

NJQSAC District Performance Review -- School Year 2017-18

Instructions for Completing the District Performance Review

General Information:

Within this document, there are seven separate worksheets to complete for the District Performance Review (DPR): District Information and Score Summary, Instruction and Program, Fiscal Management, Governance, Personnel, Operations and Declaration. Each worksheet can be found within this one document; there is a separate tab for each section at the bottom of the Excel viewing pane.

To attain points for DPR indicators, the district must enter a district score of 1 (for "Yes" or "N/A") for each numbered indicator or block of indicators. Partial points for sub-indicators are not awarded.

Instructions for Completing the District Information and Score Summary Page:

Enter the required information (district name and CDS #, county name, superintendent name, superintendent email address, district full mailing address).

The district score and county score columns will tally automatically once each section of the DPR 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 point values awarded to each section.

Instructions for Completing the five DPR sections (Instruction and Program, Fiscal Management, Governance, Personnel and

Operations):

1. In each of the DPR sections, read the indicator carefully and determine whether the district fully complies with the indicator requirements. Then, enter a "1" for a Yes response or a "1" for an N/A response in the District Score column. If the district does not comply with the indicator requirements, leave the "0" in the District Score column.
2. An N/A response must be accompanied by the reason(s) why district administration has determined that the indicator is not applicable. Type the reason in the "Comments" column in the appropriate indicator row. Full points are awarded for an N/A response, just as they are for a Yes response.
3. The documents listed in the "Documentation" column are meant to provide you with the types of information necessary to ensure that you comply with the indicator requirements. The document lists are not meant to be exhaustive; there may be other documentation to support district compliance.
4. The "Comments" column is for use by the district and by the county office of education. Districts should use this column to: explain why an indicator was scored N/A and/or to provide the county office reviewers with any information that would help to clarify or enhance understanding of the district's scoring of a particular indicator. It is not necessary to list the documentation you used to determine district compliance. The county office will use the "Comments" column to provide the district with a justification for a county score of "0", which signifies a "No" response or non-compliance with indicator requirements.

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Instructions for Completing the Declaration Page:

- The chief school administrator and board of education president are responsible for attesting to the accuracy of the DPR responses.
1. The district chief school administrator needs to present the completed DPR at a board of education meeting.
 2. The board needs to prepare a resolution attesting to the accuracy of the DPR responses and approving submission of the DPR to the NJ Department of Education.
 3. Both the chief school administrator and board of education president must sign the DPR Declaration Page.

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

1. The district's DPR Excel file, signed Declaration Page and Board resolution must be submitted electronically to NJDOE. **Files cannot be uploaded until October 2, 2017. The submission deadline is November 15, 2017.**
2. Go to <http://homerom.state.nj.us/> and click on QSAC DPR. Enter your district's code, user name and password. To obtain your user name and password, contact the district's Web User Administrator.
3. Make sure you have saved your district's DPR Excel file as: District name (County name) QSAC DPR 2017-18.xls
EXAMPLE: Smith Township (Mercer) QSAC DPR 2017-18.xls
4. Follow instructions regarding uploading your DPR Excel file.
5. You will also need to upload your district's Declaration Page and Board resolution. Save both files as PDF files and upload through NJ Homerom, along with your DPR Excel file.

Data Provided by the NJ Department of Education (NJDOE):

Instruction and Program:

#1, 2, 3, 4, 6 (state assessment): The data that will be used to determine ratings for these indicators is the 2013 -2014 state assessment data. There are two applicable files: DPR Assessment Points and DPR Assessment Data by Subject. Use information from the Assessment Points file to determine how to score I&P indicators 1, 2, 3, 4 and 6. The Assessment Data by Subject file provides the actual test data that was used to determine the district's points values for these indicators. Note that indicators 3 and 4 are a comparison of the 2013 and 2014 assessment results. The data files are located on the Department's NJQSAC website at: www.state.nj.us/education/genfo/qsac.

#5a and 5b (priority and reward schools): Refer to the lists of Priority and Reward schools that are posted on the NJQSAC website.

#7 (high school graduation rate): Refer to the list of 2016 4-year Cohort High School Graduation Rates that is posted on the NJQSAC website. The district 4-year graduation rate is the final listing for your district data. Go to the column labeled "Subgroup" and find the entry "Districtwide." The districtwide percentage can be found in the column labeled "4 Yr Grad Rate."

