

Notice of Proposal - NJQSAC District Performance Review for County Special Services School Districts (Appendix B)

The following is the accessible version of the proposed readoption with amendments at N.J.A.C. 6A:30, Appendix B, as published in the *New Jersey Register* as part of the notice of proposal. Full text of the indicators proposed for readoption and the proposed amendments follows (additions indicated in boldface **thus**; deletions indicated in brackets [thus]):

Instruction and Program Indicators	Points
1. (No change.)	
2. Positive behavioral supports and other proactive strategies are utilized to maximize student learning and prevent disciplinary problems. Policies and procedures relative to restraint and seclusion are developed and implemented in accordance with N.J.S.A. 18A:46-13.4, 13.5, 13.6, and 13.7.	[9] 10
[3. The chief school administrator shares individual student assessment data with administrators, teachers, and parents and uses the data to inform instruction and curriculum to improve student achievement and to ensure each student demonstrates the knowledge and skills of the New Jersey Student Learning Standards (NJSLS) as measured by the Statewide assessment system. (N.J.A.C. 6A:8-4.3(d))	5]
3. A comprehensive system exists to ensure each student's individualized education program (IEP) is fully implemented. This system ensures the provision of related services, assistive technology, and specialized instruction, a process for communicating with sending school districts, and supervision and oversight from the CSSSD's administration.	10
4. Graduation requirements prepare students for success in post-secondary degree programs, careers, and civic life in the 21 st century. The graduation requirements are developed, adopted, distributed, and implemented and, at a minimum, meet the [requisites in] requirements at N.J.A.C. 6A:8-5.1.	[7] 6
5. Developmentally appropriate, standards-based formative and summative assessments are administered in all content areas to gauge the progress of students in mastering the New Jersey Student Learning Standards (NJSLS) . Data from the assessments are analyzed and results inform changes to curriculum, professional development, core instruction, and intervention strategies.	[7] 6
6. Appropriate curricular and instructional modifications to content, processes, products, and learning environments are delivered[,] based on individual student needs to ensure access to, and foster attainment of, the NJSLS for all students.	[7] 6
[7. A comprehensive system exists to ensure each student's individualized education program (IEP) is fully implemented. This system ensures the provision of related services, assistive technology, and specialized instruction, a process for communication with sending school districts, and supervision and oversight from the CSSSD's administration.	10]
7. The CSA shares individual student assessment data with administrators, teachers, and parents and uses the data to inform instruction and curricula to improve student achievement and to ensure each student demonstrates the knowledge and skills of the NJSLS as measured by the Statewide assessment system. (N.J.A.C. 6A:8-4.3(d))	5
8. (No change.)	

Instruction and Program Indicators	Points
<p>9. [English language arts] ELA curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLS) in accordance with the Department’s curriculum 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, grade-band, or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for [special education] students with disabilities, [English language] multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. (No change.) d. List of core instructional and supplemental materials, including [various levels of] grade-level appropriate texts [at each grade level] and decodable texts for emergent readers; e. Pacing guide; and f. Interdisciplinary connections[;]. [g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.] 	<p>[4] 3</p>
<p>10. Mathematics curriculum and instruction are aligned to the NJSLS in accordance with the Department’s curriculum 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, grade-band, or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for [special education] students with disabilities, [English language] multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. (No change.) d. List of core instructional and supplemental materials, [including various levels of] grade-level appropriate texts [at each grade level] and decodable texts for emergent readers; e. Pacing guide; and f. Interdisciplinary connections[;]. [g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.] 	<p>[4] 3</p>

Instruction and Program Indicators	Points
<p>11. Science curriculum and instruction are aligned to the NJSLS in accordance with the Department’s curriculum 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, grade-band, or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for [special education] students with disabilities, [English language] multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. (No change.) d. List of core instructional and supplemental materials, [including various levels of] grade-level appropriate texts, [at each grade level] and decodable texts for emergent readers; e. Pacing guide; and f. Interdisciplinary connections[;]. [g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.] 	<p>[4] 3</p>
<p>12. Social [Studies] studies curriculum and instruction are aligned to the NJSLS in accordance with the Department’s curriculum 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, grade-band, or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for [special education] students with disabilities, [English language] multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. (No change.) d. List of core instructional and supplemental materials, [including various levels of] grade-level appropriate texts, [at each grade level] and decodable texts for emergent readers; e. Pacing guide; f. Interdisciplinary connections; [g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.] 	<p>[4] 3</p>

