

Larkins, Jeannette

From: Anderson, Kyle <Kyle.Anderson@doe.nj.gov>
Sent: Friday, February 4, 2022 10:55 AM
To: Chrissy Skurbe
Cc: VAGagliardi@pbnlaw.com; Chari Chanley; Hudson, Debbie
Subject: RE: [External Email]Correspondence from Vito A. Gagliardi, Jr.

Good Morning Ms. Skurbe,

I thank you for the call this morning as it prompted a search on my behalf. I did locate the letter. In the future would you please add my Administrative Assistant Ms. Debbie Hudson at Debbie.hudson@doe.nj.gov ? Ms. Hudson receives all superintendent contracts and prepares them for my review and approval. Thank you and I will have a response to you very soon.

Sincerely,

Kyle M. Anderson

Middlesex County
Interim Executive County Superintendent
1315 Kennedy Blvd. East Brunswick, NJ 08816
Office (732) 745-3425
Mobile (732) 379-9510
Fax (732) 296-6567
Email: Kyle.Anderson@doe.nj.gov

From: Chrissy Skurbe <Chrissy.Skurbe@monroe.k12.nj.us>
Sent: Friday, February 4, 2022 10:46 AM
To: Anderson, Kyle <Kyle.Anderson@doe.nj.gov>
Cc: VAGagliardi@pbnlaw.com; Chari Chanley <Chari.Chanley@Monroe.K12.NJ.US>
Subject: [EXTERNAL] Fw: [External Email]Correspondence from Vito A. Gagliardi, Jr.

CAUTION

This message came from an EXTERNAL address (Chrissy.Skurbe@monroe.k12.nj.us). **DO NOT** click on links or attachments unless you know the sender and the content is safe. Suspicious? Forward the message to spamreport@cyber.nj.gov.

Good morning Mr. Anderson -

It was a pleasure speaking with you today. As follow-up to our conversation, I am forwarding you the email that the Porzio Law Group sent to you last Thursday. Can you kindly respond to ensure that you have received this and we are utilizing the correct email address.

Thank you,

Chrissy Skurbe

President
Monroe Township Board of Education

From: Rivadeneira, Ana C. <ACRivadeneira@pbnlaw.com>
Sent: Thursday, January 27, 2022 9:16 AM
To: kyle.anderson@doe.nj.gov <kyle.anderson@doe.nj.gov>
Cc: Chrissy Skurbe <Chrissy.Skurbe@monroe.k12.nj.us>; Chari Chanley <Chari.Chanley@Monroe.K12.NJ.US>; Michael Gorski <Michael.Gorski@Monroe.K12.NJ.US>; Gagliardi, Vito A. <VAGagliardi@pbnlaw.com>
Subject: [External Email]Correspondence from Vito A. Gagliardi, Jr.

You don't often get email from acrivadeneira@pbnlaw.com. [Learn why this is important](#)

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Monroe Township IT Department

Good morning,

Please see attached correspondence from Vito A. Gagliardi, Jr.

Thank you,
Ana Rivadeneira

Ana C. Rivadeneira
Legal Assistant
ACRivadeneira@pbnlaw.com
Phone: (973) 889-4145

PORZIO
Bromberg & Newman
100 Southgate Parkway P.O. Box 1997
Morristown, NJ 07962-1997
www.pbnlaw.com

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Larkins, Jeannette

From: Anderson, Kyle <Kyle.Anderson@doe.nj.gov>
Sent: Friday, February 4, 2022 1:54 PM
To: Chrissy Skurbe
Cc: VAGagliardi@pbnlaw.com; Chari Chanley; Hudson, Debbie
Subject: RE: [External Email]RE: [External Email]Correspondence from Vito A. Gagliardi, Jr.

Dear Ms. Skurbe,

Thank you Ms. Skurbe. In addition to the letter from Mr. Gagliardi's office would you be able to provide any recent BOE minutes showing the board's decision to seek an extension? Thank you.