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#20 (average daily attendance rate): To meet indicator requirements, a district must have: submitted the School Register Summary (SRS) by the deadline AND must have a three-year average daily attendance rate (ADA) of 90 percent or greater. A list of districts that did not submit the SRS by the deadline is posted on the NJQSAC website; if your district's name is on that list, you must enter a response of "0" for this indicator. A list of district three-year average daily attendance (ADA) rates is also posted on the NJQSAC website.

Questions about completing and submitting your district's QSAC DPR files should be sent to qsac@doe.state.nj.us

NJ Single Accountability Continuum (NJQSAC) District Performance Review - School Year 2018-19

District Information and Score Summary

District Name and CDS #	Ogdensburg Borough Public School 373840			
County Name	Sussex			
District Superintendent Name	David Astor			
District Mailing Address	100 Main Street Ogdensburg, NJ 07439			
Superintendent Email Address	dastor@obboe.org			

DPR Area	District Score	County Score		
Instruction and Program	78%	0%		
Fiscal Management	98%	0%		
Governance	100%	0%		
Operations	100%	0%		
Personnel	96%	0%		

Instruction and Program		Ogdensburg Borough			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	
1. The school district's ELA achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups; (Assessment data provided by NJDOE)	K - 8	10	4.8	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	15	0.0	0.0	
2. The school district's mathematics achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	10	3.7	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	15	0.0	0.0	
3. The school district's science achievement score: The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups.	K - 8	10	8.5	0.0	
	K - 12	5	0.0	0.0	

Instruction and Program		Ogdensburg Borough		
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores
4. The school district's ELA academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	9 - 12	0	0.0	0.0
	K - 8	10	5.6	0.0
5. The school district's mathematics academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 12	7.5	0.0	0.0
	9 - 12	0	0.0	0.0
6. The school district's graduation rate (average of four-year and five-year adjusted cohort graduation rates). • Graduation rate is calculated to include	K - 12	7.5	0.0	0.0
	9 - 12	0	0.0	0.0
6. The school district's graduation rate (average of four-year and five-year adjusted cohort graduation rates). • Graduation rate is calculated to include	K - 8	0	0.0	0.0

Instruction and Program		Ogdensburg Borough			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	
subgroup performance by averaging the combined graduation rate (i.e. the average of the four-year and five-year graduation rates) of all students with the average of all subgroups' combined graduation rates. (Assessment data provided by NJDOE)	K - 12	15	0.0	0.0	
	9 - 12	20	0.0	0.0	
	K - 8	10	8.5	0.0	
7. The school district's measure(s) for school quality and student success is calculated to account for subgroup performance by averaging the rates for all students with the average of all subgroups' rates. (Assessment data provided by NJDOE)	K - 12	10	0.0	0.0	
	9 - 12	10	0.0	0.0	
	K - 8	60	37.5	0.0	
Summary of Achievement Score Indicators	K - 12	60.0	0.0	0.0	
	9 - 12	60	0.0	0.0	

Instruction and Program

Ogdensburg Borough

Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores
Indicator		Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0
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	0
9. English language arts curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLS) in curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)				

Instruction and Program		Ogdensburg Borough		
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores
<p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</p> <p>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;</p> <p>c. Assessments, including formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</p> <p>e. Pacing guide;</p> <p>f. Interdisciplinary connections;</p> <p>g. Integration of 21st century skills through NJSL S 9;</p> <p>h. Integration of technology through the NJSL S; and</p> <p>i. Career education.</p>		4	1	0
<p>10. Mathematics curriculum and instruction are aligned to the NJSL S in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p>				

Instruction and Program		Ogdensburg Borough		
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores
<p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</p> <p>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;</p> <p>c. Assessments, including formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</p> <p>e. Pacing guide;</p> <p>f. Interdisciplinary connections;</p> <p>g. Integration of 21st century skills through NJSL S 9;</p> <p>h. Integration of technology through the NJSL S; and</p> <p>i. Career education.</p>		4	1	0
<p>11. Science curriculum and instruction are aligned to the NJSL S in accordance with the Department's curriculum implement following: (N.J.A.C. 6A:8)</p>				