Instruction and Program Indicators	Points
<p>[j.] g. Amistad Commission mandates* that curricula in [kindergarten through grade 12] K-12 include the teaching of the African slave trade, slavery in America, the vestiges of slavery in this country, and the contributions of African Americans to this country; [and]</p> <p>[k.] h. Holocaust Commission mandates* that curricula in [kindergarten through grade 12] K-12 address issues of bias, prejudice, and bigotry, including bullying, through the teaching of the Holocaust and genocide[.]; and</p> <p>i. The Commission on Asian American Heritage mandates that curricula in K-12 address the contributions, history, and heritage of Asian Americans and Pacific Islanders (AAPI) in accordance with N.J.S.A. 18A:35-4.44.</p> <p><i>* Mandates can be met in content areas other than [Social Studies] social studies. Being out of compliance with either mandate results in the loss of all points for [Social Studies] this indicator.</i></p>	
<p>13. World languages curricula and instruction are aligned to the NJSLS in accordance with the Department's curriculum 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, grade-band, or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for [special education] students with disabilities, [English language] multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. (No change.) d. List of core instructional and supplemental materials, [including various levels of] grade-level appropriate texts, [at each grade level] and decodable texts for emergent readers; e. Pacing guide; and f. Interdisciplinary connections[.]; [g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.] 	[4] 3
<p>14. Comprehensive health and physical education curricula and instruction are aligned to the NJSLS in accordance with the Department's curriculum 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, grade-band, or grade-level expectations and graduation requirements; 	[4] 3

Instruction and Program Indicators	Points
<ul style="list-style-type: none"> b. Integrated accommodations and modifications for [special education] students with disabilities, [English language] multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. (No change.) d. List of core instructional and supplemental materials, including [various levels of] grade-level appropriate texts [at each grade level] and decodable texts for emergent readers; e. Pacing guide; and f. Interdisciplinary connections[;]. [g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.] 	
<p>15. Visual and performing arts curricula and instruction are aligned to the NJSLS in accordance with the Department’s curriculum 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, grade-band, or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for [special education] students with disabilities, [English language] multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. (No change.) d. List of core instructional and supplemental materials, including [various levels of] grade-level appropriate texts [at each grade level] and decodable texts for emergent readers; e. Pacing guide; and f. Interdisciplinary connections[;]. [g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.] 	[4] 3
<p>16. Career readiness, life literacies, and key skills curricula and instruction are aligned to the NJSLS in accordance with the Department’s curriculum 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, grade band, or grade-level expectations and graduation requirements; 	3

Instruction and Program Indicators	Points
<ul style="list-style-type: none"> b. Performance expectations may be integrated within and across other content areas or presented as an independent course; c. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans; d. Assessments, including, formative, summative, benchmark, and alternative assessments; e. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers; f. Pacing guide; and g. Interdisciplinary connections. 	
<p>17. Computer science and design thinking curricula and instruction are aligned to the NJSLs in accordance with the Department’s curriculum 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. Performance expectations may be integrated within and across other content areas or presented as an independent course; c. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans; d. Assessments, including, formative, summative, benchmark, and alternative assessments; e. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers; f. Pacing guide; and g. Interdisciplinary connections. 	3
<p>18. All statutory curricular requirements are incorporated within the school district curriculum as indicated within the statute. This includes, but is not limited to:</p> <ul style="list-style-type: none"> a. Diversity, equity, and inclusion in accordance with N.J.S.A. 18A:35-4.36a; and b. The history of persons with disabilities and lesbian, gay, bisexual, and transgender people in middle and high school curriculum in accordance with N.J.S.A. 18A:35-4.35. 	3