Sincerely,

Kyle M. Anderson

Middlesex County
Interim Executive County Superintendent
1315 Kennedy Blvd. East Brunswick, NJ 08816
Office (732) 745-3425
Mobile (732) 379-9510
Fax (732) 296-6567
Email: Kyle.Anderson@doe.nj.gov

From: Chrissy Skurbe <Chrissy.Skurbe@monroe.k12.nj.us>
Sent: Friday, February 4, 2022 1:42 PM
To: Anderson, Kyle <Kyle.Anderson@doe.nj.gov>
Cc: VAGagliardi@pbnlaw.com; Chari Chanley <Chari.Chanley@Monroe.K12.NJ.US>; Hudson, Debbie <Debbie.Hudson@doe.nj.gov>
Subject: [EXTERNAL] Re: [External Email]RE: [External Email]Correspondence from Vito A. Gagliardi, Jr.

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Dear Mr. Anderson -

Thank you. We will certainly do that in the future.

Please do not hesitate to reach out to me if there is anything further that the Monroe Board of Education can provide to you in regard to our extension request.

Have a great weekend. Stay dry.

Sincerely,

Chrissy Skurbe

From: Anderson, Kyle <Kyle.Anderson@doe.nj.gov>
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Monroe Township IT Department

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Thank you,
Ana Rivadeneira

Ana C. Rivadeneira
Legal Assistant
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Phone: (973) 889-4145

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Bromberg & Newman
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Larkins, Jeannette

From: Chari Chanley <Chari.Chanley@Monroe.K12.NJ.US>
Sent: Thursday, March 17, 2022 3:17 PM
To: Anderson, Kyle
Cc: Hudson, Debbie; Reeshemah Zielinski
Subject: RE: [External Email]FW: [EXTERNAL] Chari Chanley's office seizes control over the OPRA process
Attachments: Custodian of Records Resolution.pdf

Good Afternoon Mr. Anderson,

I hope this email finds you well. "Per your request, I am setting for the details on our district's revised procedures for addressing applications for access to public records under OPRA. Our district is besieged by OPRA requests. This been the case for years, but it has gotten worse in recent months. (For example, the individual who complained to your office, Ms. Aziz, has filed over 40 OPRA requests since early February.) Our prior custodian, BS/SBA Michael Gorski, was in the habit of having almost every request reviewed by our outside lawyers; having them prepare and/or redact the documents; and having them draft the response. With the legal fees mounting, the Board asked me to take control of this process and try to reduce the associated legal fees. The Board passed a resolution transferring the role of OPRA custodian to a secretary in my office. A copy of the resolution is attached.

I trust that this is a complete response to your inquiry. If you have any further questions, please let me know."

Thank you and stay well.

Kindly,

Chari R. Chanley, Ed.S.

Acting Superintendent

Monroe Township Schools

[@monroek12nj.us](mailto:chari@monroek12nj.us)

732-521-1500

"Education is not a preparation for life; education is life itself." - John Dewey

The Monroe Public Schools in collaboration with the members of the community shall ensure that all children receive an exemplary education by well trained committed staff in a safe and orderly environment.

SUCCESS IS ALWAYS A TEAM EFFORT!!



From: Anderson, Kyle <Kyle.Anderson@doe.nj.gov>
Sent: Friday, March 11, 2022 2:57 PM
To: Chari Chanley <Chari.Cxxxxxx@xxxxxx.xxx.xx.xx>
Cc: Hudson, Debbie <Debbie.Huxxxx@xxx.xx.xxx>
Subject: [External Email]FW: [EXTERNAL] Chari Chanley's office seizes control over the OPRA process

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Monroe Township IT Department

Dear Mrs. Chanley,

Thank you for returning my call this morning. As we discussed on our call, the purpose of my call was to review a complaint that was made to my office concerning the OPRA request procedure.

I am sharing the email so that you can review it for accuracy and respond to me regarding the claim being made. If you would be so kind to respond to me I will review and prepare a response to Mrs. Aziz. Please do not feel the need to respond to Mrs. Aziz. I will respond since the complaint was made to my office. I thank you for your cooperation in this matter

For your information: *N.J.S.A. 47:1A-1 states that Non-municipal agencies designate their custodian of public records "by formal action."*

Sincerely,

Kyle M. Anderson

Middlesex County
Interim Executive County Superintendent
1315 Kennedy Blvd. East Brunswick, NJ 08816
Office (732) 745-3425
Mobile (732) 379-9510
Fax (732) 296-6567
Email: Kyle.Anderson@doe.nj.gov

