

Proposed NJQSAC District Performance Review for County Special Services School Districts  
(Appendix B) – Effective July 1, 2018

Instruction and Program Indicators	Points
1. Policies and procedures exist to ensure communication with the case manager of the sending school district when it is determined a student would benefit from additional programs and services, including a change to a less-restrictive environment.	10
2. Positive behavioral supports and other proactive strategies are utilized to maximize student learning and prevent disciplinary problems.	9
3. The chief school administrator shares individual student assessment data with administrators, teachers, and parents and uses the data to inform instruction and curriculum to improve student achievement and to ensure each student demonstrates the knowledge and skills of the New Jersey Student Learning Standards (NJSLS) as measured by the Statewide assessment system. (N.J.A.C. 6A:8-4.3(d))	5
4. Graduation requirements prepare students for success in post-secondary degree programs, careers, and civic life in the 21 <sup>st</sup> century. The graduation requirements are developed, adopted, distributed, and implemented and, at a minimum, meet the requisites in N.J.A.C. 6A:8-5.1.	7
5. Developmentally appropriate, standards-based formative and summative assessments are administered in all content areas to gauge the progress of students in mastering the NJSLS. Data from the assessments are analyzed and results inform changes to curriculum, professional development, core instruction, and intervention strategies.	7
6. Appropriate curricular and instructional modifications to content, processes, products, and learning environments are delivered, based on individual student needs to ensure access to and foster attainment of the NJSLS for all students.	7
7. A comprehensive system exists to ensure each student’s individualized education program (IEP) is fully implemented. This system ensures the provision of related services, assistive technology, and specialized instruction, a process for communication with sending school districts, and supervision and oversight from the CSSSD’s administration.	10
8. The professional development plan is inclusive of individualized paraprofessional and school aide staff training that is ongoing, embedded, and targeted to meet the needs of the school district’s students.	10
9. English language arts curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLS) in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8) a. Content-area specifications; b. Integration of technology and career education and counseling;	5

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<ul style="list-style-type: none"> <li>c. Interdisciplinary connections;</li> <li>d. List of core instructional materials, including various levels of texts at each grade level;</li> <li>e. Supplemental materials;</li> <li>f. Assessments, including benchmark, formative, and summative assessments and alternate assessments for students whose individualized education plans (IEPs) require their administration;</li> <li>g. Integrated accommodations and modifications for students with IEPs, English language learners (ELLs), at-risk students, gifted and talented students, and students in alternative programs; and</li> <li>h. A pacing guide.</li> </ul>	
<p>10. Mathematics curriculum and instruction are aligned to the NJSLS in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p> <ul style="list-style-type: none"> <li>a. Content-area specifications;</li> <li>b. Integration of technology and career education and counseling;</li> <li>c. Interdisciplinary connections;</li> <li>d. List of core instructional materials, including various levels of texts at each grade level;</li> <li>e. Supplemental materials;</li> <li>f. Assessments, including benchmark, formative, and summative assessments and alternate assessments for students whose IEPs require their administration;</li> <li>g. Integrated accommodations and modifications for students with IEPs, ELLs, at-risk students, gifted and talented students, and students in alternative programs; and</li> <li>h. A pacing guide.</li> </ul>	5
<p>11. Science curriculum and instruction are aligned to the NJSLS in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p> <ul style="list-style-type: none"> <li>a. Content-area specifications;</li> <li>b. Integration of technology and career education and counseling;</li> <li>c. Interdisciplinary connections;</li> <li>d. List of core instructional materials, including various levels of texts at each grade level;</li> <li>e. Supplemental materials;</li> <li>f. Assessments including benchmark, formative, and summative assessments and alternate assessments for students whose IEPs require their administration;</li> <li>g. Integrated accommodations and modifications for students with IEPs, ELLs, at-risk students, gifted and talented students, and students in alternative programs; and</li> <li>h. A pacing guide</li> </ul>	5

