

Governance

Unless otherwise indicated, the District Performance Review indicators will be used to evaluate conditions and performance in the district over the preceding three year period. To attain points for this section of the DPR, the district must answer “yes” to each numbered indicator or block of indicators. Partial points are not awarded. For all indicators: In addition to the items identified below, the suggested documentation shall also include Board policies and procedures, Board meeting agenda, minutes and board resolutions reflecting deliberation and action taken on item indicated.

SECTION A: STUDENT ACHIEVEMENT: The school board conveys clearly and concretely, through the policies it adopts and the information it seeks, that student achievement is the highest priority.	Suggested Documentation	District Score (Type "1" for Yes, "0" for No)	County Score	Comments
A1: The school board or advisory board has a clearly articulated district mission statement incorporating the expectation that all students achieve the New Jersey Core Curriculum Content Standards (NJCCCS) at all grade levels.	Mission statement, state assessments, district report card	1	0	
A2: The school board or advisory board complies with all of the requirements of N.J.A.C. 6A:8, concerning curriculum and instruction and professional development.	Adopted curriculum and documents relating to curriculum adoption, state assessments, district report card; purchase orders linked to assessment data	1	0	
A3: The school board or advisory board establishes policies and procedures for the provision of educational programs and services for all students as set forth in Chapter 7, Managing for Equality and Equity in Education of Volume 6A of <i>N.J.A.C. 6A:7-1.1, et seq.</i>	Equity Plan	1	0	

<p>A4: The school board directs the Chief School Administrator to take appropriate action concerning professional development, purchase of materials and curriculum development. The board also directs the Chief School Administrator to report back to the school board concerning the action(s) taken. <u>Advisory Board Only</u>: The advisory board consults with and monitors the CSA's action concerning professional development, purchase of materials and curriculum development. The advisory board communicates an expectation that the CSA report back to the advisory board concerning the action taken.</p>	<p>Purchase orders linked to professional development; professional development plans</p>	<p>1</p>	<p>0</p>	
<p>Total Possible Points for Section A: 12</p>		<p>12</p>	<p>0</p>	

<p>SECTION B: BOARD TRAINING, DISCLOSURE AND OPERATION: The school board and the administration comply with training, disclosure and operational requirements.</p>	<p>Suggested Documentation</p>	<p>District Score</p>	<p>County Score</p>	<p>Comments</p>
<p>B1: The school board or advisory board upholds and enforces all applicable rules and regulations of the State Board of Education and the Commissioner. (N.J.S.A. 18A:11-1)</p>		<p>1</p>	<p>0</p>	
<p>B2: Each school board or advisory board member completes the New Jersey School Boards training program regarding the skills and knowledge necessary to serve as a local school board member <i>as required by</i> N.J.S.A.18A:12-33 and to evaluate the Chief School Administrator. (N.J.S.A.18A:17-20.3)</p>	<p>Certificate of completion from School Boards Association</p>	<p>1</p>	<p>0</p>	

B3: Each school board or advisory board member and administrator, as defined in N.J.S.A. 18A:12-23, files a timely and properly completed financial and personal/relative disclosure statement each year. (N.J.S.A. 18A:12-26)	Copies of signed and filed disclosure statements	1	0	
B4: The school board or advisory board has a travel and related expense reimbursement policy in place and the school board and Chief School Administrator operate in accordance with that policy. (N.J.S.A. 18A:11-12)	Copy of travel policies, vouchers,	1	0	
B5: No school board or advisory board member misses more than three consecutive meetings each year without good cause. (N.J.S.A. 18A:12-3)	Receipts and reimbursements of travel related expenses; provisions of bargaining agreements	1	0	
Total Possible Points for Section B: 11		11	0	

SECTION C: ETHICS COMPLIANCE: The school board and the administration comply with all ethical standards.	Suggested Documentation	District Score	County Score	Comments
C1: <u>Other than for the failure to timely file a properly completed financial disclosure statement which is addressed in indicator B3,</u> neither the school board or advisory board nor any of its members has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-21, et seq.)	Findings, if any, of School Ethics Commission	1	0	
C2: <u>Other than for the failure to timely file a properly completed financial disclosure statement which is addressed in indicator B3,</u> no school administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-21, et seq.)	Findings, if any, of School Ethics Commission	1	0	

