Instructions for Completing the Statement of Assurance (SOA)
School Year 2015-2016

General Information:

All districts must complete the Statement of Assurance (SOA) annually and submit it to NJDOE electronically.
The submission deadline for the SOA for School Year 2014-15 is November 15, 2015. Selected districts are being asked to submit the SOA by October 1, 2015.

Instructions for Completing the District Information and Score Summary Page:

Enter the required information (district and county name, superintendent name, superintendent email address, district address). Do not enter any other information on this page.

The district scores 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 <u>fully</u> complies with the SOA statement. Then, enter a **"1" for a Yes response or a "1" for an N/A** response in the Score column. The cells contain a default value of "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. A "No" response must be accompanied by the reason(s) that the district is not compliant with this indicator. Type the reason in the "Comments" column in the appropriate item row. 4. Save the file when you have completed your entries. Save it as District name (County name) QSAC SOA 2015-16.xls [e.g.: Smith Township (Mercer) QSAC SOA 2015-

Instructions for Completing the Declaration Page and Obtaining Board Approval for the SOA:

The chief school administrator and board of education president are responsible for attesting to the accuracy of the SOA responses.
1. The district chief school administrator is required 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 and submit the signed resolution as a PDF file.
3. Both the chief school administrator and board of education president must sign the SOA Declaration Page.

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

1. The district's SOA Excel file and PDF files of the signed Declaration Page and Board resolution must be submitted electronically to NJDOE, the NJ Homeroom page. Note that the QSAC section of the NJ Homeroom portal will not open until October 1, 2015. Therefore, files cannot be uploaded until that date.

2. Go to http://homeroom.state.nj.us/ and click on "QSAC SOA and DPR". 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 2015-16.xls

    EXAMPLE: Smith Township (Mercer) QSAC SOA 2015-16.xls

4. Follow instructions regarding uploading your SOA files.

5. You will need to upload the actual SOA Excel file (not a PDF of the file), along with a PDF of the signed Declaration Page and Board resolution. All three files must be uploaded in order for your district's QSAC SOA submission to be complete. If you experience problems with the upload, email qsac@doe.state.nj.us

Data Provided by the NJ Department of Education (NJDOE) that is Needed to Complete the Indicators Listed Below:

Instruction and Program:

#3 - Curriculum: For each of the nine curriculum content areas, provide the date (MM/YYYY) on which the board of education first approved that curriculum as aligned to the NJ Core Curriculum Content Standards. Do not enter the annual readoption date. In order to be fully compliant, curriculum for all nine content areas must be board adopted and aligned to the NJCCCS by the time the SOA is submitted. All nine areas must also comply with the requirements specified in the memo, "Curriculum Alignment and Adoption Requirements," posted on the NJQSAC website. In cases where curricula for a particular content area have various board adoption dates, provide the range of dates in the Comments section. For example, if the district offers 15 math courses and they were board approved between 4/2011 and 5/2014, enter "4/2011-5/2014 in the Comments section of the applicable content area.

 #4 - Career and Technical Education Program (CTE): A list of districts that have CTE programs is available on the NJQSAC website. Only those districts on the CTE program list need to determine compliance with this indicator. Districts that do not have CTE programs (districts not on the list) need to enter a "1" for an N/A response in the district score column.

#5 - Preschool Education: A list of districts that receive State preschool education aid is available on the NJQSAC website. Only those districts on the Preschool Education Aid list need to determine compliance with this indicator. Districts that do not receive State preschool education aid (districts not on the list) need to enter a "1" for an N/A response in the district score column.

Operations:

#2 - NJSMART Submission Errors: Data for this indicator is available on the NJQSAC website. To achieve compliance, districts must have submitted all reports by the deadline, with an error rate for each report of less than 2%.

