

The background is a solid blue color with a repeating pattern of small, white, line-art icons. These icons represent various school-related items such as books, pencils, paper clips, erasers, and other classroom supplies, scattered across the entire page.

Springfield Township School District 2019 QSAC Report of Results

What is QSAC?

New Jersey's Quality Single Accountability Continuum

- The Department of Education's monitoring & self-evaluation system for public school districts
- Incorporates the monitoring requirements of state laws & programs
- Focuses on monitoring & evaluating districts in five key components
 - Instruction & Program
 - Fiscal Management
 - Governance
 - Operations
 - Personnel

The QSAC Process

- Districts assemble QSAC review committee
- Committees use an NJDOE developed self-assessment to complete a District Performance Review (DPR)
- District provides evidence to support self-scoring
- Each of the five areas monitored have performance indicators
 - Instruction & Program (16 indicators)
 - Fiscal Management (15 indicators)
 - Governance (14 indicators)
 - Operations (18 indicators)
 - Personnel (6 indicators)

Instruction and Program		Springfield Township				
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments	
8. The chief school administrator (CSA) reports participation and performance results of annual Statewide assessments to the district board of education within 60 days of receipt of the finalized information from the Department. The reports include aggregated and disaggregated subgroup data, as well as trend and comparative analyses and appropriate intervention strategies. (N.J.A.C. 6A:8-4.3)		6	1	1	Report to Board on 9/18/18 and posted to the district's website for parent and community review. Report provided to staff during scheduled PLC meetings.	
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. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLs 9; h. Integration of technology through the NJSLs; and i. Career education.		4	1	1		
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)						
a. Curriculum designed and implemented to meet grade or grade-level						

Governance	Springfield Township			
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
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	
b. Annually align fiscal goals and budget objectives with curricula that comply with the NJSL.	8	1	1	
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	
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	
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	Current plan approved 6/20/17

The QSAC Process continued...

- Following the district's completion of the DPR, the County Office of Education conducts a review and site visit before submitting to the DOE for a final score calculation.
- A district may receive a maximum of 100 points in each DPR area
- Districts must score at least 80 points in each DPR area to be certified as high-performing
- Any areas scoring below 80 points require a district to be placed on interim status and the completion of a District Improvement Plan
- The County Office of Education will conduct a six-month review for districts on interim status

Springfield's 2019 QSAC Results

Area	Score
Instruction & Program	84
Fiscal Management	96
Governance	76
Operations	84
Personnel	100

Instruction & Program - 84 points

What it measures

The Instruction and Program indicators are used to assess a school district's performance and capacity in instruction and student performance. The components of instruction and program include:

- A school district meeting the state's measure of academic progress and graduation rate;
- State assessment results and the analysis of the results to improve teaching and learning;
- Curriculum alignment with the New Jersey Student Learning Standards (NJSLS);
- Providing instruction in the NJSLS;
- Continuous improvement of curriculum and instruction;
- Equal access to the NJSLS; and,
- Tiered supports for all students.

Where we lost points

- Achievement score total - 48/60
 - Not part of the self-assessment
 - State provides scores based on
 - ELA
 - Math
 - Science
- 4 point loss for not having a Dance & Theater curriculum for 6th grade

Fiscal Management - 96 points

What it measures

The Fiscal indicators are used to assess a school district's performance and capacity in the area of finance. Districts will be assessed in the areas of finance for which the district board of education has direct oversight, including:

- Produce financial reports monthly; Maintain and update the standard operating procedures manual for business functions; File an annual Comprehensive Annual Financial Report (CAFR) audit and other supporting forms and collections; Satisfy the elements of the annual audit; Manage and oversee entitlement and discretionary grants, as required; Properly oversee the accounting for capital projects in Fund 30; Implement, review and revise projects to ensure consistency with the approved long-range facilities plan; Secure county office approval for emergent projects; Conduct annual health and safety reviews according to regulations; Create and follow a budget calendar; Employ a buildings and grounds supervisor who possesses a valid NJDOE authorization to serve as a certified educational facilities manager; Transfer funds during the budget year in accordance with statute and budgetary control provisions; Prepare and analyze fiscal-year cash flow management for all funds; Submit reimbursement requests for federal grant awards for the actual amount of incurred expenditures; and, Approve only purchase orders permitted by the purchasing agent.

Where we lost points

- 4 point loss for not having a monthly Treasurer's Report (cash flow) documented for all 12 months

Governance - 76 points

What it measures

The Governance indicators are used to assess a school district's performance and capacity in the areas the district board of education has direct oversight, including:

- Overseeing the development of curriculum that is aligned with State standards;
- Overseeing the budgeting process;
- Developing and implementing all district board of education-approved policies;
- Evaluating the CSA;
- Reviewing and approving all new, renewed, amended, altered or extended contracts for CSAs, deputy superintendents, assistant superintendents and school business administrators; and,
- Ensuring transparency and ethical conduct of each member of the board of education.

