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

| District Name | Franklin Township Public Schools |
| :--- | :---: |
| County Name | Somerset County |
| District Superintendent Name | Dr. John Ravally |
| District Mailing Address | 1755 Amwell Road, Somerset, NJ 08873 |
| Superintendent Email | ravaly@franklinboe.org |


| SOA Area | Score <br> \# of Yes Responses | Score <br> $\%$ of Yes Responses |
| :--- | :---: | :---: |
| Instruction and Program | $\mathbf{5}$ | $\mathbf{1 0 0 \%}$ |
| Fiscal Management | 10 | $100 \%$ |
| Governance | 10 | $\mathbf{1 0 0 \%}$ |
| Personnel | 5 | $100 \%$ |
| Operations | 20 | $\mathbf{1 0 0 \%}$ |


| District Name: Franklin Township Public Schools |  |  |
| :---: | :---: | :---: |
| Instruction and Program | $\begin{gathered} \text { Yes or N/A }=1 \\ \text { No }=0 \end{gathered}$ | 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 | Reports on State test scores will be delivered to the Board of Education in November, 2015. |
| $\begin{aligned} & \text { 2. Communicates district graduation requirements to all high school } \\ & \text { students, their families, and the community annually (N.J.A.C. 6A:8-5.1). } \end{aligned}$ | 1 | Program of studies for the High School |
| 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: | $\begin{gathered} \text { Yes or N/A }=1 \\ \text { No }=0 \end{gathered}$ | 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 | 1 | June, 2010 |
| Math |  | June, 2010 |
| Science |  | June, 2009 |
| Social Studies |  | September, 2009 |
| World Languages |  | June, 2009 |
| Technology |  | June, 2009 |
| 21 st Century Life and Careers |  | June, 2009 |
| Visual and Performing Arts |  | June, 2009 |
| Comprehensive Health and Physical Education |  | June, 2009 |
| Instruction and Program | $\begin{gathered} \text { Yes or N/A }=1 \\ \text { No }=0 \end{gathered}$ | 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. $6 \mathrm{~A}: 19$ et seq.). . | 1 | We send 62 students to Somerset Vo-Tech but do not offer any in-house courses. We are researching in-house course proposals. We counsel our high school students in CTE. |


| Instruction and Program | $\begin{gathered} \text { Yes or } N / A=1 \\ \text { No }=0 \end{gathered}$ | 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 | We have doubled our pre K program in the past year. |
| Instruction \& Program Subtotal | 5 |  |
| Fiscal Management |  | 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 | 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: Franklin Township Public Schools

| Fiscal Management | $\begin{gathered} \text { Yes or } N / A=1 \\ \text { No }=0 \end{gathered}$ | 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 | NA |
| 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 Mauagement Subtotal | 10 |  |
| 4-31\% | Y, |  |
| Governance | $\begin{gathered} \text { Yes or } N / A=1 \\ N o=0 \end{gathered}$ | 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 | We have hired Strauss-Esmay to evaluate and modify our policies. |
| 2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2) | 1 | Posted. |
| 3. Follows all requirements for the annual organization meeting (N.J.S.A. 18A:10-3 et seq. and 15-1 et seq.). | 1 | Reorganizational meetings are scheduled for January. An approved agenda is posted. |


| District Name: Franklin Jownship Public Scheols |  |  |
| :---: | :---: | :---: |
| Governance | $\begin{gathered} \text { Yes or } N / A=1 \\ \text { No }=0 \end{gathered}$ | 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 | Prepared by Board Secretary, placed on agenda for next action meeting for Board approval. Secretary responds to OPRA requests within the time line provided by law. Public opportunity to comment is at all Board meetings. |
| 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 | Coordinated through Board Secretary office. |
| 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 | Board policy exists and travel agenda approval and reimburesement is vetted at every Board meeting. |
| 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 | Personnel office assures that all these procedures are followed. |