NJ Quality Single Accountability Continuum (NJQSAC) Statement of Assurance - School Year 2015-16 District Information and Score Summary Page

District Name	**Essex County Vocational Technical Schools**
County Name	**Essex**
District Superintendent Name	**Dr James Pedersen**
District Mailing Address	**60 Nelson Place 1N, Newark, NJ 07102**
Superintendent Email	jpedersen@essextech.org

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

District Name:		

Instruction and Program	**Yes or N/A = 1** **No = 0**	**Comments**
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).	**1**	HSPA, AHSA and APA results were reported to the Board of Education on June 17, 2015. NJ BCT results were reported on August 24, 2015. Scores are also available on district website
2. Communicates district graduation requirements to all high school students, their families, and the community annually (N.J.A.C. 6A:8-5.1).	**1**	Parent letter, Student Handbook, Board Approval June 2015, and Website.
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).		
Content Area and Date Standards Were Adopted by the State Board of Education:	**Yes or N/A = 1** **No = 0**	**In the boxes below, enter the district board adoption date for each content area. If the content area has not been aligned to the standards, provide an explanation.**
English Language Arts: (June 2010)		Curriculum alignment to the Common Core State Standards in 2010, which yearly revisions since then and additions of new course offerings. NJ Technology Standards have also been integrated.
Math (June 2010)		Curriculum alignment to the Common Core State Standards in 2010, which yearly revisions since then and additions of new course offerings. NJ Technology Standards have also been integrated.

District Name:		
Science (June 2009)		Curriculum alignment to the Common Core State Standards and NJ Science Standards in 2011, which yearly revisions since then and additions of new course offerings. NJ Technology Standards have also been integrated.
Social Studies (September 2009)		Curriculum alignment to the Common Core State Standards and NJ Social Studies Standards in 2011, which yearly revisions since then and additions of new course offerings. NJ Technology Standards have also been integrated.
World Languages (June 2009)	**1**	Curriculum alignment to the NJ World Language Standards in 2011, which yearly revisions since then and additions of new course offerings. NJ Technology Standards have also been integrated.
Technology (June 2009)		The NJ Technology Standards have been integrated in all curricula. NJ Technology Standards have also been integrated.
21st Century Life and Careers (June 2009)		Curriculum alignment to the Common Core State Standards and NJ CTE Standards in 2011, which yearly revisions since then and additions of new course offerings. NJ Technology Standards have also been integrated.

District Name:		
Visual and Performing Arts (June 2009)		Curriculum alignment to the Common Core State Standards and NJ VPA Standards in 2011, which yearly revisions since then and additions of new course offerings. NJ Technology Standards have also been integrated.
Comprehensive Health and Physical Education (June 2009)		Curriculum alignment to the Common Core State Standards and NJ PEH Standards in 2011, which yearly revisions since then and additions of new course offerings. NJ Technology Standards have also been integrated.
Instruction and Program	**Yes or N/A = 1 No = 0**	**Comments**
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 (*N.J.A.C.* 6A:19 *et seq* .).	**1**	

District Name:		
Instruction and Program	**Yes or N/A = 1** **No = 0**	**Comments**
5. Has a preschool program plan approved by NJDOE Div. of Early Childhood Education, as per *N.J.A.C.* 6A:13A-3.1 (if district receives State preschool education aid). For those school districts receiving full State funding under the School Funding Reform Act (SFRA) funded per pupil amount determined by the formula, the preschool Self-Assessment Validation System is complete, per *N.J.A.C* . 6A:13A-8.1.	**1**	
Instruction & Program Subtotal	**5**	
Fiscal Management	**Yes or N/A = 1** **No = 0**	**Comments**
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.	**1**	
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.	**1**	
3. Bases appropriations for capital projects on the district's Long Range Facilities Plan (N.J.A.C. 6A:26-2.1) and the comprehensive maintenance plan (N.J.A.C. 6A:26-*20*).	**1**	
4. Supports other budget lines by a trend analysis of historical expenditures.	**1**	
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.	**1**	

District Name:		
Fiscal Management	**Yes or N/A = 1 No = 0**	**Comments**
6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner.	**1**	
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.	**1**	
8. Expends federal funds consistent with the approved indirect cost rate.	**1**	
9. At a minimum, performs a semi-monthly review of the budget status (budget to actual) to ensure that sufficient appropriations are available.	**1**	
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.	**1**	
Fiscal Management Subtotal	**10**	
Governance	**Yes or N/A = 1 No = 0**	**Comments**
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).	**1**	
2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2)	**1**	
3. Follows all requirements for the annual organization meeting (N.J.S.A. 18A:10-3 et seq. and 15-1 et seq.).	**1**	

District Name:		
Governance	**Yes or N/A = 1** **No = 0**	**Comments**
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.).	**1**	
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).	**1**	
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).	**1**	
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-3.1).	**1**	