Where we lost points

- 7 point loss for not having evidence of training for new Board members on the CSA evaluation process
- 6 point loss for not completing the annual CSA evaluation by July 1
- 6 point loss for not having approval by the ECS of the interim Business Administrator's contract
- 5 point loss for not having all disclosure statements for Board members submitted by the due date

Operations - 84 points

What it measures

The Operations indicators are used to assess a school district's performance and capacity in:

- Implementing school district policies related to code of student conduct, attendance, alcohol, tobacco, as well as other drugs, and harassment, intimidation and bullying (HIB);
- Submitting accurate, complete data for Standards Measurement and Resource for Teaching (NJ SMART) and the Department's web application portfolio, accessed through Homeroom, ensuring a safe school environment;
- Developing and maintaining a positive school climate;
- Implementing the education and law enforcement memorandum of agreement;
- Providing school health services;
- Reporting potentially missing and abused children; and,
- Providing transportation services.

Where we lost points

- 3 point loss for having an error rate of 1.8% on the Fall 2017 staff report (threshold is 1.5% error rate)
- 5 point loss for not presenting a summary on EVVRS twice per year
- 8 point loss for not having the district nursing services plan adopted by the BOE

Personnel

What it measures

The Personnel indicators are used to assess a district's performance and capacity in fulfilling the requirements for staffing and for staff development, including assurance that:

- Staff evaluations are aligned to the TEACHNJ Act;
- Support is provided to novice teachers;
- Professional learning is provided to staff based on the professional development plan (PDP);
- The district's PDP is aligned to the district's goals and budget;
- Staff are appropriately certified and meet the qualifications of their positions;
- Staffing attendance and budget systems are in place; and,
- Supervisory processes result in appropriate goal-setting and feedback procedures.

Where we lost points

- We didn't!

QSAC - The Next Steps

- A district improvement plan (DIP) is developed to address areas under 80%
- BOE approves DIP for submission to state
- County Office conducts a 6-month interim progress review
- When the district attains 80% in all areas, recommendation for certification to the state is made



Step 1: DPR area and Indicator	Step 2: Goal	Step 3: Strategy(ies)	Step 4: Person/Position Responsible	Step 5: Timeline	Step 6: Evidence of Completion
Governance 2a	By June 2020 and in accordance with District Policy 1240, the Board of Education will ensure the Chief School Administrator is annually evaluated based on the adoption of goals and performance measurements and each member has received training through the NJ School Boards Association on the CSA evaluation process.	Board Member training on the CSA evaluation Board member review of Policy 1240 Creation of a Board of Education checklist of required activities	Board of Education President NJ School Boards Representative	Training completed by Feb. 2020 CSA Evaluation completed by June 2020	Training agenda and member sign-in / verification of attendance Completed CSA evaluation and documentation of meeting to review its contents
Governance 2b	By June 2020, the Board of Education will complete the CSA evaluation in accordance with N.J.A.C. 6A:10-8.1(g).	Board Member training on the CSA evaluation Board member review of Policy 1240 Creation of a Board of Education checklist of required activities	Board of Education President NJ School Boards Representative	Training completed by Feb. 2020	Training agenda and member sign-in / verification of attendance

Step 1: DPR area and Indicator	Step 2: Goal	Step 3: Strategy(ies)	Step 4: Person/Position Responsible	Step 5: Timeline	Step 6: Evidence of Completion
Governance 3	All new, renegotiated, amended, altered, or extended contracts for the CSA and SBA shall be submitted to the executive county superintendent (ECS) for review and approval prior to the district board of education taking formal action to approve or implement such contracts.	Submission of proposed contracts (as negotiated by the Board of Education's Personnel Committee) to the Executive County Superintendent prior to being placed on a Board Agenda for approval.	Chief School Administrator School Business Administrator Board of Education Personnel Committee Chair	Contracts submitted to Executive County Superintendent prior to Board of Education approval	Verification of submission to ECS (dated email correspondence) Board of Education resolutions noting approval date after ECS approval
Governance 13	By April 2020, all district board of education members and school administrators will file a timely and properly completed financial and personal/relative disclosure statement in accordance with N.J.S.A. 18A:12-22 and 26.	Verification of receipt of emails by each member regarding disclosures Email reminders sent to Board members two weeks prior to the completion deadline Provision of access to electronic devices after Board of Education meetings to allow members an opportunity to complete the online disclosures	CSA SBA BOE President Administrative Assistant to the Superintendent	April 2020	Verification of completed disclosure statements via NJ Homeroom

Thanks!

Special thanks to the district's QSAC Committee members who assisted in the evaluation and improvement process:

- Mrs. DeJoseph - School Business Administrator
- Mrs. Hannigan - Supervisor of Curriculum
- Mrs. Webb - Board of Education Representative
- Mrs. Secouler & Mr. Luyber - Faculty Representatives
- Mrs. Dudley - Administrative Assistant