

**NJ Quality Single Accountability Continuum (NJQSAC)
Statement of Assurance - School Year 2016-17
District Information and Score Summary Page**

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| District Name | Bayonne |
| County Name | Hudson |
| District Superintendent Name | Patricia L. McGeehan, Ed.D. |
| District Mailing Address | 669 Avenue A, Bayonne, NJ 07002 |
| Superintendent Email | pmmcgeehan@bboed.org |

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

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| District Name: | | | |
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| Instruction and Program | Yes or N/A = 1 = 0 | No | 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 | | Presentation conducted and resolution approved at the September 15, 2016 Board of Education meeting. |
| 2. Communicates district graduation requirements to all high school students, their families, and the community annually (N.J.A.C. 6A:8-5.1). | 1 | | High School Principal, Assistant Principal, Director of Student Personnel Services. Back-to-School Night, Website, Flyers, and high school handbook |
| 3. Implements board-approved new and/or revised curricula that clearly and specifically align with the most recent State Board adopted version of the New Jersey Common Core Curriculum Standards (NJCCCS) and Common Core State Standards (CCSS) and with the timeline for implementation of curriculum for each content standard (N.J.A.C. 6A:3-3.1). | | | |
| Content Area and Date Standards Were Adopted by the State Board of Education: | Yes or N/A = 1 = 0 | No | In the boxes below, enter the district board adoption date for each content area. If the content area has not been aligned to the standards, provide an explanation. |
| English Language Arts: (June 2010) | 1 | | 9/1/2010 - 9/1/2016 |
| Math (June 2010) | | | 9/1/2010 - 9/1/2016 |
| Science (June 2009) | | | 9/1/2010 - 9/1/2016 |
| Social Studies (September 2009) | | | 9/1/2010 - 9/1/2016 |
| World Languages (June 2009) | | | 9/1/2010 - 9/1/2016 |
| Technology (June 2009) | | | 9/1/2010 - 9/1/2016 |
| 21st Century Life and Careers (June 2009) | | | 9/1/2010 - 9/1/2016 |
| Visual and Performing Arts (June 2009) | | | 9/1/2010 - 9/1/2016 |
| Comprehensive Health and Physical Education (June 2009) | | | 9/1/2010 - 9/1/2016 |
| Instruction and Program | Yes or N/A = 1 = 0 | No | Comments |
| 4. Aligns the approved career and technical education program with the State Plan for Career and Technical Education and evaluates the program annually, including the required safety and health program (N.J.A.C. 6A:19 <i>et seq.</i>). | 1 | | The curriculum is aligned to the State standards and is reviewed with Vocation / Technical in conjunction with the Guidance Department to perform an annual review. |
| Instruction and Program | Yes or N/A = 1 = 0 | No | Comments |

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| District Name: | | | |
| 5. Has a preschool program plan approved by NJDOE Div. of Early Childhood Education, as per <i>N.J.A.C. 6A:13A-3.1</i> (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 <i>N.J.A.C. 6A:13A-8.1</i> . | 1 | Approved Plan on file in the Office of Title I and Director of Early Childhood Education. | |
| Instruction & Program Subtotal | 5 | | |
| Fiscal Management | Yes or N/A = 1 No = 0 | Comments | |
| The district: | | | |
| 1. Follows a budget calendar that was developed and shared with the board annually and that reflects all applicable legal and management requirements. | 1 | A general budget calendar is developed, and updated during the budget process as events play out (e.g., following the Budget calendar that the State releases, adjusting budget for release of State aid figures, etc.) | |
| 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 | The District bases tuition estimates on the most current list of students sent out of district, and uses the tuition rates assigned to the schools those students are being sent to, plus any special costs from the IEP (aides, ESY, etc.) | |
| 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 | The vast majority of capital projects consist of available ROD / SDA project funding, and is done in conjunction with the district's LRFP & CMP. | |
| 4. Supports other budget lines by a trend analysis of historical expenditures. | 1 | For non-salary/benefit items, the district budgets a minimum of what was actually spent in the most recent audited year, and adjusts for upward trends. | |
| 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 | The district avoids appropriating additional surplus (unless deemed absolutely necessary), and instead tries to stay within the adopted budget, making line-item transfers from individual appropriations with excess, to those in need. | |
| Fiscal Management | Yes or N/A = 1 No = 0 | Comments | |
| 6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner. | 1 | The district submits original and amended program budgets, and final expenditure reports within the prescribed due dates. | |
| 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 | The district maintains separate accounting by grant program. | |