District Name:		
Governance	**Yes or N/A = 1** **No = 0**	**Comments**
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).	**1**	
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 (*N.J.A.C.* 6A:23A-16.10).	**1**	
10. Conducts a public hearing on the proposed budget and formally adopts the budget at a public meeting *(N.J.A.C. 18A:22-7 et seq. and N.J.A.C. 23A:8-1)* .	**1**	
Governance Subtotal	**10**	
Operations	**Yes or N/A = 1** **No = 0**	**Comments**
The district:		
1. Conducts all required trainings for school district employees *(N.J.S.A. 18A and N.J.A.C. 6A).*	**1**	
2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file.	**1**	
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).*	**1**	

NJQSAC Statement of Assurance - School Year 2015-16

District Name:		

Operations	Yes or N/A = 1 No = 0	Comments
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).*	1	
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 *(N.J.S.A. 18A:37-14-18 and N.J.A.C. 6A:16-7.7).*	1	
6. Satisfies all requirements of the Gun-Free Schools Act, 20 USC 7151 and the Title IV Section 4141 of NCLB *(N.J.S.A. 1BA:37-7-12 and N.J.A.C. 6A:16-5.5).*	1	
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 *(N.J.A.C. 6A:16-6.2)*	1	
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 *(N.J.A.C. 6A:27-11 and 12.1(g).*	1	

NJQSAC Statement of Assurance - School Year 2015-16

District Name:		

Operations	Yes or N/A = 1 No = 0	Comments
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 *(N.J.A.C. 6A:16-11)*.	1	
10. Provides school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. Maintains student health records *(N.J.A.C. 6A:16-2.1 et seq)*.	1	
11. Implements the NJDOE-approved school health nursing services plan *(N.J.A.C. 6A:16-2.1(b))*.	1	
12. Implements a board-approved comprehensive guidance and academic counseling program for all students *(N.J.A.C. 6A:8-3.2)*.	1	
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 *(N.J.A.C. 6A:14-3.7(e)11-13)*.	1	
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 *(NJAC 6A:16-8.*	1	
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 *(N.J.A.C. 6A:16-7.2; 7.3 and 10)*. 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.	1	

NJQSAC Statement of Assurance - School Year 2015-16

District Name:		
Operations	**Yes or N/A = 1 No = 0**	**Comments**
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 *(N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10).*	**1**	
17. Provides services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services *(N.J.S.A. 18A:46A-1 et seq. and N.J.A.C. 6A:14-6.1 et seq)* and Chapter 193 Remedial Services for the Handicapped *(N.J.S.A. 18A:46-19.1 et seq and N.J.A.C. 6A:14-6.1).*	**1**	
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 *(N.J.S.A. 18A:40A-B and N.J.A.C. 6A:16-1.4(a)18; 6A:16-3-4).*	**1**	
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 *(N.J.A.C. 6A:16-5.1 et seq).*	**1**	
20. Implements the NJDOE-approved Comprehensive Equity Plan (CEP) designed to eliminate discrimination according to race, age, creed, color, national original, ancestry, marital status, affectional or sexual orientation, gender, religion, disability, socioeconomic status, pregnancy or parenthood *(N.J.A.C. 6A:7-1.4).*	**1**	
Operations Subtotal	**20**	

District Name:		
Personnel	**Yes or N/A = 1** **No = 0**	**Comments**
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 (*N.J.A.C.* 6A:32-4 and *N.J.A.C.* 6A:9-6.5).	**1**	
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 (*N.J.S.A*. 18A:6-7.1 *et. seq.,* 18A:39-19.1 and 18A:6-4.13 *et. seq* .).	**1**	
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 (*N.J.A.C.* 6A:32-6.2 and 6.3).	**1**	
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:*10*).	**1**	
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 *et.seq* .).	**1**	
Personnel Subtotal	**5**	

NJ QUALITY SINGLE ACCOUNTABILITY CONTINUUM STATEMENT OF ASSURANCE - SCHOOL YEAR 2015-16

DECLARATION PAGE

ESSEX   **ESSEX COUNTY VOCATIONAL TECHNIOCAL SCHOOLS**

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

POSITION	NAME	SIGNATURE
Chief School Administrator	**Dr James Pedersen**	
Board of Education President	**Rev Edwin D. Leahy O.S.B.**	
Board Resolution Date: November 2, 2015		