

To: NPS Principals
 Re: SY2014-2015 School Close-out Procedures

	Goal	District Support and Resources	Principal Action Step
Strategic Staffing	Leverage Talent Match to ensure instructional positions are filled early and with the most qualified candidates	✓ Talent Office Staffing Team	<input type="checkbox"/> Contact the staffing team with any questions on how to post vacancies, review applications or search for potential candidates
	Maintain contact with your staffing team throughout the summer in order to participate in all phases of the Strategic Staffing cycle	✓ Talent Office Staffing Team	<input type="checkbox"/> Provide staffing team with the best email address and phone number for you to be reached over the summer <input type="checkbox"/> Read Principal Points updates that go to that email address over the summer
AIR Survey	Ensure high completion of the independent, anonymous survey from the American Institutes for Research (AIR) focusing on feedback on evaluation practices, teacher contract implementation, and school climate.	✓ District Contact: Larisa Shambaugh, Ishambaugh@nps.k12.nj.us ✓ AIR Contact: NPSSurvey@air.org	<input type="checkbox"/> Complete survey yourself <input type="checkbox"/> Ensure VPs/CIOs complete survey <input type="checkbox"/> Review completion rates provided to you via email from AIR <input type="checkbox"/> Hold a staff meeting in conjunction with a teacher representative to discuss the importance of the survey and set aside explicit time for your staff to take the survey during the meeting. <input type="checkbox"/> Email Assistant Superintendent when you receive notification from AIR that you have reached the 80% response rate for your teachers.
Evaluations and Support	Accurately capture the effectiveness of your school-based staff, completing all required observations and annual summative evaluations for school-based staff by the close of school year.	✓ Contact Persons: mentoring@NPS.k12.nj.us	<input type="checkbox"/> Complete all required observations and evaluations for vice principals, teachers, CST members and other school based staff in BloomBoard by June 15, 2015 <input type="checkbox"/> Complete the non-instructional staff evaluation file sent to you by the Talent Office by June 19 and submit to evaluations@nps.k12.nj.us <input type="checkbox"/> Complete all provisional teacher evaluations and submit to mentoring@NPS.k12.nj.us <input type="checkbox"/> Maintain hard copy files for all signed staff evaluations – instructional and non-instructional – at the school level.
	Ensure teachers complete their online form confirming completion of required professional development hours.	✓ Professional Development Hours form ✓ Contact Person: evaluations@nps.k12.nj.us	<input type="checkbox"/> Remind teachers to complete professional development hours form sent through Teacher Talk, as it is required by NJDOE that every teacher complete at least 20 hours of PD per year.

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Payroll	Ensure all employees receive paychecks	<ul style="list-style-type: none"> ✓ School Payroll Packet ✓ Contact Person: Office of Payroll at 973-733-7106/8286 	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the steps outlined in the Payroll Packet located here and on the P drive
Fixed Assets	Maintain accurate and up to date inventory records within the District's PeopleSoft Data Base	<ul style="list-style-type: none"> ✓ Fixed Asset Report and instructions ✓ Contact Person: Wilfred Young, WYoung@nps.k12.nj.us, 973-733-6109 	<ul style="list-style-type: none"> <input type="checkbox"/> Review and update the Fixed Asset Report <input type="checkbox"/> Distribute the Fixed Asset Report to each classroom teacher to review and update as appropriate for fixed assets within their classroom <input type="checkbox"/> Return the updated Fixed Asset Report to the Office of Fixed Assets no later than June 20, 2014
Transportation	Reconcile and return unused bus tickets to ensure fiscal control over distribution and use of bus tickets	<ul style="list-style-type: none"> ✓ Bus ticket forms located on the P drive ✓ Bus Ticket Summary Report ✓ Home to School Mileage Contact Persons: Jason Jones, j4jones@nps.k12.nj.us, and Deidre Hodge-Harris, dhodge@nps.k12.nj.us, 973-733-7290 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete, sign, and submit completed forms to the Office of Student Transportation no later than June 19, 2015
Facilities Access	<p>Ensure accessibility to all areas of the school building and certifications after school closing. This will facilitate summer work necessary for a successful school opening</p> <p>It is imperative that all network wiring closets and computer labs are accessible to Information Services during the summer so network problems can be addressed in a timely manner</p> <p>Compile the list of wiring closets and labs with heating and ventilation issues and send the list to Facilities Management before</p>	<ul style="list-style-type: none"> ✓ Contact Person: Respective Building Manager <ul style="list-style-type: none"> ○ Mr. Allan Liloia, 973-445-1226 ○ Mr. Dennis Liloia, 973-332-8479 ○ Mr. Carlos Edmundo, 973-445-7905 ○ Mr. Milton Mathis, 973-445-1223 	<ul style="list-style-type: none"> <input type="checkbox"/> Provide keys for all areas of the building to your assigned Network Building Facilities Manager no later than June 30, 2014 <input type="checkbox"/> Provide an area within the main office and advise the Head Custodian and Building Manager the specific location where the facilities Management Team can access all pertinent certificates and manuals. (AHERA Management Plan; Integrated Pest Management (IPM) Manuals; Certifications of Inspection for Elevators and Health and Safety; Indoor Hazardous Materials Manual; and Indoor Air Quality Manual) <input type="checkbox"/> Prepare list and send to facilities contact in your network.