C3: The school board or advisory board annually discusses the Code of Ethics for School Board Members and school board meeting minutes memorialize that discussion (N.J.S.A.18A:12-24.1).		1	0	
C4: When a school board or advisory board member is required to, and recuses himself or herself from deliberations and a vote on a particular matter, the minutes of the board meeting reflect that recusal. (N.J.S.A.10:4-6, et seq.)	Correspondence; doctrine of necessity resolution	1	0	
C5: The school board or advisory board has a nepotism policy in place <i>that complies with N.J.A.C. 6A:23A-6.2</i> and takes action in accordance with that policy.	Nepotism policy; district personnel roster; contracts with vendors	1	0	
<i>C6: The school board or advisory board has a policy in place to ensure that the district shall maintain honest and ethical relations with vendors and shall guard against favoritism, improvidence, extravagance and corruption in its contracting processes and practices and takes action in accordance with that policy (N.J.A.C. 6A:23A-6.2)</i>	<i>Board policy and procedures</i>	1	0	
Total Possible Points for Section C: 11		11	0	

SECTION D: POLICIES, PROCEDURES AND BYLAWS: The school board establishes and annually updates by-laws, policies and procedures reflective of current regulatory and statutory authority and best practices.	Suggested Documentation	District Score	County Score	Comments

D1: At least annually, and more frequently if required by changes in law or regulation, the school board or advisory board reviews, updates and, by resolution, adopts policies reflective of current regulatory and statutory authority. (N.J.S.A.18A:11-1)	All mandatory policies are current. All non-mandatory policies are current. Adopting resolution for each policy;	1	0	
D2: At least annually, and more frequently if required by changes in law or regulation, the school board or advisory board reviews, updates and, by resolution, adopts procedures reflective of current regulatory and statutory authority. (N.J.S.A. 18A:11-1)	School district procedures manual and attachments; adopting resolution	1	0	
D3: At least annually, and more frequently if required by changes in law or regulation, the school board or advisory board reviews, updates and, by resolution, adopts by-laws reflective of current regulatory and statutory authority and best practices. (N.J.S.A. 18A:11-1)	Board by-laws	1	0	
D4: The school board or advisory board annually reviews and approves policies, procedures, mechanisms and programs for the health and safety of students as set forth in N.J.A.C. 6A:16-1.4.	Policies, procedures and report	1	0	
D5: The school board or advisory board complies with all of the requirements for the annual organization meeting. (N.J.S.A. 18A:10-3, et seq.; N.J.S.A. 18A:15-1, et seq.)	Reorganization meeting minutes; election of board officers resolution	1	0	
Total Possible Points for Section D: 11		11	0	

SECTION E: STANDARD SCHOOL BOARD PRACTICES: The school board operates in accordance with standard board practices.	Suggested Documentation	District Score	County Score	Comments
E1: Each school board or advisory board meeting is conducted in accordance with the Open Public Meetings Act. (N.J.S.A. 10:4-6, et seq.)	Copies of newspaper publication notices; reading open meeting act notice reflected in minutes; reasons for executive session detailed in minutes	1	0	

E2: Each member of the school board or advisory board confines his or her board action to policy making, planning, and appraisal. (N.J.S.A. 18A:12-24.1(c))		1	0	
E3: School board or advisory board meetings are conducted in accordance with the board's by-laws.	By-laws	1	0	
E4: Individual board and advisory board members 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))		1	0	
E5: Meeting minutes, including minutes of executive sessions, reflect all board actions and are publicly available within two weeks or by the next board meeting of the meeting or of final board action. (N.J.S.A.10:4-6, et seq.)	Copies of dated meeting minutes	1	0	
E6: The school board or advisory board meets at least once every two months, and all meetings are open to the public. (N.J.S.A. 18A:10-6)		1	0	
<u>E7: 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 by not limited to collective bargaining agreements.</u>		1	0	
Total Possible Points for Section E: 11		11	0	

SECTION F: ANNUAL EVALUATIVE PROCESS: The school board engages in an annual and ongoing evaluative process.	Suggested Documentation	District Score	County Score	Comments
F1: The school board has a policy in place to evaluate the CSA on an annual basis. (N.J.S.A. 18A:17-20.3) <u>Advisory Board Only</u> : The advisory board has a procedure in place to review the performance of the CSA on an annual basis and to communicate its findings with the CSA.	Board policy	1	0	
F2: The school board annually reviews and revises, as necessary, an evaluative instrument used in the evaluation of the CSA, based on the goals and objectives of the district. (N.J.A.C. 18A:17-20.3) <u>Advisory Board Only</u> : The advisory board annually reviews and revises, as necessary, an evaluative instrument used in their annual review of the CSA, based on the goals and objectives of the district.	Evaluation form	1	0	
F3: The school board annually evaluates the CSA and complies with all requirements of N.J.S.A. 18A: 17-20.3(a). <u>Advisory Board Only</u> : The advisory board annually reviews the performance of the CSA.		1	0	