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| 8. Expends federal funds consistent with the approved indirect cost rate. | 1 | The district has annually applied for, and was duly approved for an Indirect Cost rate (now done via district data entry on AudSum). |
| 9. At a minimum, performs a semi-monthly review of the budget status (budget to actual) to ensure that sufficient appropriations are available. | 1 | The district reviews budget status semi-monthly, and moreso if circumstances necessitate doing so. |
| 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 | The district uses a multi-step requisition approval process to generate a purchase order approved by the Purchasing Agent (Asst. Supt. For Business/SBA), which then undergoes further approvals before items are ultimately invoiced and paid (Board approval). |
| Fiscal Management Subtotal | 10 | |
| Governance | Yes or N/A = 1 No = 0 | Comments |
| The district: | | |
| 1. Establishes policies and procedures for the provision of educational programs and services to all students (N.J.A.C. 6A:7 et.seq). | 1 | All new or revised policies/regulations are passed by Board resolution. On file in Board Secretary's office. |
| 2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2) | 1 | Reviewed by Board at organization meeting. |
| 3. Follows all requirements for the annual organization meeting (N.J.S.A. 18A:10-3 et seq. and 15-1 et seq.). | 1 | On file in Board secretary's office. |
| Governance | Yes or N/A = 1 No = 0 | Comments |
| 4. Drafts minutes of all meetings, including executive sessions, that reflect all board actions and makes the minutes publicly available within two weeks or by the next board meeting (N.J.S.A. 18A:17-7). When appropriate, the board obtains public input and provides information to district staff as it relates to community expectations. The board also implements the Open Public Records Act (OPRA) pursuant to N.J.S.A. 47:1A-1 et seq.). | 1 | Minutes are on file in Board secretary's office and are available to the public. All OPRA requests are forwarded to proper administrators and answered in a timely matter. On file in Board Secretary's office. |
| 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 | All newly elected Board members and appointed administrators are updated. School Ethic Act is reviewed at organization meeting and passed by resolution. On file in Board Secretary's 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 | Reviewed annually by resolution. On file in Board Secretary's office. |

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| 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 (<i>N.J.S.A. 18A:7-8, N.J.A.C. 6A:23A-3.1</i>). | 1 | Assistant Superintendent's and School Business Administrator's contracts reviewed annually by resolution after approval by County.Superintendent's contract reviewed by County and passed by resolution by board. Advertisement and public meeting completed. On file in Board Secretary's office. | |
| Governance | Yes or N/A = 1 No = 0 | Comments | |
| 8. Approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees only by a roll call majority vote of the full membership of the board upon the recommendation of the Chief School Administrator and acts within 60 days of the CSA's recommendation (<i>N.J.S.A.18A:27-4.1</i>). | 1 | All appointments, reassignments/transfers or removals are done by resolution. On file in Board Secretary's office | |
| 9. Approves the monthly board secretary's and treasurer's reports within 60 days of month's end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over-expended (<i>N.J.A.C. 6A:23A-16.10</i>). | 1 | Usually within 30 days by resolution. On file in Board Secretary's office | |
| 10. Conducts a public hearing on the proposed budget and formally adopts the budget at a public meeting (<i>N.J.A.C. 18A:22-7 et seq. and N.J.A.C. 23A:8-1</i>). | 1 | Board conducts public hearing which is advertised. Passed by resolution. On file in Board Secretary's office. | |
| Governance Subtotal | 10 | | |
| Operations | Yes or N/A = 1 No = 0 | Comments | |
| The district: | | | |
| 1. Conducts all required trainings for school district employees (<i>N.J.S.A. 18A and N.J.A.C. 6A</i>). | 1 | A Mandatory Training Workshop is held annually for all staff. A copy of the training manual is on file. | |
| 2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file. | 1 | NJDOE worksheet. | |
| 3. Adopts and distributes to all school staff, students and parents a code of student conduct that contains all required elements (<i>N.J.A.C. 6A:16-7.1</i>). | 1 | Each school annually distributes to staff, students and parents a district-wide code of conduct book. Copies are on file in the office of Assistant Superintendent Kenneth Kopacz. Website. | |
| Operations | Yes or N/A = 1 No = 0 | Comments | |