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	school closing		
Security	Safeguard supplies and equipment during the summer months	<ul style="list-style-type: none"> ✓ Identification of Storage Area Form located on P drive ✓ Contact Person: Jackie Green, JGreen@nps.k12.nj.us, 973-733-8307 	<ul style="list-style-type: none"> <input type="checkbox"/> Submit Identification of Storage Area form to the Security Services no later than June 25, 2013
Technology	<p>Ensure all computing devices are shut down and stored properly during the summer months</p> <p>Update the AIS inventory system and ensure that asset data for laptops, desktops and other accessories in your school are entered into the system. Chromebook data is available online and need not be entered into the AIS system.</p>	<ul style="list-style-type: none"> ✓ Technology EOY Procedures ✓ Contact Person: Abdullah Ansari, AAnsari@nps.k12.nj.us ✓ Contact Person: Respective Building Manager <ul style="list-style-type: none"> ○ Mr. Allan Liloia, 973-445-1226 ○ Mr. Dennis Liloia, 973-332-8479 ○ Mr. Carlos Edmundo, 973-445-7905 ○ Mr. Milton Mathis, 973-445-1223 ✓ Contact Person: ISD Customer Support Group CSupport@nps.k12.nj.us 	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm technology leads have completed the steps outlined in the Technology EOY Procedures, to be distributed by Abdullah Ansari. <input type="checkbox"/> Ensure all faculty and administrative laptops are returned to schools by close of business on June 19, 2015. <input type="checkbox"/> Review the AIS system and enter asset information for items that are not in the system <input type="checkbox"/> Prepare list of rooms for Chromebooks to be stored in the laptop carts <input type="checkbox"/> Ensure summer cleaning is done by Facilities prior to storing the laptop carts <input type="checkbox"/> Contact respective Facilities Building Manager for any lock-related issues <input type="checkbox"/> Submit network account from for all incoming employees (new & transfers) <input type="checkbox"/> Remind employees to check email & change passwords over summer so they know it when school opens <input type="checkbox"/> Remind users to enroll/reenroll in Netwrix so they have ability to reset their own password.
Special Education	Ensure that all Special Education data is current and reflects services received by students with disabilities align with the SPED Pathways.	<ul style="list-style-type: none"> ✓ Contact Person: Marilyn Mitchell, MMitchell@nps.k12.nj.us 	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm all 20 and 90 day data is inputted in the SSD database by June 19, 2015 <input type="checkbox"/> Confirm all IEP's are locked in Encore by June 19, 2015. <input type="checkbox"/> Confirm all transportation request have been submitted by June 19, 2015.