Fiscal Indicators	Points
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 and N.J.A.C. 6A:23A-16.10 .	[6] 8
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
3. The annual audit of its [Comprehensive Annual Financial Report (CAFR) and other supporting forms and collections (]Annual Comprehensive Financial Report (ACFR) , Auditor's Management Report (AMR), Federal Data Collection Form, [and] Audit Summary[)], and other supporting forms and collections have been filed by the due date set forth [in] at N.J.S.A. 18A:23-1.	[4] 6
4. The school district:	
a. Implements a corrective action plan (CAP) that addresses all audit recommendations and is acceptable to the Department ([as] if required);	4
b. Reports no repeat audit findings of a substantive nature in the [CAFR] ACFR or AMR.	4
c. Reports no material weaknesses or significant deficiencies in the [CAFR or AMR] ACFR .	4
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 generally accepted accounting principles (GAAP)).	4
5. Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:	
a. – d. (No change.)	
e. Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4
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] 2
b. Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	[4] 3

Fiscal Indicators		Points
c.	Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	[4] 6
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] 3
7. – 9. (No change.)		
10.	[A] An annual 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] 4
11.	All persons employed as a buildings and grounds supervisor, as defined [in] at N.J.S.A. 18A:17-49, possess a valid authorization from the Department to serve as a certified educational facilities manager.	4
12. – 13. (No change.)		
[14.	Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4]
[15.] 14.	(No change in text.)	4

Governance Indicators		Points
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 district board of education , reviews, updates, and adopts, by resolution, policies, procedures, and by-laws reflective of current statutory and regulatory authority. (N.J.S.A. 18A:11)	8
2.	The district board of education:	
a.	Establishes a policy and a contract with the CSA to annually evaluate [him or her] the CSA based on the adoption of goals and performance measurements that reflect [the] that highest priority is given to student achievement and attention is given to [subgroup] student group achievement and each new member has received training on CSA evaluation. (N.J.S.A. 18A:17-20.3[.])	7
b.	(No change.)	
3.	(No change.)	
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	6

Governance Indicators		Points
	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])	
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] students with disabilities 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.	7
6.	(No change.)	
7.	The district board of education follows the budget process by: <ul style="list-style-type: none"> a. Conducting a public hearing on the proposed budget within the timeframe established at N.J.S.A. 18A:22-7 and 10; b. Adopting the budget at a public meeting within the timeframe established at N.J.S.A. 18A:22-10; c. – d. (No change.) 	8
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 Education Act , the Individuals with Disabilities Education Act, and the Carl D. Perkins Career and Technical Education Act.	6
9.	The district board of education has established programs and services for all [English language] multilingual learners [ELLs] pursuant to N.J.A.C. 6A:15.	7
10. – 13.	(No change.)	
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. Each school district shall provide these library-media services under the direction of a certified school library media specialist. (N.J.A.C. 6A:13-2.1(h))	3

Operations Indicators		Points
1.	The school [district's NJSMART] district has demonstrated that its data in the Department's Statewide longitudinal data system and the school district's educator evaluation data files:	

Operations Indicators		Points
	a. – b. (No change.)	
2.	The school district's County District School (CDS) Information System data:	
	a. (No change.)	
	b. Have accurately maintained the required school contacts throughout the year and the school district has submitted, to the Department for approval, any change requiring district board of education action within five business days of the action.	3
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; and	2
	b. (No change.)	
4.	(No change.)	
5.	The district board education adopts, and annually distributes to staff, parents, and students, policies and procedures to address the equitable application of a code of student conduct that establishes expectations for academic achievement, behavior, and attendance. The policy provides comprehensive tiered behavioral supports and responses to violations that include positive disciplinary practices that minimize exclusionary practices, such as suspension and expulsion; and details students' due process rights. The district board of education provides employees annual training on the code of student conduct and its equitable application, including training on the prevention, intervention, and remediation of student conduct that violates the district board of education's code of student conduct. (N.J.A.C. 6A:16-7.1)	5
6.	Twice per year, the CSA presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation, and bullying (HIB) incidents submitted on the Department's incident reporting system. The CSA or designee submits the final data verification to the Department [by July 15. (N.J.A.C. 6A:16-5.3)] in accordance with the due dates annually established by the Department.	5
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; and (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-	7