<p>F4: The school board’s annual evaluation of the Chief School Administrator is based on the adoption of goals and performance measurement that reflect that highest priority is given to student achievement and attention to subgroup achievement. <u>Advisory Board Only</u>: The advisory board’s annual review of the CSA is based on the adoption of goals and performance measurement that reflect that highest priority is given to student achievement and attention to subgroup achievement.</p>	<p>Evaluative instrument; adopted goals; board minutes; school district news letters</p>	<p>1</p>	<p>0</p>	
<p>F5: The school board has a contract with the CSA that provides for an annual evaluation <i>that</i> includes evaluation criteria and procedures <i>and that explicitly states that in the vent that the certificate of the superintendent is revoked the contract is null and void as of the date of revocation</i> . (N.J.S.A. 18A:17-15, <u>N.J.S.A. 18A: 15.1</u>; N.J.S.A. 18A:17-20.3) <u>Advisory Board Only</u> Not applicable to advisory boards.</p>	<p><u>Contract with CSA</u>: Board policy and procedures; OPRA officer; form for OPRA requests</p>	<p>1</p>	<p>0</p>	
<p>F6: The school board or advisory board annually undertakes a self-evaluation process which reflects that highest priority is given to student achievement.</p>	<p>District newsletter; Web site; minutes of public hearings</p>	<p>1</p>	<p>0</p>	
<p>F7: The school board or advisory board self-evaluation process includes a professional development improvement plan directed towards increasing knowledge and skills in policy making and governance for members of the board.</p>	<p>District newsletter; Web site; flyers sent home with students, newspaper articles; languages used in circulars/publications/ etc.</p>	<p>1</p>	<p>0</p>	

<u>F8: 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)</u>	<u>Approval letters from Executive County Superintendent; board minutes</u>	1	0	
Total Possible Points for Section F: 11		11	0	

SECTION G: SCHOOL BOARD/ADMINISTRATION COLLABORATION: The school board and administration work in partnership to ensure the integrity and effectiveness of the organization through oversight of leadership.	Suggested Documentation	District Score	County Score	Comments
G1: The school board or advisory board annually adopts a functional organizational chart showing reporting responsibilities of board and administrative personnel.	Organizational chart	1	0	

<p>G2. The CSA has a calendar system and makes timely personnel recommendations to the school board concerning the proposed appointment, transfer, removal or renewal of tenured and non-tenured, certificated and non-certificated personnel in compliance with contractual and/or statutory requirements. <u>Advisory Board Only</u>: The advisory board reviews and comments, as appropriate, on the personnel recommendations by the CSA. The advisory board communicates its expectation that such recommendations are made on a timely basis and include the proposed appointment, transfer, removal or renewal of tenured and non-tenured, certificated and non-certificated personnel in compliance with contractual and/or statutory requirements.</p>	<p>Board minutes; resolutions; committee meeting minutes (if any); correspondence from CSA to board</p>	<p>1</p>	<p>0</p>	
<p>G3: The school board 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 CSA, and the board acts within 60 days of the CSA's recommendation. (N.J.S.A. 18A:27-4.1) <u>Advisory Board Only</u>: The advisory board reviews appointments, transfers, removal or renewal of certificated and non-certificated officers and employees.</p>	<p>Board minutes and resolutions</p>	<p>1</p>	<p>0</p>	
<p>G4: The school board or advisory board supports and protects school personnel in the proper performance of their duties. (N.J.S.A. 18A:12-24.1(i))</p>	<p>School district procedures manual</p>	<p>1</p>	<p>0</p>	
<p>G5: The school board or advisory board refers all complaints to the CSA and acts on the complaints at public meetings only after failure of an administrative solution.</p>	<p>Meeting minutes</p>	<p>1</p>	<p>0</p>	

G6: School board or advisory board members carry out their responsibility not to administer the schools, but together as a whole, the board ensures the schools are well run. (N.J.S.A. 18A:12-24.1(d))		1	0	
Total Possible Points for Section G: 11		11	0	

SECTION H: BUDGET PRIORITIES: The school board adopts a budget that sets student achievement as its highest priority and allocates sufficient resources to address instructional and operational needs to ensure every student has the opportunity to receive a thorough and efficient education.	Suggested Documentation	District Score	County Score	Comments
H1: The CSA identifies problems impacting on subgroup performance, necessary instructional and curriculum needs and presents to the school board or advisory board a budget which addresses these priorities.	School district budget and supporting documentation	1	0	
H2: The school board holds a public hearing on its proposed budget and formally adopts the budget at a public meeting. (N.J.S.A. 18A:22-1, et seq.) <u>Advisory Board Only:</u> The advisory board holds a public hearing on the district's proposed budget and registers its support for the budget at a public hearing.	Advertisement(s) and notices for budget hearing; minutes of budget hearing	1	0	