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| District Name: | | |
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| 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 <i>(N.J.A.C. 6A:16-5.3)</i> . | 1 | EVVRS report completed annually and includes trainings/programs conducted with students/faculty/parents . Report reviewed and accepted by Board Resolution. Violence & Vandalism Prevention Activities reported annually to Board Members via Board Resolution. |
| 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 <i>(N.J.S.A. 18A:37-14-18 and N.J.A.C. 6A:16-7.7)</i> . | 1 | H.I.B. policies/regulations passed by Board resolutions are on file. H.I.B policies/procedures are displayed on district website and distributed in our Student Code of Conduct Manual which is distributed to all faculty, students, staff annually in September. H.I.B. training is also part of the staff Mandatory Training which takes place |
| 6. Satisfies all requirements of the Gun-Free Schools Act, 20 USC 7151 and the Title IV Section 4141 of NCLB <i>(N.J.S.A. 18A:37-7-12 and N.J.A.C. 6A:16-5.5)</i> . | 1 | A parent letter is sent annually regarding our policy on Weapon Free Schools. Parents and students are asked to sign-off that they read and understand this policy. Copies of signed letters are kept on file in principal's office. |
| 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 <i>(N.J.A.C. 6A:16-6.2)</i> | 1 | A meeting is held annually to review, develop and implement the MOA and accepted by Board Members via Board Resolution. A signed copy of MOA is kept on file in the Superintendent's Office. Distribution of MOA. Training of and materials presented to principals / assistant principals. |
| 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 <i>(N.J.A.C. 6A:27-11 and 12.1(g))</i> . | 1 | Yearly training approved by Insurance. Safety courses and training. Biannual bus inspections, drivers have annual physical and eye test. All drivers hold CDL and air brake endorsement. Visual driver inspections. Daily before and after route. Internal walkthroughs of bus interior is mandated at the end of the route. Workshops and emergency evacuations are conducted. |
| Operations | Yes or N/A = 1 No = 0 | Comments |
| 9. Adopts and implements policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities. Appoints and school district liaison and provides training to district employees, volunteers and interns working in the school district <i>(N.J.A.C. 6A:16-11)</i> . | 1 | Resolution passed annually appointing a school district liaison. Training is also part of the staff Mandatory Training which takes place annually in September and is also distributed individual to all newly hired per diem staff. All new or revised policies/regulations passed by Board resolutions are on file. Clinical observations conducted by the Chief Medical Inspector. |
| 10. Provides school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. Maintains student health records <i>(N.J.A.C. 6A:16-2.1 et seq)</i> . | 1 | On file in the office of the Director of Nurses |
| 11. Implements the NJDOE-approved school health nursing services plan <i>(N.J.A.C. 6A:16-2.1(b))</i> . | 1 | On file in the office of the Director of Nurses |
| 12. Implements a board-approved comprehensive guidance and academic counseling program for all students <i>(N.J.A.C. 6A:8-3.2)</i> . | 1 | On file in the Office of the Director of Student Personnel Services. Naviance College and Career platform. |