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<p>12. Social Studies curriculum and instruction are aligned to the NJSLS in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p> <ul style="list-style-type: none"> <li>a. Content-area specifications;</li> <li>b. Integration of technology and career education and counseling;</li> <li>c. Interdisciplinary connections;</li> <li>d. List of core instructional materials, including various levels of texts at each grade level;</li> <li>e. Supplemental materials;</li> <li>f. Assessments, including benchmark, formative, and summative assessments and alternate assessments for students whose IEPs require their administration;</li> <li>g. Integrated accommodations and modifications for students with IEPs, ELLs, at-risk students, gifted and talented students, and students in alternative programs; and</li> <li>h. A pacing guide.</li> </ul>	5
<p>13. World languages curricula and instruction are aligned to the NJSLS in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p> <ul style="list-style-type: none"> <li>a. Content-area specifications;</li> <li>b. Integration of technology and career education and counseling;</li> <li>c. Interdisciplinary connections;</li> <li>d. List of core instructional materials, including various levels of texts at each grade level;</li> <li>e. Supplemental materials;</li> <li>f. Assessments, including benchmark, formative, and summative assessments and alternate assessments for students whose IEPs require their administration;</li> <li>g. Integrated accommodations and modifications for students with IEPs, ELLs, at-risk students, gifted and talented students, and students in alternative programs; and</li> <li>h. A pacing guide.</li> </ul>	5
<p>14. Comprehensive health and physical education curricula and instruction are aligned to the NJSLS in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p> <ul style="list-style-type: none"> <li>a. Content-area specifications;</li> <li>b. Integration of technology and career education and counseling;</li> <li>c. Interdisciplinary connections;</li> <li>d. List of core instructional materials, including various levels of texts at each grade level;</li> <li>e. Supplemental materials;</li> <li>f. Assessments, including benchmark, formative, and summative assessments and alternate</li> </ul>	5

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<ul style="list-style-type: none"> <li>g. assessments for students whose IEPs require their administration; Integrated accommodations and modifications for students with IEPs, ELLs, at-risk students, gifted and talented students, and students in alternative programs; and</li> <li>h. A pacing guide.</li> </ul>	5
<p>15. Visual and performing arts curricula and instruction are aligned to the NJSLs in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p> <ul style="list-style-type: none"> <li>a. Content-area specifications;</li> <li>b. Integration of technology and career education and counseling;</li> <li>c. Interdisciplinary connections;</li> <li>d. List of core instructional materials, including various levels of texts at each grade level;</li> <li>e. Supplemental materials;</li> <li>f. Assessments, including benchmark, formative, and summative assessments and alternate assessments for students whose IEPs require their administration;</li> <li>g. Integrated accommodations and modifications for students with IEPs, ELLs, at-risk students, gifted and talented students, and students in alternative programs; and</li> <li>h. A pacing guide.</li> </ul>	5

Fiscal Indicators	Points
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.A.C. 6A:23A-16.10.	6
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.	8
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) has been filed by the due date set forth in N.J.S.A. 18A:23-1.	4
4. The school district:	
a. Implements a corrective action plan (CAP) that addresses all audit recommendations and is acceptable to the Department (as required);	4

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b.	Reports no repeat audit findings of a substantive nature in the CAFR or AMR.	4
c.	Reports no material weaknesses or significant deficiencies in the CAFR or AMR.	4
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
5.	Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:	
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
b.	Budgets grant funds according to the approved application and spends grants 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
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
d.	Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.	2
6.	Proper oversight and accounting of capital projects accounted for in Fund 30 is provided. Specifically, the school district:	
a.	Maintains separate accounting by project.	4
b.	Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	4
c.	Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	4
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
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

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8.	County office approval has been granted for emergent projects, pursuant to N.J.A.C. 6A:26-3.14.	2
9.	Annual health and safety reviews:	
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
b.	Meet the "100% compliance" section in the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means all items are in compliance in all buildings.	5
c.	Meet the "80% compliance" 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
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
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
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
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
14.	Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4
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

<b>Governance Indicators</b>	<b>Points</b>
1. At least annually, and more frequently if required by changes in law or statute, the district board of education or an 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

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2.	The district board of education:	
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.	7
b.	Completes the CSA evaluation by July 1 for both individual and shared district boards of education, in accordance with N.J.A.C. 6A:10-8.1(g).	6
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)	7
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
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.	8
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
b.	Curricula that comply with State standards by annually aligning fiscal goals and budget objectives to provide for a thorough and efficient education.	8
7.	The district board of education follows the budget process by:	8
a.	Conducting a public hearing on the proposed budget;	
b.	Adopting the budget at a public meeting;	

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<p>c. Providing ongoing information on the budget’s status and any revision(s) or emergent conditions; and</p> <p>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)</p>	
8. The district board of education gathers data/information from families at least annually to measure the school district’s system of communication with parents and the effectiveness of the school district’s programs and processes to support student learning.	6
9. The district board of education has established programs and services for all ELLs, pursuant to N.J.A.C. 6A:15.	7
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.)	4
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
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) When appropriate, public input is obtained and information is provided to school district staff as it relates to community expectations. (N.J.S.A. 10:4-12.a and 14)	6
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 has not been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-22 and 26)	5

Operations Indicators	Points
1. The school district’s NJSMART and educator evaluation data files:	
a. Have been certified by established deadlines and provide complete data; and	2
b. Have an error rate of less than 1.5 percent for each file –inclusive of student sync errors.	3
2. The school district’s educational entity system data:	
a. Have been submitted by established deadlines and no evidence of changes not approved by the	1

