



New Jersey Quality Single Accountability Continuum (NJQSAC) District Improvement Process

Overview

- NJQSAC requires a district to submit an improvement plan to address missed indicators in District Performance Review (DPR) areas where the district received less than 80% of the eligible points.
- The planning process is comprised of a District Improvement Plan, DIP, (required) and Long-Term Plan, LTP, (if appropriate).
- Districts that have schools which have been designated as Comprehensive or Targeted, and have to develop an Annual School Plan (ASP), must include those elements in the DIP or LTP as applicable.

NJQSAC Plan Development Process

District Responsibilities:

1. Re-assemble the district NJQSAC self-assessment committee (same representation, although could consist of different individuals).
2. Complete a DIP.
3. Obtain district board of education resolution for the approval of DIP.
4. Submit DIP Excel file to the NJQSAC e-mail address (qsac@doe.state.nj.us) by the date indicated in the memo.

Department of Education Responsibilities:

1. Once the DIP has been submitted, the Department of Education (DOE) will review and approve the DIP and establish a deadline for the county office interim progress review.
2. NJDOE reviews and approves the long-term plan.

County Office Interim Review

The County Office Responsibilities:

1. Schedule an interim progress review six months after the approval of the DIP to verify whether the district has met the requirements of *all* indicators in the DPR section(s) below 80%.
2. Score all indicators of the reviewed DPR section. The district will receive a score of “1” if it has met the indicator requirements.
3. Submit the results of the county office interim review to the Commissioner. The Assistant Commissioner of Field Services will review the results of the interim review and issue an updated NJQSAC placement letter, with revised DPR scores as appropriate. When the district has attained at least 80% of the requirements in all sections of the DPR, the district will be recommended for Certification to the State Board of Education. The results of the county office review (DPR Excel file with scores) will also be provided to the district.

District Improvement Plan (DIP) – Six Step Process

NJDOE has provided a DIP template for the district to enter its plan goals, activities and outcomes. Open the Excel file and follow the steps below for plan completion.

Step 1: Indicators

- Enter the DPR section (I&P, Fiscal, Operations, Personnel, Governance) and the indicator number (e.g.: I&P-1).

Step 2: Goals

- Establish goals that are specific, measurable, attainable, realistic, and timely (SMART) for each indicator.

Step 3: Strategies and Budgetary Resources if Applicable

- Identify the strategies that will be used to meet the indicator requirements.
- Use bullets and be concise with wording. The work of the committee should be focused on coming to a consensus about the strategies and the impact the strategies will have in accomplishing the goal. The work of the committee should be documented through periodic submission of committee reports to the district board of education and noted in district board minutes as applicable.
- If the district has completed the work to meet the indicator requirements prior to submission of the DIP, list the actions that have taken and the dates of completion.
- If attainment of one indicator is tied to another indicator, state that once the first indicator is met, it is anticipated that the second one will be met.
- If budgetary resources are needed to conduct the strategies, provide a brief description of the anticipated amount and the funding source to be used.

Note: NJDOE will evaluate the list of goals and strategies to determine the appropriateness and likelihood of meeting the indicator requirements within the identified timelines.

Step 4: Position Responsible

- Identify the title of the person responsible for guiding, overseeing, or accomplishing the strategies to meet the indicator requirements. List the job title only, not the individual's name.

Step 5: Timeline

- Establish realistic dates for implementation and completion of goals. Interim dates may be necessary for goals that have several strategies.

Step 6: Evidence of Completion

- List what will be used to self-assess that the indicator requirements have been met. What would the district provide to demonstrate compliance?
- If appropriate, identify data to be used to verify successful completion of goal.

How to Submit District Improvement Plan

- Electronic versions of all plans should be completed on the DIP tab of the DPR and submitted to your county office *and* copied to qsac@doe.nj.gov.
- Questions about the district improvement plan process should be directed to your executive county superintendent or to Carla Spates at qsac@doe.state.nj.us .