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Invoices	Collect all receipts for any open invoices of goods or services received to ensure that the District can close its books for FY14-15	<ul style="list-style-type: none"> ✓ Accounts Payable provided Invoice Aging reports to all schools ✓ Contact Person: Atonia Russell, A1Russell@nps.k12.nj.us, 973-733-8596 	<ul style="list-style-type: none"> <input type="checkbox"/> Enter receipts and add comments where necessary to the Excel file on your P drive in the principal docs folder by June 12, 2015 <input type="checkbox"/> Enter any and all additional items received after June 12th until school closing via People Soft
Open PO Report	Identify prior year PO's that are no longer required to ensure that the District can close its books for FY 14-15	<ul style="list-style-type: none"> ✓ Accounts Payable provided the Open PO Reports to all schools ✓ Contact Person: Atonia Russell, A1Russell@nps.k12.nj.us, 973-733-8596 	<ul style="list-style-type: none"> <input type="checkbox"/> Review the Open PO Report and make a determination as to whether prior year PO's remain open or be closed <input type="checkbox"/> Provide a justification to support the PO's remaining open <input type="checkbox"/> Save the file on your P drive by June 12, 2015
PowerSchool I	Ensure all data for end of year reports are accurate	<ul style="list-style-type: none"> ✓ Student Information System provided directions to schools for reports ✓ Contact Person: : Kathy Turk, kturk@nps.k12.nj.us, 973-733-7023 	<ul style="list-style-type: none"> <input type="checkbox"/> Review and sign 8th Grade Graduate List, and Discipline reports by June 23, 2015 <input type="checkbox"/> Ensure your school clerk(s) has completed the NJ Attendance Summary by Grade/Program and Annual District Participation Rates by NCLB Subgroup Reports by June 23, 2015 <input type="checkbox"/> Submit all reports via the P drive or in person (Student Information Systems)
Title I	Submit Title I narratives for SY2014-2015	<ul style="list-style-type: none"> ✓ Contact Person: Janet Chavis, JChavis@nps.k12.nj.us 	<ul style="list-style-type: none"> <input type="checkbox"/> Submit your SY2015 strategic plan to the Office of Title I/Federal Programs by August 15th, 2015

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Financial Records	Ensure all financial records are up to date and available for audit	<input checked="" type="checkbox"/> Contact Persons: Joseph Ayum, JAyum@nps.k12.nj.us (973) 733-7025 or Frank Fiallo, FFiallo@nps.k12.nj.us (973) 733-8268	<input type="checkbox"/> Submit all up to date financial records and support documentation for all transactions to the Office of Accounting by June 25, 2014. Documentation includes: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Cash disbursement journals and cash receipt journals <input checked="" type="checkbox"/> Check Books <input checked="" type="checkbox"/> Bank statements and cancelled checks <input checked="" type="checkbox"/> Deposit Slips <input checked="" type="checkbox"/> Savings Account Passbook & copy of CD Certificate <input checked="" type="checkbox"/> Invoices and merchandise receipts for all purchases <input checked="" type="checkbox"/> Treasurer's Reports balanced correctly <input checked="" type="checkbox"/> Bank Reconciliation balanced correctly <input checked="" type="checkbox"/> Unpaid bills in separate account folder and marked as Accounts Payable <input checked="" type="checkbox"/> Copies of approved school request for approval of fund raising activities forms and fund raising activity follow-up reports, <input checked="" type="checkbox"/> Students dues forms if applicable <input checked="" type="checkbox"/> All contracts from July 2013-May, 2014 copies of all CRRR and AFAR forms for the period July 2013-May, 2014
SW Reports	Solicit feedback and ensure accurate accounting of SST intervention activities and school wide programming designed to remove obstacles to student academic achievement and promote social emotional competence.	<input checked="" type="checkbox"/> Annual Report Forms and Rosters are located on the P drive Contact Persons: Keisha Seagle, SSTReport@nps.k12.nj.us , 973-733-6890	<input type="checkbox"/> Confirm creation and delivery of the following reports to the Office of College and Career Readiness (Room 915) by June 19, 2015 <ul style="list-style-type: none"> <input checked="" type="checkbox"/> SST Assessment 2015 SW Annual Report 2015
HIB	Ensure all NPS schools complete the 2014-15 School Self-Assessment (Self-Assessment) and support the school district's efforts to implement the Anti-Bullying Bill of Rights Act (ABR) by June 22, 2015.	<input checked="" type="checkbox"/> NJDOE Homeroom link to ABR School Self-Assessment (Pending Announcement from NJDOE) https://education.state.nj.us/abrs/ <input type="checkbox"/>	<input checked="" type="checkbox"/> There is a pending announcement from the NJDOE of the 2014-15 School Self-Assessment (Self-Assessment) program to grade each public school and school district's efforts to implement the <i>Anti-Bullying Bill of Rights Act (ABR)</i> . This self assessment must be completed by each school Principal and/or HIB Specialist, via the state homeroom web portal prior to June 22, 2015.

