

**NJQSAC Statement of Assurance  
School Year 2012-2013**

**Instructions for Completing the Statement of Assurance (SOA)**

**General Information:**

All districts must complete the Statement of Assurance (SOA) annually and submit it to NJDOE electronically.

The due date for the SOA for School Year 2012-13 is November 15, 2012.

The chief school administrator and the board of education must determine whether all items of the Statement of Assurance (SOA) have been completed.

**Instructions for Completing the District Information and Score Summary Page:**

Enter the required information (district and county name, superintendent name, district address).

The district score will tally automatically once the SOA is completed. There will be five scores - one each for Instruction and Program, Fiscal Management, Governance, Personnel and Operations. The scores will be expressed as a percentage, based upon the total number of points the district receives for the SOA items. For example, there are five items in the Instruction and Program section of the SOA. If the district complies with 4 of the 5 items, the percentage for the Instruction and Program section of the SOA would be 80%, which will be automatically entered on the District Information and Score Summary Page.

**Instructions for Completing the SOA Pages:**

1. Read each SOA item carefully and determine whether the district fully complies with the SOA statement. Then, enter a "1" for a **Yes or N/A** response in the Score column. The cells contain a "0", which indicates a No response. You will need to change the 0 to a 1 if your response is Yes or N/A.
2. An N/A response must be accompanied by the reason(s) why district administration has determined that the SOA item is not applicable. Type the reason in the "Comments" column in the appropriate item row. A point is awarded for an N/A response, just as it is for a Yes response.
3. Save the file when you have completed your entries. Save it as District name (County name) QSAC SOA 2012-13.xls [e.g.: Smith Township (Mercer) QSAC SOA 2012-13.xls]. If your district uses the 2007 version of Excel, you will need to save the Excel file as an .xls document NOT .xlsx.

**Instructions for Completing the Declaration Page:**

The district board of education is responsible for attesting to the accuracy of the SOA responses.

1. The district chief school administrator needs to present the completed SOA at a board of education meeting.
2. The board needs to prepare a resolution attesting to the accuracy of the SOA responses.
3. Both the chief school administrator and board of education president must sign the SOA Declaration Page.

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**Instructions for Submitting the Completed SOA Excel File, Signed Declaration Page and Board Resolution to NJDOE:**

1. The district's SOA Excel file, signed Declaration Page and Board resolution must be submitted electronically to NJDOE.
2. Go to <http://homeroom.state.nj.us/> and click on QSAC SOA Enter your district's code, user name and password. To obtain your user name and password, contact your Web User Administrator (WUA).
3. Make sure you have saved your district's SOA Excel file as  
District name (County name) QSAC SOA 2012-13.xls  
EXAMPLE: Smith Township (Mercer) QSAC SOA 2012-13.xls  
NOTE: If your district uses the 2007 version of Excel, you will need to save the Excel file as .xls document NOT .xlsx.
4. Follow instructions regarding uploading your SOA Excel file.
5. You will also need to upload your district's Declaration Page and Board resolution. Please save both files as PDF files and upload through NJ Homeroom, along with your SOA Excel file.

# NJ Quality Single Accountability Continuum (QSAC)

## Statement of Assurance - School Year 2012-13

### District Information and Score Summary Page

<b>District</b>	<b>Township of Union Public Schools</b>
<b>County</b>	<b>Union</b>
<b>District Superintendent</b>	<b>Dr. Patrick Martin</b>
<b>District Address</b>	<b>2369 Morris Avenue, Union, NJ 07083</b>

SOA Area	Score # of Yes Responses	Score % of Yes Responses
<b>Instruction and Program</b>	<b>5</b>	<b>100%</b>
<b>Fiscal Management</b>	<b>10</b>	<b>100%</b>
<b>Governance</b>	<b>10</b>	<b>100%</b>
<b>Personnel</b>	<b>5</b>	<b>100%</b>
<b>Operations</b>	<b>20</b>	<b>100%</b>

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<b>Instruction and Program</b>		<b>Type "1" for Yes or N/A, or "0" for No</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>	<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>	
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 Year Standards were Adopted by State Board of Education</b>	<b>Enter Year of District Board Approval of Curriculum as Aligned to the Current State Board-adopted Standards</b> (compliance with these items means that BOE adoption year cannot be earlier than bolded date listed first column)	<b>Type "1" if all curricula are aligned or type "0" if one or more curricula are <u>not</u> aligned</b>	
Language Arts Literacy: <b>2004</b>		<b>1</b>	
Math: <b>9/1/11 (K-2); 2008 (3-12)</b>			
Science: <b>9/1/2011</b>			
Social Studies: <b>2004</b>			
World Languages: <b>2004</b>			
Technology and Career Education: <b>2004</b>			
Consumer, Family and Life Skills: <b>2004</b>			
Arts Education: <b>2004</b>			
Health and Physical Education: <b>2004</b>			

