

NJQSAC

What's a Board to do? Requirements under NJQSAC

Required Annual Report/Review

- Performance of all students on state tests and mastering NJCCCS
- Professional development, including purchase of materials and curriculum development
- All teachers meet definition of Highly Qualified or evidence of progress toward.
- Board self-evaluation and professional development plan
- CSA evaluation instrument
- Violence and Vandalism Report
- Oversight of capital projects

Required Board Approval

- Organizational chart
- All Curriculum
- All personnel appointments
- All job descriptions (updated at least every five years)
- Professional Development Plan
- Long Range Facility Plan
- Comprehensive Maintenance Plan
- Technology Plan
- Safety and Security Plan
- School Health Nursing Services Plan.
- Comprehensive Equity Plan
- All personnel recommendations (action taken within 60-days of recommendation)
- Memorandum of Agreement
- Code of Student Conduct (annual review)
- Budget calendar
- All policies, procedures, and by-laws
- Monthly budget transfer report
- Monthly secretary and treasurer's report within 60-days of months end
- Board minutes of budget hearing
- Advertisements and notices for budget hearing
- Minutes certifying that major funds have not been over-expended
- Review and adoption of annual audit report
- Approve and submit corrective action plan to any audit finding and recommendation
- Salaries funded by federal grants
- OPRA officer



- Report form for reporting incidents of violence, vandalism and substance abuse (V&V)
- Procedures regarding a school employee that knowingly falsifies the annual report on violence, vandalism and substance abuse.
- Comprehensive guidance and academic counseling program for all students
- A written description of guidance and counseling services
- A career education and counseling program for those students with disabilities beginning at age 14 or younger as determined by the IEP team
- Guidelines on the roles and responsibilities of Intervention and Referral Services team members, and the roles, responsibilities, and parameters for the participation of community members
- Approved job descriptions describing I&RS team responsibilities
- A comprehensive alcohol, tobacco and other drug abuse program

Required Documentation/Information – *in many cases board minutes will document compliance of quality performance indicators.*

- Mission Statement
- School physician contract
- Information that support decisions regarding long-term suspensions
- New Board Member Orientation certificate of completion from NJSBA
- Properly completed financial disclosure statements
- Board meeting minutes are available within two weeks or by the next board meeting or of final board action
- No board member misses more than three consecutive meetings each year without good cause
- No board member or administrator has been found in violation of the School Ethics Act
- Minutes reflect appropriate board member recusal
- Doctrine of Necessity resolution (if invoked)
- Reorganization meeting minutes
- Election of board officers resolution
- Newspaper copies of public meeting notices
- Reading of OPMA reflected in minutes
- Reasons of executive session detailed in the minutes
- Board meets at least once every two months and all meetings are open to the public
- Adopted district goals that highest priority to student achievement
- Undertakes a self-evaluation process which reflects that highest priority is given to student achievement and includes a professional development improvement plan directed towards increasing knowledge and skills in policy making and governance for members of the board.
- CSA contract includes annual evaluation, evaluation criteria, and procedures and that explicitly states that in the event that the certificate of the superintendent is revoked the contract is null and void as of the date of the revocation. (*N.J.S.A. 18A:17-15, N.J.S.A.:18A:15.1, N.J.S.A.18A:17-20.3*)



- The school board submits new, renegotiated, amended, altered or extended contracts for all superintendents, deputy superintendents, assistant superintendents and school business administrators to the Executive County Superintendent for review and takes no formal action to approve or implement such contracts prior to such review. (*N.J.S.A. 18A:7-8, N.J.A.C. 6A:23A-3.1*)
- Through board meetings and district newsletters, etc, provides accurate information to the staff, and interprets to the staff the aspirations of the community for its school.
- The school board submits a user- friendly budget and publishes key budget provisions, including the salaries of all district employees earning over \$75,000.00 per year who are not members of collective bargaining units (*N.J.S.A. 18A:22-8a, N.J.S.A. 18A:7F-5.3*).

Individual Board Member Requirements

- Completed financial disclosure statement
- Confines his or her board action to policy making, planning, and appraisal.
- Recognize that authority rests with the Board of Education and do not make personal promises or take any private action that may compromise the board. (*N.J.S.A. 18A:12-24.1(e)*)
- Read and are familiar with all of the terms of all negotiated employment contracts in the district, including but not limited to collective bargaining agreements.
- Each board member has reviewed all audit recommendations
- Completes the New Jersey School Boards training program regarding the skills and knowledge necessary to serve as a local school board member as required by *N.J.S.A. 18A:12-33* and to evaluate the Chief School Administrator. (*N.J.S.A. 18A:17-20.3*)
- Has not been found in violation of the School Ethics Act. (*N.J.S.A. 18A:12-21, et seq.*)
- All board members acknowledge that they have read and are familiar with all of the terms of all negotiated employment contracts in the district, including but not limited to collective bargaining agreements.