Operations Indicators	Points
assessment for each school in the school district [by September 30] in accordance with the due dates annually established by the Department. (N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7)	
8. The <i>Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials</i> (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] 3
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] enforcement of the code of student conduct 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
10. – 12. (No change.)	
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] in the New Jersey Department of Human Services' [directory of private-duty nursing] New Jersey Medicaid Management Information System (NJMMIS) (https://www.njmmis.com/providerDirectory.aspx?nonBilling=False) or is approved to provide private duty nursing under the New Jersey FamilyCare Program. 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 and N.J.S.A. 18A:40-3.3)	8
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). The educational services are provided by a certified instructor who has completed the Department's criminal history record check. (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)	6
15. The school district annually assesses plans and facilities to ensure: a. 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] 4

Operations Indicators		Points
<p>b. A school safety audit has been conducted for each school building in accordance with N.J.S.A. 18A:41-14; and</p> <p>c. Up-to-date critical incident mapping data for all schools and school grounds have been provided to local law enforcement authorities. (N.J.S.A. 18A:41-7.1)</p>		
16.	A security drill statement of assurance that accurately represents that the monthly security drills were conducted is submitted no later than June 30 each year to the Department. (N.J.S.A. 18A:41-7a)	4
17.	The school district has designated a school safety specialist for the school district. The school safety specialist maintains an active certificate. (N.J.S.A. 18A:17-43.2)	2
18.	The district board of education has adopted and implemented a policy to establish a threat assessment team at each school to provide administrators, teachers, and other staff with assistance in identifying, assessing, and managing students that exhibit concerning or threatening behaviors. (N.J.S.A. 18A:17-43.4)	3
[17.] 19.	The school district [has] implements a Department-approved 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] the protected categories and classes set forth at the New Jersey Law Against Discrimination (NJLAD), N.J.S.A. 10:5-1 et seq., and at N.J.A.C. 6A:7-1.1(a). Additionally, the school district submits to the Department the annual CEP statement of assurance. (N.J.A.C. 6A:7-1.4)	6
[18.] 20.	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). Additionally, each school within the school district with 10 percent or more of its enrolled students identified as chronically absent has developed and presented to the district board of education a corrective action plan to improve absenteeism rates. (N.J.A.C. 6A:32-8.6)	8

Personnel Indicators	Points
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:	

Personnel Indicators		Points		
		100 percent of audited files meets indicators	95 to 99 percent of audited files meets indicators	Less than 95 percent of audited files meets indicators
a. – b. (No change.)				
c.	Evaluations of other certificated staff [according to regulations (] are conducted in accordance with N.J.A.C. 6A:10-2.2, 2.4, 2.5, 6.1, and 6.2[]]; [and]	4	2	0
d.	Evaluation [processes] training for all [certificated] certified staff [have] has occurred[, including evaluation training and evaluation conferences.]; (N.J.A.C. 6A:10-2.2 (b))	[4] 2		
e.	Summary conferences for all certified staff have occurred; (N.J.A.C. 6A:10-2.4(c))	2		
[e.] f.	(No change in text.)			
[f.] g.	Other evaluation structures and processes, including tenure charge proceedings, are conducted according to the TEACHNJ Act (N.J.S.A. 18A:6-11 and 17.3).	2		
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]		
[b.] a.	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	5		

community (PLC) time. (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1)[.]	
[c.] b. (No change in text.)	
[d.] c. 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.	[5] 4
[e.] d. The school 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
[f.] e. (No change in text.)	
3. The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:	
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] the appropriate 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)	3

b. – c. (No change.)	
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] certificate . (N.J.A.C. 6A:9B)	2
4. The district board of education has ensured the following staffing practices are followed:	
a. – b. (No change.)	
c. Approved job descriptions are maintained for every [certificated] certified staff member. [Certificated] Certified staff are appropriately certified for their assignment (N.J.A.C. 6A:9B); and	[5] 3
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] 3
e. (No change.)	
f. 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 certificate. (N.J.A.C. 6A:9B)	2
5. The position control roster: (N.J.A.C. 6A:23A-6.8)	
a. (No change.)	
b. Is accurate and up to date; and	[5] 6
c. (No change.)	
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:	[5] 12

<ul style="list-style-type: none"> 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)[.]; and c. Required individual PDPs or CAPs that are aligned to the professional standards for school leaders or teachers and have been completed for administrators and teachers and that are linked to school district, school, team, and/or individual goals, and to results from individual performance evaluations. (N.J.A.C. 6A:9C and 6A:10-2.5) 	
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