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| District Name: | | |
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| 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 (<i>N.J.A.C. 6A:14-3.7(e)11-13</i>). | 1 | On file in individual IEP folders and in the Office of Student Personnel Services |
| 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 (<i>NJAC 6A:16-8</i>). | 1 | List of all I&RS Teams by School are on file. Each team follows the District I&RS Policy/Regulation Manual. |
| 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 (<i>N.J.A.C. 6A:16-7.2; 7.3 and 10</i>). 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 | All new or revised policies/regulations passed by Board resolutions are on file. Samples of home instruction assignments and suspensions assigning home instruction to students on the 5th day will be provided along with a monthly Home Instruction Report. All new or revised policies/regulations passed by Board resolutions are on file. |
| Operations | Yes or N/A = 1 No = 0 | Comments |
| 16. Forwards all student records, including disciplinary records, to the school district to which the student has transferred within 10 school days after the transfer has been verified by the requesting school district. Forwards disciplinary records, with respect to suspensions and expulsions, to nonpublic schools (<i>N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10</i>). | 1 | All new or revised policies/regulations passed by Board resolutions are on file. Records release signed by parent is received from school district and copies of student records including medical and disciplinary are forwarded immediately. |
| 17. Provides services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services (<i>N.J.S.A. 18A:46A-1 et seq. and N.J.A.C. 6A:14-6.1 et seq</i>) and Chapter 193 Remedial Services for the Handicapped (<i>N.J.S.A. 18A:46-19.1 et seq and N.J.A.C. 6A:14-6.1</i>). | 1 | Partnership with Educational Services Commission of NJ. Payroll Sheets. Sign-in sheets. Class lists of students (ASCA & Marist). Professional Development. |
| 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 (<i>N.J.S.A. 18A:40A-B and N.J.A.C. 6A:16-1.4(a)18; 6A:16-3-4</i>). | 1 | Policies/regulations passed by Board resolutions are on file. Health/Driver's Education Curriculum on file in the Director's Office. Programs/pamphlets distributed as part of the district program through Student Center. Videos and Website. |
| 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 (<i>N.J.A.C. 6A:16-5.1 et seq</i>). | 1 | Current Safety Security Binder on file which includes annual drill schedule. Safety/Security/Drill reports on file in Office of Assistant Superintendent, Kenneth Kopacz. |

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| 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 (<i>N.J.A.C. 6A:7-1.4</i>). | 1 | Comprehensive Equity Plan and resolution on file in Office of Assistant Superintendent, Kenneth Kopacz. |
| Operations Subtotal | 20 | |
| Personnel | Yes or N/A = 1 No = 0 | Comments |
| The district: | | |
| 1. Utilizes board-approved job descriptions and standards for appointment of each teaching staff member, substitute teacher and other staff including paraprofessional positions. Ensures that all staff are appropriately certified and credentialed for their assignment (<i>N.J.A.C. 6A:32-4</i> and <i>N.J.A.C. 6A:9-6.5</i>). | 1 | A Job Description Manual is on file in the Personnel Office with all current job descriptions. Copies of certificates/credentials kept in individual personnel files. |
| 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 (<i>N.J.S.A. 18A:6-7.1 et. seq.</i> , <i>18A:39-19.1</i> and <i>18A:6-4.13 et. seq.</i>). | 1 | Criminal History Clearance Letters must be submitted by all applicants prior to beginning employment. We do not do emergent hiring. |
| 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 (<i>N.J.A.C. 6A:32-6.2</i> and <i>6.3</i>). | 1 | All new or revised policies/regulations are passed by Board resolutions on file. Personnel health records are kept safely/securely in the Employee Health Office. |
| 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 (<i>N.J.A.C. 6A:10</i>). | 1 | All new or revised policies/regulations passed by Board resolutions are on file. In addition, an evaluation manual has been created and distributed to all staff. |
| 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 (<i>N.J.A.C. 6A:9-15 et. seq.</i>). | 1 | District Professional Development Plan and School Professional Development Plans on file in Assistant Superintendent's Office. Data sources include but not limited to: PARCC, ACT Aspire, S Test, In View, District Diagnostic, District Assessments, M & E data. The Superintendent makes Data Visits to all schools with the Directors of ELA, Math, and Special Services to review test scores. |
| Personnel Subtotal | 5 | |