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Universal Enrollment	Ensure all registration information is up to date	<input checked="" type="checkbox"/> Contact Persons: Please reach out to your Network Point of Contact OR Gabrielle Ramos (gramos@nps.k12.nj.us) or Kate Fletcher (kfletcher@nps.k12.nj.us)	<input type="checkbox"/> Mark off each student who was newly matched to your school and has registered as “Registered 2015-2016” in Schoolforce. Note that all students who are currently in your school and are staying in your school for the 2015-2016 school year will be automatically rolled over in Schoolforce. There is no need to mark these students as “Registered.” Only new students matched to your school in Round 1 and Round 2 should be marked as “Registered” once they have completed the registration process at your school. <input checked="" type="checkbox"/> Please also note that we will hold seats for all students who were matched to your school, regardless of whether they are marked as “registered.” We use “registered” information to help us understand status across schools.
Student Support Teams	Provide evidence that Social Worker II's were part of a Student Support Team (formerly known as an n Intervention and Referral System Services [(I&RS)] Team) providing coordinated services to students for interventions and referral (NJAC6A:16-8)	<input checked="" type="checkbox"/> Contact Persons: Keisha Seagle, SSTReport@nps.k12.nj.us , 973-733-6890	<input type="checkbox"/> Sign annual forms provided to Social Workers <input type="checkbox"/> Confirm submission of forms to the Office of College and Career Readiness by June 23, 2015

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HS: Graduation	Ensure that all graduates who are reported to the NJ DOE have met all graduation requirements and post-graduation plans data are accurate	<ul style="list-style-type: none"> ✓ Graduation Memo is located on the P drive ✓ Contact Persons: Kathy Turk (SIS), KTurk@nps.k12.nj.us, 973-733-7023; Keisha Seagle (OCCR), SSTReport@nps.k12.nj.us, 973-733-6890 	<ul style="list-style-type: none"> <input type="checkbox"/> Review with guidance counselors each current 12 grade student's academic records to determine if all graduation requirements have been met <input type="checkbox"/> Develop plans for 12th graders who do not meet graduation requirements with guidance counselors <input type="checkbox"/> Attend Graduation List Validation meetings with staff members from the Office of Student Information Services according to the schedule below and bring: <ul style="list-style-type: none"> ✓ June 2014 Graduate List includes only students who have met all graduation requirements. Sign The Grad List Report and submit at the time scheduled Graduation Verification scheduled time (see below) ✓ Graduation check-list, signed by principal and transcript <input type="checkbox"/> Sign the 2015 Post-Graduate Report <input type="checkbox"/> Confirm with VP of Scheduling completion and submission of the 2015 Post-Graduate Report to the Office of College and Career Readiness by June 23, 2015
HS: Guidance and	Provide documentation to analyze data for high school teaching priorities as well as to adhere to board approved comprehensive guidance and academic counseling programs for all students (NJAC6A:8-3.2)	<ul style="list-style-type: none"> ✓ Annual Report Forms and Rosters are located on the P drive ✓ Contact Persons: Keisha Seagle, SSTReport@nps.k12.nj.us, 973-733-6890 	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm creation and delivery of the following reports to the Office of College and Career Readiness (Room 915) by June 23, 2015 <ul style="list-style-type: none"> ✓ June 2014 Post Graduate Report disaggregated by race, gender, ethnicity, and post high school plan (2 yr., 4 yr., OPS, Military, Employment, Military Academy) ✓ Secondary Annual Report that provides evidence of services provided during the 2014-2015 SY. (including Part VII. - Scholarship & Financial Aid Monies for the Class of 2015) ✓ Class of 2014 GRADUATES Roster ✓ Class of 2014 Roster of NON GRADS and requirements to become an August 2015 graduate