From: Sarah Aziz [REDACTED]
Sent: Thursday, March 10, 2022 8:13 AM

To: Anderson, Kyle <Kyle.Anderson@doe.nj.gov>
Cc: Allen-McMillan, Angelica COMMISSIONER <Angelica.Allen-McMillan@doe.nj.gov>
Subject: [EXTERNAL] Chari Chanley's office seizes control over the OPRA process

CAUTION

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Dear Mr. Anderson,

After I publicized emails that I obtained through an OPRA request, which embarrassed Chari Chanley, Ms. Chanley seized control over the OPRA process. This action, in effect, has permitted Ms. Chanley to exercise undue influence over a State protected process. Previously, our tenured business administrator, Michael Gorski, was the OPRA officer and all OPRA requests were submitted for attorney review. Now, Ms. Chanley's confidential secretary, Reeshemah Zielinski, is the new OPRA officer and the district is paying her an additional stipend for this work in effort to reduce billable hours to the attorney (see attached video clip). In other words, Ms. Chanley believes that the services of her secretary are a reasonable substitute for the services of a licensed attorney.

My most recent OPRA request included a request for "Total tuition reimbursement Monroe Township Board of Education made to Chari Chanley related to pursuit of her doctoral degree". This request was denied and the custodian wrote:

Your request requires further clarification as it fails to identify a specific government record. OPRA is "not intended as a research tool litigants may use to force government officials to identify and siphon useful information. Rather, OPRA simply operates to make identifiable government records 'readily accessible for inspection, copying, or examination.' N.J.S.A. 47:1A-1." MAG Entm't, LLC v. Div. of Alcohol Beverage Control, 375 N.J. Super. 534 (App. Div. 2005); see also Bent v. Stafford Police Dep't, 381 N.J. Super. 30 (App. Div. 2005) (holding that the information sought did not amount to an identifiable government record." Your request seeks the District calculate certain information rather than identify a specific government record. As a result, the request is denied until further clarification is provided."

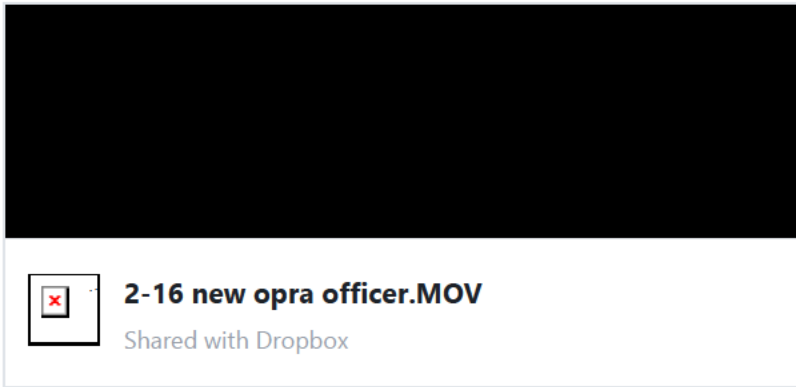
Mr. Anderson, I feel my request was straightforward and I wonder if this represents Ms. Chanley's illegitimate attempt to deprive me of information to which I am legally entitled because it would be embarrassing to Ms. Chanley who has been "pursuing a doctorate" since 2008. Ms. Zielenski has an excellent reputation and I consider her to be an innocent person who is acting under the direction of an unethical acting superintendent. Nonetheless, I revised the request as follows:

"Records of payments made by the Monroe Township Board of Education to either Rowan University or Chari Chanley that relate to Chari Chanley's pursuit of a doctoral degree from Rowan University from 2008-2022."

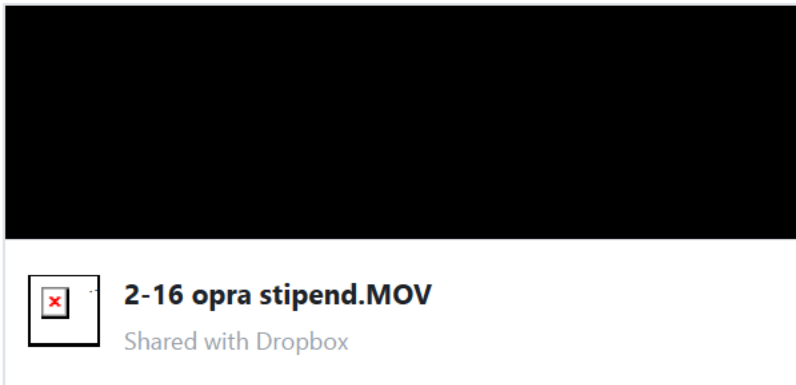
I hope this request is specific enough to meet the required criteria.