| District Name: Sranlin Township Public Schools |  |  |
| :---: | :---: | :---: |
| Governance | $\begin{gathered} \text { Yes or N/A }=1 \\ \text { No }=0 \end{gathered}$ | 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 | Personnel office assures that all these procedures are followed. |
| 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 overexpended (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 | This is conducted by the Superintendent at the Board meeting. |
| Governance Subtotal | 10 |  |
| Operations | $\begin{gathered} \hline \text { Yes or } N / A=1 \\ \text { No }=0 \end{gathered}$ | Comments |
| The district: |  |  |
| 1. Conducts all required trainings for school district employees (N.J.S.A. $18 A$ and N.J.A.C. 6A). | 1 | These are now available on line and are mandatory. |
| 2. Submits all required NJSMART files by the due dates and has an error rate of less than $2 \%$ for each file. | 1 | NJSMART schedule is followed through the Genesis platform. All errors are remediated. |
| 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 | Posted on our website. |


| District Name: Frankin Township Pablic Sehools |  |  |
| :---: | :---: | :---: |
| Operations | $\text { Yes or N/A }=1$ | 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 | We participate in this system and conduct semiannual reports to the Board. We post the reports on the website. |
| 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 | Posted on our website. |
| 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 | Posted on our website and distributed in our code of conduct manual. |
| 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 | The municipal police are members of the safety committee. Review MOA with the Chief of Police yearly and post/distribute this. |
| 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 | Bus driver HIB training is conducted. Emergency evacuation drills are scheduled. Principals meet monthly with our Safety Director to resolve conflicts. |

## District Name: Franklin Township Public Schools

| Operations | $\begin{gathered} \text { Yes or } N / A=1 \\ \text { No }=0 \end{gathered}$ | 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 | Posted in all buildings and in Student Conduct Manual. |
| 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 | Non public services conducted through 192-93 Ed Services Commission. Public services are run at the building level through the school nurse. |
| 11. Implements the NJDOE-approved school health nursing services plan (N.J.A.C. 6A:16-2.1(b)). | 1 | Annually completed through Head Nurse in each building. |
| 12. Implements a board-approved comprehensive guidance and academic counseling program for all students (N.J.A.C. 6A:8-3.2). | 1 | Latest counseling initiatives are disseminated and followed by our Director who sits on the state committee. |
| 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 | Transition coordinator position schedules this. |
| 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 | PBSIS plan is in place and vetted through the district social workers. Academic intervention conducted through I\&RS and adopted digital programs that include NWEA MAP, I-Ready and ST Math as well as others. |
| 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 | Provide home instruction through certified teachers. Suspended students are remanded to our alternative school program for tutorial so that they do not miss school. |


| Operations | $\begin{gathered} \text { Yes or N/A }=1 \\ \text { No }=0 \end{gathered}$ | 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) 10 iiii 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 | We contract through the Middlesex Educational Services Commission. |
| 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 | Provide training at school level. Listed in code of conduct. Formal training of the staff is conducted. |
| 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 | 1 | The district holds monthly meetings conducted by the building safety teacher with a municipal police representative present. Each building has its own safety committee. |
| 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 | Published Board policy. |
| Operations Subtotal | 20 |  |


| District Name: Frankin Township Public Schools |  |  |
| :---: | :---: | :---: |
| Personnel | $\begin{gathered} \text { Yes or N/A }=1 \\ \mathrm{~N} 0=0 \end{gathered}$ | 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:96.5). | 1 | Vetted through our personnel department |
| 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 | Vetted through our persomnel department |
| 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 | Vetted through our persomnel department |
| 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 | Vetted through our personnel department |
| 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 | Vetted through the Office of Curriculum and Instruction. We use Teachscape platform to accrue observational data for our teachers and My Learning Plan for administrators. District interventions are correlated with benchmarks and state tests yearly. |
| Personnel Subtotal | 5 |  |

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

## DECLARATION PAGE

## Somerset Franklin Township Public Schools

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

| POSTILON | , NaMe | SIGNATERE |
| :---: | :---: | :---: |
| Chief School Administrator | Dr. John Ravally, Superintendent |  |
| Board of Education President | Mr. Edward Potosnak, III |  |