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	Department was reported since the last NJQSAC monitoring: and	
b.	For school contacts have been accurately maintained throughout the year and the school district has obtained Department approval for changes to all school configurations within five business days of the proposed changes.	3
3.	The school district has a data management process that includes:	
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
b.	Submission of the data collection applications located on the Department’s website by the established deadlines.	3
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
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
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
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
8.	The <i>Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials</i>	6

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	(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)	
9.	A 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. There have been (N.J.S.A. 18A:40A and N.J.A.C. 6A:16-3 and 4)	6
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
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
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
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
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

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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
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
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
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

<b>Personnel Indicators</b>		<b>Points</b>		
1.	An audit of staff personnel files and other relevant school district records demonstrates that evaluation processes have occurred in accordance with N.J.A.C. 6A:9C and 6A:10 in the following categories:			
		All staff files complete	One staff file incomplete	More than one staff file incomplete
a.	Teacher evaluation processes, including correct summative scores, evaluation training, observations and post-observation conferences, and measures of student growth (SGO and mSGP) (N.J.A.C. 6A:10-2.2, 2.4, 2.5, 4.1, 4.2 and 4.4);	10	5	0
b.	School leader evaluation processes, including correct summative scores, evaluation training, measures of principal practice, and measures of student growth (SGO, mSGP, administrator goals) (N.J.A.C. 6A:10-2.2, 2.4, 2.5, 5.1, 5.2, 5.3 and 5.4);	8	4	0
c.	Evaluations of other certificated staff (N.J.A.C. 6A:10-2.2, 2.4, 2.5, 6.1 and 6.2)	4	2	0

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	according to regulations; and			
d.	Other evaluation structures and processes, including school improvement panels (ScIPs) and the panels responsibilities (N.J.A.C. 6A:10-2.3, 2.5, 3.1, and 3.2) and tenure charge proceedings conducted according to the TEACHNJ Act (N.J.S. 18A:6-11 and 17.3).		6	
2.	The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, as indicated by the following: (N.J.A.C. 6A:9C and 6A:13-2)			
a.	Required individual professional development plans (PDPs) or corrective action plans (CAPs) have been completed for all administrators and teaching staff 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	
b.	School schedules that include consistent time for teachers in and across content areas and grade levels to examine student results and to collaborate on addressing student learning needs, such as professional learning community (PLC) time (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1); and		5	
c.	The school district-level PDP: <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/or 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	
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.		5	

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e.	<p>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
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)	2
3.	The district board of education has ensured the following staffing practices are followed for all provisional staff members:	
a.	Employees with a certificate of eligibility with advanced standing (CEAS), a certificate of eligibility (CE), or serving as a long-term substitute (for greater than 60 days) are registered in the provisional teacher process within 60 days of beginning employment; (N.J.A.C. 6A:9B)	4
b.	Provisional teaching staff are assigned a mentor, required mentor hours are tracked, and evaluation is conducted; and (N.J.A.C. 6A:9B-8.4, 6A:9C-5, and 6A:10)	3
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)	4
4.	The district board of education has ensured the following staffing practices are followed:	
a.	New employees have a successful criminal history record check prior to employment and are not disqualified for employment; (N.J.S.A. 18A:6-4.13 and 7.1 and 18A:39-19.1)	2
b.	Candidates for employment and employees, when applicable, receive a physical examination and the resulting medical records are maintained in a secure location	2

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	separate from personnel files; (N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.2 and 6.3)	
c.	Certificated staff are working in roles that are appropriate for their certification; and (N.J.A.C. 6A:9B)	5
d.	Accurate staff attendance records are maintained at school district and school levels. The records include the reason for absence, (e.g. personal day, sick day, extended leave, etc.) and absence frequency patterns in addition to the percentage of staff absent 10 days or more per school year.	5
e.	The length of service for substitute teachers is tracked and placement of substitutes is appropriate. (N.J.A.C. 6A:9B-6.5)	2
5.	The position control roster: (N.J.A.C. 6A:23A-6.8)	
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);	6
b.	Is accurate and up to date; and	5
c.	Reconciles with the budget.	4
6.	Teacher observation reports and classroom activities indicate that supervision processes are occurring in accordance with N.J.A.C. 6A:10 and result in:	5
a.	Professional practices aligned with the district board of education-approved teacher observation instrument (N.J.A.C. 6A:10-2.1); and	
b.	Supervisory feedback to teachers that is timely, targeted and actionable (N.J.A.C.	

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6A:10-2.4, 2.5 and 4.4, and N.J.A.C. 6A:9C-4.4).	
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