Again, it is concerning to me that Ms. Chanley's office now has control over the OPRA process, given her questionable ethics. I wonder if there is anything the county or state can do to return this OPRA responsibility back to our tenured business administrator. Please click on the link from the opemachine email.

[2-16 new opra officer.MOV](#)



[2-16 opra stipend.MOV](#)



Sarah A. Aziz, CPA

P.S. In this 2009 news article, Ms. Chanley is described as a "doctoral student". <https://archive.centraljersey.com/2009/07/09/new-principal-takes-reins-at-applegarth/?fbclid=IwAR1AGem4faHJRISefUYUK3aKU9EU7Lu2IEo2MX99q2rqf-h0bicRIzc4v7o>

In this 2022 news article, she is again described as a "doctoral student": <https://www.tapinto.net/towns/new-brunswick/sections/education/articles/escnj-appoints-monroe-township-school-chief-to-its-board-of-directors>

In the attached pdf file, you can see that Ms. Chanley is listed on the Rowan commencement program for the springs of 2014, 2015, 2016, 2018, and 2021. Her most recent resume states that her doctorate is "anticipated" in Dec 2021.

My question is how long is it reasonable for taxpayers to foot the bill for Ms. Chanley's ever elusive doctoral degree?

----- Forwarded Message -----

From: OPP [redacted] [hine.com](mailto:opp@hine.com)>

To: S. Aziz [redacted]

Sent: Tuesday, March 8, 2022, 02:38:11 PM EST

Subject: New response to your OPRA request - Request for Information Regarding Acting Superintendent, Chari Chanley

You have a new response to the OPRA request
'Request for Information Regarding Acting Superintendent, Chari Chanley' that you made to
Monroe Township School District (Middlesex).

To view the response, click on the link below.

https://opramachine.com/request/request_for_information_regardin_2?nocache=incoming-52476#incoming-52476

When you get there, please update the status to say if the response
contains any useful information.

Although all responses are automatically published, we depend on
you, the original requester, to evaluate them.

Please do not reply to this email if you need to send a followup message to the public agency regarding your OPRA
request. You can send a note to the government by clicking the link above and clicking the Actions button and then
selecting Write a reply.

-- the OPRAmachine team

Take your OPRA requests to the next level. Get private and batch requests with a Pro plan. Learn more at
<https://opramachine.com/pro/pricing>

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Wojnar			\$52,022+\$3,450 prorated less 10 days from the summer	219-104-000-070	6/30/22 pending emergency certification	replacement position
Vincent Zanfordino	MTHS	Teacher of Health & Physical Education	Step 1 BA \$52,022 prorated	11-140-100-101-000-070	2/28/22-5/20/22	Leave replacement position
Katharine Fitzgerald	MTHS	Assistant Softball Coach	Step 1 \$4,681	11-402-100-100-000-070	Retroactive to 2/1/22-6/23/22	New position
Marissa Vogtman	MTHS	Fitness/Aerobic Spring	\$1,721	11-402-100-100-000-070	2021-2022 school year	New position
Marissa Vogtman	MTHS	Teacher for Teen Pep	17% additional contract	11-140-100-101-000-070	Retroactive to 1/3/22-6/30/22	New position
Tracy Sherr	MTHS	Teacher of Mathematics	17% additional contract	11-140-100-101-000-070	3/7/22-TBD	Resignation replacement
Stephanie Cook	MTHS	Teacher of Mathematics	17% additional contract	11-140-100-101-000-070	3/7/22-TBD	Resignation replacement
Katharine Fitzgerald	MTHS	Teacher of Mathematics	34% additional contract	11-140-100-101-000-070	3/7/22-TBD	Resignation replacement
Willberg Rondon	MTHS	Certified Spanish Teacher	Instructional hourly rate \$53.87 for 1.5 hrs	11-140-100-101-000-070	Retroactive to 1/24/22-2/22/22	New position

O. *It is recommended that the Board approve the following non-certificated staff on the following guides (#pending satisfactory completion of pre-employment requirements):