Instruction and Program		Ogdensburg Borough		
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores
<p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</p> <p>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;</p> <p>c. Assessments, including formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</p> <p>e. Pacing guide;</p> <p>f. Interdisciplinary connections;</p> <p>g. Integration of 21st century skills through NJSL S 9;</p> <p>h. Integration of technology through the NJSL S; and</p> <p>i. Career education.</p>		4	1	0
<p>12. Social Studies curriculum and instruction are aligned to the NJSL S in accordance with the Department's curriculum in the following: (N.J.A.C. 6A:8)</p>				

Instruction and Program

Ogdensburg Borough

Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores
<p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</p> <p>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;</p> <p>c. Assessments, including formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</p> <p>e. Pacing guide;</p> <p>f. Interdisciplinary connections;</p> <p>g. Integration of 21st century skills through NJSLs 9;</p> <p>h. Integration of technology through the NJSLs; and</p> <p>i. Career education.</p>		4	1	0
<p>13. World languages curricula and instruction are aligned to the NJSLs in accordance with the Department's curriculum in the following: (N.J.A.C. 6A:8)</p>				

Instruction and Program		Ogdensburg Borough		
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores
<p>14. Comprehensive health and physical education curricula and instruction are aligned to the NJSLIS in accordance with the implementation timeline and include the following: (N.J.A.C. 6A:8)</p>				
<ul style="list-style-type: none"> 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 NJSLIS 9; h. Integration of technology through the NJSLIS; and i. Career education. 		4	1	0

Instruction and Program

Ogdensburg Borough

Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores
<p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</p> <p>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;</p> <p>c. Assessments, including formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</p> <p>e. Pacing guide;</p> <p>f. Interdisciplinary connections;</p> <p>g. Integration of 21st century skills through NJSL S 9;</p> <p>h. Integration of technology through the NJSL S; and</p> <p>i. Career education.</p>		4	1	0
<p>15. Visual and performing arts curricula and instruction are aligned to the NJSL S in accordance with the Department's curriculum standards. (N.J.A.C. 6A:8)</p>				

Instruction and Program		Ogdensburg Borough		
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores
<p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</p> <p>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;</p> <p>c. Assessments, including formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</p> <p>e. Pacing guide;</p> <p>f. Interdisciplinary connections;</p> <p>g. Integration of 21st century skills through NJSELS 9;</p> <p>h. Integration of technology through the NJSELS; and</p> <p>i. Career education.</p>		4	1	0
<p>16. Policies and procedures exist to ensure a coordinated system for planning, delivering, measurement, and modification is implemented in each school by a multidisciplinary team to address the learning, behavioral, and health needs of all students. Requirement may be fulfilled through implementation of the New Jersey Tiered System of Support (NJTTSS) or other model (RTI) and Multi-Tiered Systems of Support (MTSS). The system includes:</p>				

Instruction and Program

Ogdensburg Borough

Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores
a. A continuum of supports and interventions available in each school to support learning, behavior, and health needs; b. Action plans for interventions based on student data and desired outcomes; c. Professional development for multidisciplinary teams and staff who provide interventions; and d. Review and assessment of effectiveness of interventions (e.g., progress monitoring).		6	1	0
Achievement Score Total		60	38	0
Curriculum and Policy Total		40	40	0
Instruction and Program Total		100	78	0

Fiscal Management		Ogdensburg Borough School District			
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments	
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.S.A. 18A:17-9.	6	1	0	BOE minutes	
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	1	0		
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) have been filed by the due date set forth in N.J.S.A. 18A:23-1.	4	1	0		
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	1	0		

Fiscal Management

Ogdensburg Borough School District

Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
b. Reports no repeat audit findings of a substantive nature in the CAFR or AMR.	4	1	0	
c. Reports no material weaknesses or significant deficiencies in the CAFR or AMR.	4	1	0	
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	1	0	
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	1	0	
b. Budgets grant funds according to the approved application and spends grant 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	0	0	

Fiscal Management

Ogdensburg Borough School District

Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
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	1	0	
d. Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.	2	1	0	
6. Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district:				
a. Maintains separate accounting by project.	4	1	0	NA
b. Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	4	1	0	NA
c. Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	4	1	0	NA
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	1	0	NA