<p>H3: The school board’s adopted budget includes sufficient resources to address all board-approved corrective measures, as applicable, in response to annual audits and other programmatic and fiscal monitoring reports. <u>Advisory Board Only:</u> The advisory board’s approved budget includes sufficient resources to address all board-approved corrective measures, as applicable, in response to annual audits and other programmatic and fiscal monitoring reports.</p>		<p>1</p>	<p>0</p>	
<p>H4: The school board makes decisions consistent with the adopted budget and approves budget transfers and awards contracts consistent with law and with the board’s established priorities. (N.J.S.A.18A:22-8.1; 8.2) <u>Advisory Board Only</u> The advisory board makes recommendations consistent with the district’s adopted budget and reviews budget transfers and contracts to ensure consistency with the law and with the district’s established priorities.</p>	<p>Dated budget transfer resolutions, meeting minutes</p>	<p>1</p>	<p>0</p>	
<p>H5: The school board approves the monthly Board Secretary’s and Treasurer’s Reports within 60 days of month end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over-expended in accordance with the procedures under N.J.A.C. 6A:23-2.11. <u>Advisory Board Only:</u> The advisory board reviews and expresses its support for the monthly Board Secretary’s and Treasurer’s Reports within 60 days of month end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over expended.</p>	<p>Approval resolutions with dates; meeting minutes</p>	<p>1</p>	<p>0</p>	

<p>H6: Each board member has reviewed all audit recommendations and, if required, the school board approves and submits an acceptable corrective action plan to any audit finding and recommendation, or other compliance-related report (e.g. Title I audits, special education monitoring reports, etc.). <u>Advisory Board Only:</u> Each advisory board member has reviewed any audit recommendations and, if necessary, the advisory board reviews and registers its support for an acceptable corrective action plan to any audit findings and recommendation, or other compliance-related report (e.g., Title I audits, special education monitoring reports, etc.).</p>	Annual audit and recommendations	1	0	
Total Possible Points for Section H: 11		11	0	

<p>SECTION I: COMMUNICATIONS The school board has a uniform and effective process for obtaining and disseminating information and decisions within the district, with the parents, and with the community.</p>	Suggested Documentation	District Score	County Score	Comments
<p>I1: The school board or advisory board has established and implements policies and procedures for handling public comments.</p>	Board Policy	1	0	
<p>I2: The school board or advisory board maintains the confidentiality of all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. N.J.S.A. 18A:12-24.1(g).</p>	Board Policy	1	0	
<p>I3: The school board or advisory board provides accurate information and, together with fellow board members, interprets to the staff the aspirations of the community for its school. (N.J.S.A. 18A:12-24.1(g))</p>	Board minutes, school district newsletters	1	0	

I4: The school board or advisory board has established a policy to implement the Open Public Records Act and requires appropriate maintenance of public records and requires that such records be made available to the public. (N.J.S.A. 47:1A-1 et. seq.)	Board policy and procedures; OPRA officer appointment, OPRA form	1	0	
I5: The school board or advisory board has developed and implements a policy for obtaining citizen input in policy development and implementation.	District newsletter; Web site; minutes of public hearings	1	0	
I6: School board or advisory board policy is in place and implemented to assure communication among parents, schools, teachers, and community members.	District newsletter; Web site; flyers; newspaper articles; circulars, publications, etc.	1	0	
I7: School board or advisory board member and administrator disclosure statements are made available to the public (N.J.S.A. 18A:12-25 and 26)	Disclosure statements	1	0	
<i>I8: The school board provides public notice prior to renegotiating, extending, amending or otherwise altering the terms of contracts for all superintendents, deputy superintendents, assistant superintendents, and school business administrators (N.J.S.A. 18A:11-11, N.J.A.C. 6A:23A-3.1(c)).</i>	<i>Copies of notices</i>	1	0	
<i>I9: 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)</i>	<i>User-friendly budget</i>	1	0	
Total Possible Points for Section I: 11		11	0	

Governance District Performance Review	District Score	County Score
Total Section A: Student Achievement (12 points)	12	0
Total Section B: Board Training, Disclosure, Operation (11 points)	11	0
Total Section C: Ethics Compliance (11 Points)	11	0
Total Section D: Policies, Procedures and Bylaws (11 Points)	11	0
Total Section E: Standard School Board Practices (11 Points)	11	0
Total Section F: Annual Evaluative Process (11 Points)	11	0
Total Section G: School Board/Administration Collaboration (11 Points)	11	0
Total Section H: Budget Priorities (11 Points)	11	0
Total Section I: Communications (11 Points)	11	0
TOTAL SCORE:	100	0