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<b>Instruction and Program</b>		<b>Type "1" for Yes or N/A, or "0" for No</b>	<b>Comments</b>	
4. Aligns the approved career and technical education program with the State Plan for Career and Technical Education and evaluates the program annually, including the required safety and health program ( <i>N.J.A.C. 6A:19 et seq.</i> ).		<b>1</b>		
5. Has a preschool program plan approved by NJDOE, Division of Early Childhood Education, as per <i>N.J.A.C. 6A:13A-3.1 (if district receives State preschool education aid)</i> . For those school districts receiving full State funding under the School Funding Reform Act (SFRA) funded per pupil amount determined by the formula established in P.L. 2007, c. 260, the preschool Self-Assessment Validation System is complete, as per <i>N.J.A.C. 6A:13A-8.1</i> .		<b>1</b>		
<b>Instruction &amp; Program Subtotal</b>		<b>5</b>		
<b>Fiscal Management</b>		<b>Type "1" for Yes or N/A, or "0" for No</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. If there were no out-of-district placements, this indicator should be checked N/A.		<b>1</b>		
3. Bases appropriations for capital projects on the district's Long Range Facilities Plan ( <i>N.J.A.C. 6A:26-2.1</i> ) and the comprehensive maintenance plan ( <i>N.J.A.C. 6A:26-12</i> ).		<b>1</b>		
4. Supports other budget lines by a trend analysis of historical expenditures.		<b>1</b>		

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<b>Fiscal Management</b>		<b>Type "1" for Yes or N/A, or "0" for No</b>	<b>Comments</b>	
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>		
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>		
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>Type "1" for Yes or N/A, or "0" for No</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>		

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<b>Governance</b>		<b>Type "1" for Yes or N/A, or "0" for No</b>	<b>Comments</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>		
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>		
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 I).		<b>1</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 (N.J.S.A. 18A:27-4.1, N.J.A.C. 6A:32-4.1 and 4.7).		<b>1</b>		

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<b>Governance</b>		<b>Type "1" for Yes or N/A, or "0" for No</b>	<b>Comments</b>	
9. Approves the monthly board secretary's and treasurer's reports within 60 days of month's end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over-expended ( <i>N.J.A.C. 6A:23A-16.10</i> ).		<b>1</b>		
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>Personnel</b>				
		<b>Type "1" for Yes or N/A, or "0" for No</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>		



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<b>Personnel</b>		<b>Type "1" for Yes or N/A, or "0" for No</b>	<b>Comments</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 (N.J.A.C. 6A:32-4.4 and 4.5).		<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 (N.J.A.C. 6A:9-15 <i>et seq.</i> and N.J.A.C. 6A:32-4.3 and 4.4)		<b>1</b>		
<b>Personnel Subtotal</b>		<b>5</b>		
		<input type="checkbox"/>		
<b>Operations</b>		<b>Type "1" for Yes or N/A, or "0" for No</b>	<b>Comments</b>	
The district:				
1. Conducts all required trainings for school district employees (N.J.S.A. 18A and N.J.A.C. 6A).		<b>1</b>		
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>		
3. Adopts and distributes to all school staff, students and parents a code of student conduct that contains all required elements (N.J.A.C. 6A:16-7.1).		<b>1</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 (N.J.A.C. 6A:16-5.3 and N.J.A.C. 6A:16-7).		<b>1</b>		

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<b>Operations</b>		<b>Type "1" for Yes or N/A, or "0" for No</b>	<b>Comments</b>	
5. Develops and implements policies and procedures prohibiting harassment, intimidation and bullying (HIB); distributes them to students, parents and staff; and posts the policies and procedures on the district's website <i>(N.J.S.A. 18A:37-14-18 and N.J.A.C. 6A:16-7.1(a)4 and (c)7 and N.J.A.C. 6A:16-7.9).</i>		<b>1</b>		
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. 1BA: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:16-6.1)</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>		
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>		
11. Implements the NJDOE-approved school health nursing services plan <i>(N.J.A.C. 6A:16-2.1(b)).</i>		<b>1</b>		
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>		

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<b>Operations</b>		<b>Type "1" for Yes or N/A, or "0" for No</b>	<b>Comments</b>	
13. Coordinates a comprehensive career education and counseling program with transition services for students with disabilities beginning at age 14 or younger as determined by the Individualized Education Program team ( <i>N.J.A.C. 6A:14-3.7(e)11-13</i> ).		<b>1</b>		
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>N.J.A.C. 6A:16-8</i> ).		<b>1</b>		
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>		
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 et seq</i> ).		<b>1</b>		

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<b>Operations</b>		<b>Type "1" for Yes or N/A, or "0" for No</b>	<b>Comments</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 et seq and N.J.A.C. 6A:16-1.4(a)18; 6A:16-3 and 6A:16-4).</i>		<b>1</b>		
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>		
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:7-1.9).</i>		<b>1</b>		
<b>Operations Subtotal</b>		<b>20</b>		

**NJ QUALITY SINGLE ACCOUNTABILITY CONTINUUM (NJQSAC)  
STATEMENT OF ASSURANCE - SCHOOL YEAR 2012-13**

**DECLARATION PAGE**

**By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.**

<b>POSITION</b>	<b>NAME</b>	<b>SIGNATURE</b>
<b>Chief School Administrator</b>	<b>Dr. Patrick Martin</b>	
<b>Board of Education President</b>	<b>Francis "Ray" Perkins</b>	

\_\_\_\_\_  
**District**

\_\_\_\_\_  
**County**