Fiscal Management

Ogdensburg Borough School District

Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
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	1	0	NA
8. County office approval has been granted for emergent projects, pursuant to N.J.A.C. 6A:26-3.14.	2	1	0	NA
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	1	0	
b. Meet the "100% item" section in the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means all items are in compliance in all buildings.	5	1	0	
c. Meet the "80% item" 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	1	0	

Fiscal Management	Ogdensburg Borough School District			
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
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	1	0	Committee Agenda and Minutes
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	1	0	
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	1	0	
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	1	0	
14. Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4	1	0	

Fiscal Management

Ogdensburg Borough School District

Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
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	1	0	
Fiscal Management Total	100	98	0	

Governance

Ogdensburg Borough School District

Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
<p>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)</p>	8	1	0	BOE minutes
<p>2. The district board of education:</p>				
<p>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 and each new member has received training on CSA evaluation. N.J.S.A. 18A:17-20.3.</p>	7	1	0	
<p>b. Completes the CSA evaluation by July 1 in accordance with N.J.A.C. 6A:10-8.1(g).</p>	6	1	0	
<p>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)</p>	6	1	0	

Governance	Ogdensburg Borough School District			
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
<p>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)</p>	6	1	0	
<p>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.</p>	7	1	0	
<p>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)</p> <p>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.</p>	8	1	0	

Governance		Ogdensburg Borough School District		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
b. Annually align fiscal goals and budget objectives with curricula that comply with the NJSLS.	8	1	0	
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	0	
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	0	
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	0	

Governance		Ogdensburg Borough School District		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
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.)	3	1	0	
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	1	0	BOE minutes
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)	6	1	0	BOE minutes
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 no district board of education member or administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-22 and 26)	5	1	0	

Governance		Ogdensburg Borough School District		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
14. The district board of education ensures that all students have access to library media services that are connected to classroom studies in each school building including access to computers; school district-approved instructional software; appropriate books, including novels, anthologies, and other reference materials; and supplemental materials that motivate students to read in and out of school and to conduct research. (N.J.A.C. 6A:13-2.1(h))	3	1	0	
Governance Total	100	100	0	

Operations		Ogdensburg Borough School District			Comments
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0		
1. The school district's NJSMART and educator evaluation data files:					
a. Have been certified by established deadlines and provide complete data; and	2	1	0		
b. Have an error rate of less than 1.5 percent for each file --inclusive of student sync errors.	3	1	0		
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 Department was reported since the last NJQSAC monitoring; and	1	1	0		
b. Have accurately maintained the school contacts 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	1	0		
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	1	0		

Operations		Ogdensburg Borough School District			
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments	
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	1	0		
8. The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (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)	6	1	0		
9. The 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. (N.J.S.A. 18A:40A and N.J.A.C. 6A:16-3 and 4)	6	1	0		

Operations		Ogdensburg Borough School District			
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments	
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	1	0		
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	1	0		
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	1	0		

Operations		Ogdensburg Borough School District		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
<p>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)</p>	8	1	0	
<p>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)</p>	6	1	0	

Operations		Ogdensburg Borough School District		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
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	1	0	
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	1	0	
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	1	0	
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	1	0	
Operations Total	100	100	0	

Personnel

Edensburg Borough School Distr

Indicator	Point Value	Yes or	Yes or	Comments	
		N/A = 1 No = 0	N/A = 1 No = 0		
1. An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with N.J.A.C. 6A:9C and 6A:10 in the following categories:					
a. Teacher evaluation processes result in complete summative scores, measures of teacher practice, and measures of student growth (SGO and mSGP) (N.J.A.C. 6A:10-2.4, 4.1, 4.2, 4.3, and 4.4);	100 percent of audited files meets indicators	8	0	0	
	95 to 99 percent of audited files meets indicators	4	1	0	
	Less than 95 percent of audited files meets indicators	0	0	0	
b. School leader evaluation processes result in complete summative scores, measures of principal practice, and measures of student growth (SGO, mSGP, administrator goals) (N.J.A.C. 6A:10-2.4, 5.1, 5.2, 5.3, and 5.4);	100 percent of audited files meets indicators	6	1	0	
	95 to 99 percent of audited files meets indicators	3	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	
c. Evaluations of other certificated staff according to regulations (N.J.A.C. 6A:10-2.2, 2.4, 2.5, 6.1, and 6.2);	100 percent of audited files meets indicators	4	1	0	
	95 to 99 percent of audited files meets indicators	2	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	
d. Evaluation processes for all certificated staff have occurred, including evaluation training and evaluation conferences. (N.J.A.C. 6A:10-2.2)		4	1	0	

