b. Is accurate and up to date; and</p>	5	1	1	<p>The position control roster is updated following any Board action involving the hiring or termination of employees.</p>
<p>c. Reconciles with the budget.</p>	4	1	1	<p>The position control roster reconciles with the salaries contained in the district's annual budget.</p>

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<p>6. Documentation and evaluation of administrator practices, as well as an audit of personnel files, including observation reports, indicates that supervision processes are occurring in accordance with N.J.A.C. 6A:10 and result in:</p> <p>a. Professional practices aligned with goal-setting procedures (N.J.A.C. 6A:10-4.2 and 5.2); and</p> <p>b. Supervisory feedback that is timely, targeted, and actionable (N.J.A.C. 6A:10-2.4, 2.5 and 4.4 and 5.4).</p>	5	1	1	The evaluation practices reflect compliance with administrative code.
<p><b>Personnel Total</b></p>	100	100	100	