



State of New Jersey

DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

JON S. CORZINE
Governor

LUCILLE E. DAVY
Commissioner

April 27, 2009

Mr. Joseph Zarra
Superintendent
Nutley School District
375 Bloomfield Avenue
Nutley, NJ 07110-2252

Dear Mr. Zarra:

Pursuant to the requirements of N.J.A.C. 6A:30, Evaluation of the Performance of School Districts, the Nutley School District has undergone the Quality Single Accountability Continuum (QSAC) performance review. Based on that district performance review (DPR), I have placed the district on a continuum for each of the five areas that were evaluated in the DPR. Those placements are listed below:

Table with 2 columns: DPR Area, Placement on the Continuum. Rows include Instruction and Program (64%), Fiscal Management (71%), Operations (93%), Personnel (100%), and Governance (88%).

As noted above, your district did not achieve at least 80% of the weighted indicators in the areas of instruction and program and fiscal management. As required by QSAC, your district will need to complete a District Improvement Plan detailing the district's strategies for improvement in those areas in which 80% of the indicators were not satisfied.

These placement results will be provided to the State Board of Education at an upcoming meeting. Please be advised that the QSAC regulations require to your district board of education to report the district's placement on the performance continuum at the next regularly scheduled meeting.

Since the district has completed the QSAC process, it is hereby certified, pursuant to N.J.A.C. 6A:30-4.1(c) to continue operation as a public school district in the State of New Jersey for a period of three years or until the district's next QSAC review.

Enclosed are the district's DPR results as verified by the county office of education. Pursuant to N.J.A.C. 6A:30-4.1(g), if your district would like to ask for reconsideration of a specific indicator(s) on the ground that the indicator(s) was scored incorrectly, you must submit a letter requesting such reconsideration within seven days of receipt of this letter.

We look forward to working with you in your improvement efforts.

Sincerely,

Handwritten signature of Lucille E. Davy

Lucille E. Davy
Commissioner

LED:PJC:qsac/nutley/placement
c: Gerald J. Vernotica
Lawrence S. Feinsod

District Improvement Plan

Step 1: Indicators	Step 3: Timeline			Step 3: Issue/Actions/Strategies/Intervention	Step 4: Person Responsible	Step 5: Evidence of Completion/Impact	County Review
	Short Term	12 Month	Long Term				
Instruction and Program							
A5: When comparing current and prior year assessment data for total students, the district shows one of the following: a. An increase in the prior year's percentage of students that achieved proficiency (proficient plus advanced proficient) of at least five percentage points. OR b. At least 95% of the total student population achieves proficiency (proficient plus advanced proficient) in mathematics in the current year.	X			Analyze and compare NJ ASK scores from 2008 and 2009.	Mrs. Francioso	Summary of test results.	
A6: The district has no schools in "Schools in Need of Improvement" (SINI) status pursuant to No Child Left Behind (20 U.S.C. Sec 6301 et seq).	X			Analyze NJ ASK scores from 2009.	Mrs. Francioso	Summary of test results.	
B1: The district board of education has annually approved written curriculum that clearly and specifically aligns with the most recent State Board adopted version of the NJCCCS (2004). Enter date of local board approval for each area. (N.J.A.C. 6A:8-3.1)		X		* Some curricula is outdated and not aligned to the current NJCCCS: Arts- 2003, PE/Health- 1999, Science- 1998. *Ongoing curriculum updates will occur as new state standards are approved.	Mrs. Francioso	Board of Education will approve updated curricula by June, 2010.	
B2: The district requires and verifies that the curriculum for each NJCCCS area is fully implemented at all grade levels and uses a monitoring process for continually improving curriculum implementation		X		*Reflected in lesson plans for all grade levels *Classroom observations Evaluations *Ongoing curriculum revisions *Assessments	Mrs. Francioso	* Weekly lesson plans Assessments	
B3: The district requires and verifies that the curriculum specifies the content to be mastered for each grade and includes clear grade level benchmarks and interim assessments.		X		Review the benchmarks for each curriculum area.	Mrs. Francioso	Continue to monitor interim and final assessments.	