Personnel		Edensburg Borough School Distr			
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments	
e. School improvement panels have been established in each school and are functioning in accordance with the TEACHNJ Act (N.J.S.A. 18A:6-120) and regulations (N.J.A.C. 6A:9C-5.3 and 6A:10-2.3, 2.5, 3.1, and 3.2); and	4	1	0		
f. Other evaluation structures and processes, including tenure charge proceedings conducted according to the TEACHNJ Act (N.J.S.A. 18A:6-11 and 17.3).	2	1	0	NA	
2. The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following (N.J.A.C. 6A:9C and 6A:13-2):					
a. An audit of personnel files indicates that required individual professional development plans (PDPs) or corrective action plans (CAPs) are aligned to the professional standards for school leaders or teachers and have been completed for administrators and teachers 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	1	0		
b. School schedules that include adequate and consistent time for teachers to work together in and across content areas and grade levels to examine student results and to collaborate on addressing student learning needs, such as through professional learning community (PLC) time (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1).	5	1	0	Team meetings, PD, faculty meetings and articulation meetings	

Personnel		Edensburg Borough School Distr		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
<p>c. The school district-level PDP:</p> <ul style="list-style-type: none"> • Details districtwide and school-level professional learning for active staff holding instructional teaching, educational services, and administrative certificates; • Incorporates professional learning that is sustained and job-embedded not exclusively one-time workshops; and • Addresses the NJSL and 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) 	5	1	0	
<p>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.</p>	5	1	0	

Personnel

Edensburg Borough School Distr

Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
e. The district mentoring plan: (N.J.A.C. 6A:9C-5) <ul style="list-style-type: none"> • 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; • Describes the process for selecting and assigning one-to-one mentors who meet State eligibility requirements to work with provisional teachers; • Describes how mentors are trained; and • Describes the process by which the administrative office oversees mentor payments. 	3	1	0	
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	1	0	
3. The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:				

Personnel

Lydensburg Borough School Distr

Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
<p>a. Any administrator or educational services staff employed under a certificate of eligibility with advanced standing (CEAS) or a certificate of eligibility (CE) has been registered in the appropriate residency program for his or her endorsement and the school district has applied to the Department's certification office for a provisional certificate before the residency period began. Any teacher with a CEAS or a CE or serving as a long-term substitute (for greater than 60 days) has been registered in the provisional teacher process within 60 days of beginning employment; (N.J.A.C. 6A:9B)</p>	3	1	0	
<p>b. Provisional staff are assigned a mentor, required mentor hours and/or residency hours are tracked, and evaluation is conducted; and (N.J.A.C. 6A:9B-8.4, 6A:9C-5, and 6A:10)</p>	3	1	0	
<p>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)</p>	3	1	0	
<p>d. All school district-provided information required for a professional staff member to obtain a standard certificate is submitted to the Department within 30 days of the staff member becoming eligible for a standard license. (N.J.A.C. 6A:9B)</p>	2	1	0	
<p>4. The district board of education has ensured the following staffing practices are followed:</p>				

Personnel

Edensburg Borough School Distr

Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
a. New employees have a successful criminal history record check prior to employment and are not disqualified for employment; (N.J.S.A. 18A:6-7.1 and 18A:39-19.1)	2	1	0	
b. Candidates for employment and employees, when applicable, receive a physical examination and the resulting medical records are maintained in a secure location separate from personnel files; (N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.2 and 6.3)	2	1	0	
c. Approved job descriptions are maintained for every certificated staff member. Certificated staff are appropriately certified for their assignment (N.J.A.C. 6A:9B); and	5	1	0	
d. Accurate staff attendance records are maintained at school district and school levels. The records include the type and date of absence and an analysis of attendance patterns. Any issue(s) identified through the analysis of staff attendance has been addressed in accordance with the district board of education's staff attendance policies.	5	1	0	
e. The length of service for substitute teachers is tracked and placement of substitutes is appropriate. (N.J.A.C. 6A:9B-7)	2	1	0	
5. The position control roster: (N.J.A.C. 6A:23A-6.8)				