Name	School	Position	Salary	Account No.	Effective Date	Reason
#David Holmann	Transportation	Spec. Educ. Para Bus Aide	Step 1 \$14.65 + \$2.00 for 5.75 hours	11-000-270-107-000-096	3/1/22-6/30/22	Resignation replacement
#Raymond Kramer	Transportation	Driver	Step 2 \$26.03 for 6 hours	11-000-270-160-000-096	2/28/22-6/30/22	Retirement replacement
#Donna Kramer	Transportation	Driver	Step 2 \$26.03 for 6 hours	11-000-160-000-096	2/28/22-6/30/22	Replacement position
Kimberly Poll	Transportation	Driver	Step 11 \$29.63 additional .5/hr.	11-000-270-160-000-096	Retroactive to 1/31/22-6/30/22	Additional hours mid-day run
Reeshemah Zielinski	Superintendent's Office	Custodian of Records	\$3,600 prorated	11-000-230-100-000-090	3/1/22-6/30/22	stipend

P. *It is recommended that the Board approve the following substitutes for the 2021-2022 school year:

Certificated

Aditi Bhambakar
Justine Nagrowski
Andrew Isola
Andrew Isola
Paul Falgares

Substitute Teacher
Substitute Teacher
Substitute Teacher
Coach
Substitute Teacher

Non Certificated

Luigi Altomonte

Substitute Security

Larkins, Jeannette

From: Chari Chanley <Chari.Chanley@Monroe.K12.NJ.US>
Sent: Friday, March 18, 2022 2:12 PM
To: Anderson, Kyle
Cc: Hudson, Debbie; Reeshemah Zielinski
Subject: Re: [External Email]RE: [External Email]FW: [EXTERNAL] Chari Chanley's office seizes control over the OPRA process

Thank you. You too.

Kindly,

Chari R. Chanley, Ed.S.

Acting Superintendent

Monroe Township Schools

xxxxx.xxxxxxx@xxxxxx.xxx.xx.xx

732-521-1500

SUCCESS IS ALWAYS A TEAM EFFORT!!

Sent via iPhone

On Mar 18, 2022, at 2:07 PM, Anderson, Kyle <Kyle.Axxxxxxx@xxx.xx.xxx> wrote:

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Monroe Township IT Department

Good Afternoon Mrs. Chanley,

Thank you for sharing the board action taken showing the transfer of role responsibility with regard to OPRA requests. I encourage that the individual pursue any and all training and professional development with regard to record keeping. Have a wonderful weekend!

Sincerely,

Kyle M. Anderson

Middlesex County
Interim Executive County Superintendent
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chari@monroeschools.org
732-521-1500

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Interim Executive County Superintendent
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Fax (732) 296-6567
Email: Kyle.Anderson@doe.nj.gov

From: Sarah Aziz [REDACTED]
Sent: Thursday, March 10, 2022 8:13 AM
To: Anderson, Kyle <Kyle.Anderson@doe.nj.gov>
Cc: Allen-McMillan, Angelica COMMISSIONER <Angelica.Allen-McMillan@doe.nj.gov>
Subject: [EXTERNAL] Chari Chanley's office seizes control over the OPRA process

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This message came from an EXTERNAL address [REDACTED] **DO NOT** click on links or attachments unless you know the sender and the content is safe. Suspicious? Forward the message to spamreport@cyber.nj.gov.

Dear Mr. Anderson,

After I publicized emails that I obtained through an OPRA request, which embarrassed Chari Chanley, Ms. Chanley seized control over the OPRA process. This action, in effect, has permitted Ms. Chanley to exercise undue influence over a State protected process. Previously, our tenured business administrator, Michael Gorski, was the OPRA officer and all OPRA requests were submitted for attorney review. Now, Ms. Chanley's confidential secretary, Reeshemah Zielinski, is the new OPRA officer and the district is paying her an additional stipend for this work in effort to reduce billable hours to the attorney (see attached video clip). In other words, Ms. Chanley believes that the services of her secretary are a reasonable substitute for the services of a licensed attorney.