District Improvement Plan

Step 1: Indicators	Step 3: Timeline			Step 3: Issue/Actions/Strategies/Intervention	Step 4: Person Responsible	Step 5: Evidence of Completion/Impact	County Review
	Short Term	12 Month	Long Term				
B4: The district curriculum, in each content area, specifies ways to support integrated/cross disciplinary instruction to address the implementation of all nine of the NJCCCS areas.		X		A multi-disciplinary connection component will be included as each curriculum is revised.	Mrs. Francioso	Board of Education approval of revised curriculum.	
B5: The district curriculum is horizontally and vertically articulated among all grades, content areas, and schools through the use of strategies such as curriculum mapping.		X		All curricula will be mapped for each grade level as it is revised.	Mrs. Francioso	*Board of Education approval of revised curriculum. *Articulation at grade level and department meetings.	
C1a: The district completes each of the following strategies for each content area: Implements a supervisory process that ensures that the aligned, board-adopted curriculum is taught in every district classroom and that teachers receive meaningful feedback from principals/supervisors and use it to strengthen and sustain instruction.		X		Continue to use: plans *Observations/Evaluations *Lesson	Mrs. Francioso, Principals, and Coordinators	*Ongoing dialogue with principals and supervisors *Observations/Annual Evaluations	
C1b: Requires and verifies that lesson plans are aligned with the board-adopted curriculum and the NJCCCS and are reviewed at least monthly by principals/supervisors and that principals/supervisors provide teachers with feedback on lesson design and implementation.		X		Continue to: *Monitor weekly lesson plans *Utilize formal and informal observations with suggestions for refinement Utilize monthly department and grade level meetings	Mrs. Francioso, Principals, and Coordinators	*Meeting agendas *Approved lesson plans	
C1d: Requires and verifies that teachers and supervisors analyze student work to determine if instruction is aligned with the curriculum.		X		Continue to monitor lesson plans and projects	Principals	*Approved lesson plans *Formal and informal observations *Assessments	
C4: The district requires and verifies that integrated/cross disciplinary instruction is intentionally planned, implemented, and observed in all NJCCCS areas and at all grade levels.		X		Continue to utilize: and informal observations Department and grade level meetings Monitor weekly lesson plans *Formal * *	Mrs. Francioso, Principals, and Coordinators	*Meeting agendas *Approved lesson plans	

District Implementation Plan

Step 1: Indicators	Step 3: Timeline			Step 3: Issue/Actions/Strategies/Intervention	Step 4: Person Responsible	Step 5: Evidence of Completion/Impact	County Review
	Short Term	12 Month	Long Term				
C5a: The district verifies that instruction for students with disabilities is based on the district's curriculum and instructional materials;		X		Continue to monitor IEP's and 504's to ensure alignment with the NJCCCS	Mrs. Francioso, Principals, and Coordinators	*Approved lesson plans *IEP *504	
C6a: The district verifies that instruction for ELL students is based on the district's curriculum and instructional materials;		X		Continue to monitor weekly lesson plans to ensure alignment with WIDA standards and NJCCCS	Mrs. Francioso, Principals, and Coordinators	* Teacher lesson plans *Annual Measurable Achievement Objective is met	
C7a: The district requires and verifies that instructional materials and software are aligned with the NJCCCS and the board-approved curriculum;		X		Continue to follow the Five Year Technology Plan and monitor lesson plans	Mrs. Francioso, Principals, and Coordinators	*Approved lesson plans *Five Year Technology Plan	
Fiscal Management							
B1a: The report is completed within 30 days of the month's end.	X			The report will be completed within the required time frame	BA	Review of reports	
B2: The monthly Board Secretary's and Treasurer's reports are reconciled within 45 days of the month's end.	X			The report will be completed within the required time frame	BA	Review of reports	
C2b: The district has no repeat audit findings of a substantive nature.		X		Review findings to assure compliance	BA	Review of audit	
C2c: The district has no material weaknesses in the findings.		X		Review findings to assure compliance	BA	Review of audit	
D4b: The district regularly monitors detailed accounts and oversees change orders (e.g. voter approval if a bond referendum) to ensure/certify funds are available.	X			Monitor change orders and accounts involving referendum money.	BA	Review of fiscal reports	
D4d: The district conducts the proper fiscal close-out of completed projects. This includes proper transfer of interest earned annually to the debt service and/or general fund.	X			Monitor close out procedures for completed projects	BA	Review of fiscal reports	