

Mountain Lakes School District

Superintendent/Assist. Superintendent Update
Monday, October 2, 2023



MLSD Is Being QSACed



What is QSAC?

- The Department of Education's monitoring and evaluation system for public school districts.
- Measures the district's strengths and weaknesses by the weighted quality performance indicators in five areas of school district effectiveness.
- Districts are required to go through a full QSAC review once every three years.





NJQSAC District Performance Review (DPR)



As part of the comprehensive review, each public school district shall complete a District Performance Review (DPR), which consists of a self-assessment tool that measures compliance with the weighted quality performance indicators in the five identified areas of school district effectiveness. [N.J.A.C. 6A:30](#).

- Instruction and Program
- Fiscal management
- Governance
- Operations
- Personnel





District NJQSAC Committee



The NJQSAC Committee must be comprised of the following members ([N.J.A.C. 6A: 30-3.2](#)):

- Chief School Administrator
- District Administrative Staff Member
- Teacher
- School Business Administrator
- Curriculum and Instruction Representative
- Local Collective Bargaining Representative
- District Board of Education Member





NJQSAC District Performance Review (DPR)



Districts will complete a full self-assessment and submit the three required documents ([N.J.A.C 6A: 30.3](#)):

- DPR Excel file
- PDF file of signed Declaration page
- PDF file of board resolution approving the DPR for submission



District Submission Due Date



Upload the three
(3) documents on
or before...



New Jersey Quality Single Accountability Continuum User Manual



The [Updated QSAC Manual](#) contains guidance for each of the five areas of NJQSAC. It identifies each indicator in the content area and provides the following information:

- **Points** assigned to each indicator;
- **Purpose** of the Indicator so all involved understand the requirements;
- **Documentation for Verification** identifies the documents to be considered in indicator review;
- **Department Review Process** explains how, where, and what will be done to see if the district is compliant; and
- **Verification of Indicator Compliance** explains the criteria for compliance with the indicator.





User Manual Sample Page



The DPR PPPs are useful for an overview, but the **User Manual** is your best guide and reference.

- [FISCAL Power Point](#)
- [GOVERNANCE Power Point](#)
- [OPERATIONS Power Point](#)
- [USER MANUAL](#)

Governance—Indicator 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](#))

Points: 8

Purpose

To ensure that the district board of education has the required board policies, procedures and bylaws, reviews them annually, and continues to update them as needed.

Documentation for Verification

This indicator is monitored remotely using:

- District policy manual (electronic or hard copy);
- Districts should highlight all new and amended approved policies; N.J.A.C 6A:8-5.1 requires district boards of education to submit graduation requirements to the county office each NJQSAC year.
- District board of education minutes and resolutions approving the new/amended policies; and,
- District board of education minutes and resolutions noting an annual review and adoption of all policies.

Department Review Process

- Audit the policy manual according to the audit sample size parameters.
- Review board of education minutes corresponding to newly adopted and amended policies.
- Review board of education minutes for demonstration of annual review and adoption of all policies.
- Confirmation of submission of graduation requirements to the county office.

Verification of Indicator Compliance

If the board of education minutes reflect an annual review of the policies, revisions required by law to the policies, and adoption by the district board of education, then points are awarded.



New Jersey Department of Education



Let's look at an example:

DPR Area of Review: FISCAL MANAGEMENT



Link to full DOE Powerpoint: [Fiscal Management](#)

Components of the Fiscal Review (1 of 3)



- Maintaining required monthly financial reports.
- Maintaining and updating the standard operating procedures (SOP) manual for business functions.
- Filing the Annual Comprehensive Financial Report (ACFR/Audit) and other supporting forms and collections.
- Satisfying the elements of the annual audit.
- Managing and overseeing entitlement and discretionary grants as required.



Components of the Fiscal Review (2 of 3)



- Proper oversight of Capital Projects in Fund 30.
- Implementing, reviewing, and revising projects that are consistent with the Long-Range Facilities Plan (LRFP).
- Securing county office approval for emergent projects.
- Conducting and meeting requirements of annual health and safety reviews.
- Following a budget calendar, including input from all relevant programmatic staff.



Components of the Fiscal Review (3 of 3)



- Transferring funds during the budget year in accordance with statute and budgetary control provisions / securing County Office approval if required.
- Submitting reimbursement requests for Federal grant awards for the actual amount of incurred expenditures.
- Approving purchase orders only by the purchasing agent.
- Employing a buildings and grounds supervisor who possesses a valid Department authorization to serve as a certified educational facilities manager
- Preparing and analyzing fiscal-year cash flow management for all funds.



Documentation for Verification (1 of 3)



District documents such as:

- Board Minutes – with attachments
- Board Secretary and/or Treasurer Reports
- Standard Operating Procedures Manual (SOP)
- Position Control Roster (PCR)
- Budgetary Comparison Schedule
- Non-Public Consultation Forms
- Payroll Distribution Report
- Budget Summary Reports
- Change Orders
- Bond Referendum Questions
- Signed and completed Annual Facilities Checklists
- Budget Calendar, including input from all relevant programmatic staff
- Evidence of Certification for Educational Facility Manager, if required
- Fiscal Year Cash Flow Plan
- Bill and Claim Lists and Purchase Orders





Documents Housed in the County Office:

- Annual Comprehensive Financial Report (ACFR)
- Auditors Management Report (AMR)
- Certification of Implementation (COI)
- Corrective Action Plan (CAP)
- County Office Approval Letters for Emergent Projects
- County Office Transfer Approval Forms



Documents from Other NJDOE Departments:

- Office of Fiscal Accountability and Compliance (OFAC)
- EWEG application
- Office of Grants Management (OGM)
- Published Notice of Grant Opportunity (NGO)
- Grant Financial Reports



Crosswalk with Other DPR Indicators



Some DPR areas have indicators that are similar and may be used for more than one NJQSAC area.

Examples:

- Governance Indicator 1: Policies and Regulations (**8 Points**) uses documentation from Fiscal Indicator 2-SOP (**8 Points**)
- Governance Indicator 5: CAP/ Monitoring Review (**7 Points**) uses documentation from Fiscal Indicator 4a (**4 Points**)
- Governance Indicator 6 (6a & 6b): Budget Planning and Budget Goals (**8 Points each/total 16 Points**) uses documentation from Fiscal Indicator 10 (**6 Points**)

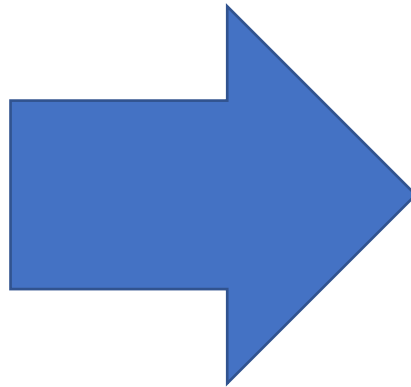


NJQSAC Operations Supports All Areas



Another Example:

Operations



- I&P
- Personnel
- Governance
- Fiscal

2023-24 Superintendent & Assistant Superintendent Coffee Talk Series

October 17 @ 9:00 a.m. (MLHS Media Center)

December 13 @ 12:00 p.m. (Virtual)

February 8 @ 7:00 p.m. (MLHS Media Center)

April 23 @ 9:00 a.m. (Virtual)