Personnel

Edensburg Borough School Distr






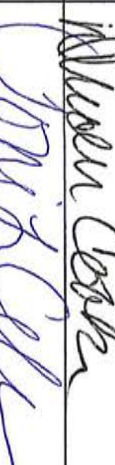


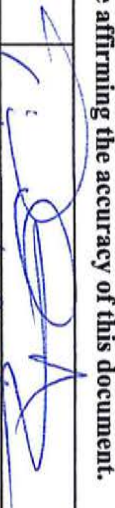

Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
<p>a. Contains the employee name; date of hire; a permanent position tracking number for each employee; a control number for substitute teachers; a control number for overtime; a control number for extra pay; the status of the 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);</p>		1	0	
<p>b. Is accurate and up to date; and</p>		1	0	
<p>c. Reconciles with the budget.</p>		1	0	

Personnel		Edensburg Borough School Distr			
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments	
6. Documentation and evaluation of administrator practices, as well as an audit of personnel files, including observation reports, indicates that supervision processes are occurring in accordance with N.J.A.C. 6A:10 and result in: a. Professional practices aligned with goal-setting procedures (N.J.A.C. 6A:10-4.2 and 5.2); and b. Supervisory feedback that is timely, targeted, and actionable (N.J.A.C. 6A:10-2.4, 2.5 and 4.4 and 5.4).	5	1	0		
Personnel Total	100	96	0		

DECLARATION PAGE

Ogdensburg Borough School District

Type or print the name of the individuals in the district who were members of the NJQSAC Committee and who assisted in the completion of this District Performance Review. (Use additional page if needed.)

POSITION	NAME	SIGNATURE		
Chief School Administrator	David Astor			
District Administrative Staff	Skye Patete			
Teacher	Maegan Olsen			
School Business Administrator	Richard Rennie			
Curriculum and Instruction Representative	Valerie Reeth			
Local Collective Bargaining Representative	Deirdre Cooke			
District Board of Education Member	Toni Corban			
	Mary Donegan			
By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.				
Chief School Administrator	David Astor			
Board of Education President	Toni Corban			
Board Resolution Date: 12/4/18				

DOE Folders

DOE Folders

Home

Sign out

Submitting Form...

Quality Single Accountability Continuum (QSAC) Submission

The file, DPR Declaration 18-19.pdf, was uploaded successfully.

Print a [receipt of documents](#).

The District Performance Review Excel File

The following DPR excel file is to be used by district designee to enter the scores for the self-assessment.

[DPR Template](#)

[Special Services DPR Template](#)

Instructions for Uploading NJQSAC Documents

As districts begin to upload their files for New Jersey Quality Single Accountability Continuum (NJQSAC) monitoring in 2018-19 school year, the following information guides districts through the upload process. District personnel will be logging in to Homeroom to upload all documents. These documents will go into the districts folders that connected to the district's unique login code, therefore, eliminating the need to include any district or county names.

Filename Rules and Example of DPR Documents for Upload

Districts must upload three documents in total for the NJQSAC submission to be complete. These documents are:

- The District Performance Review (DPR) document in EXCEL format;
- The signed DPR Board Resolution in PDF format; and
- The signed DPR Declaration Page in PDF format.

Table 1.1 Filename Rules and Example of DPR Documents for Upload

In order to upload NJQSAC files through Homeroom the files must be labeled or named in a particular format in order to be accepted. The following table illustrates the required documents and format that must be used when saving the file. Example of naming and format are below:

QSAC File	File Name Format	Example
DPR	DPR XX-YY(school year).xls	DPR 18-19.xls
DPR Signed Board Resolution	DPR Board Resolution XX-YY(school year).pdf	DPR Board Resolution 18-19.pdf

DOE Folders

Submitting Form...

Quality Single Accountability Continuum (QSAC) Submission

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