My most recent OPRA request included a request for "Total tuition reimbursement Monroe Township Board of Education made to Chari Chanley related to pursuit of her doctoral degree". This request was denied and the custodian wrote:

Your request requires further clarification as it fails to identify a specific government record. OPRA is "not intended as a research tool litigants may use to force government officials to identify and siphon useful information. Rather, OPRA simply operates to make identifiable government records 'readily accessible for inspection, copying, or examination.' N.J.S.A. 47:1A-1." *MAG Entm't, LLC v. Div. of Alcohol Beverage Control*, 375 N.J. Super. 534 (App. Div. 2005); see also *Bent v. Stafford Police Dep't*, 381 N.J. Super. 30 (App. Div. 2005) (holding that the information sought did not amount to an identifiable government record." Your request seeks the District calculate certain information rather than identify a specific government record. As a result, the request is denied until further clarification is provided."

Mr. Anderson, I feel my request was straightforward and I wonder if this represents Ms. Chanley's illegitimate attempt to deprive me of information to which I am legally entitled because it would be embarrassing to Ms. Chanley who has been "pursuing a doctorate" since 2008. Ms. Zielinski has an excellent reputation and I consider her to be an innocent person who is acting under the direction of an unethical acting superintendent. Nonetheless, I revised the request as follows:

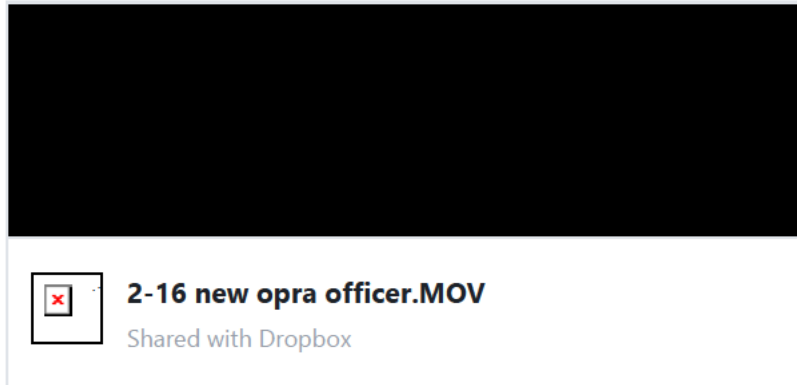
"Records of payments made by the Monroe Township Board of Education to either Rowan University or Chari Chanley that relate to Chari Chanley's pursuit of a doctoral degree from Rowan University from 2008-2022."

I hope this request is specific enough to meet the required criteria.

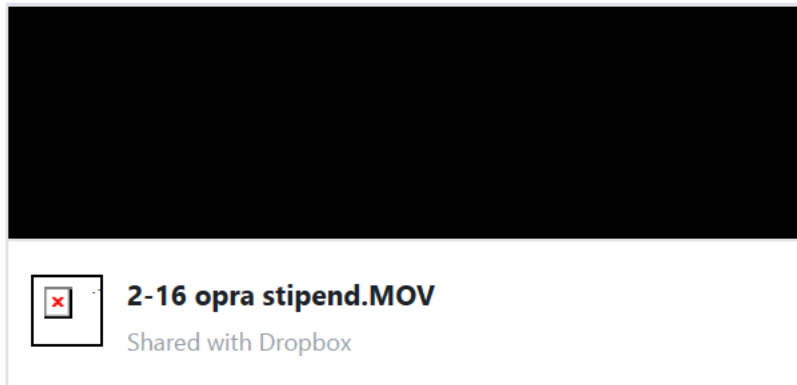
Again, it is concerning to me that Ms. Chanley's office now has control over the OPRA

process, given her questionable ethics. I wonder if there is anything the county or state can do to return this OPRA responsibility back to our tenured business administrator. Please click on the link from the opramachine email.

[2-16 new opra officer.MOV](#)



[2-16 opra stipend.MOV](#)



Sarah A. Aziz, CPA

P.S. In this 2009 news article, Ms. Chanley is described as a "doctoral student". <https://archive.centraljersey.com/2009/07/09/new-principal-takes-reins-at-applegarth/?fbclid=IwAR1AGem4faHJRISefUYUK3aKU9EU7Lu2IEo2MX99q2rqf-h0bicRIzc4v7o>

In this 2022 news article, she is again described as a "doctoral student": <https://www.tapinto.net/towns/new-brunswick/sections/education/articles/escnj-appoints-monroe-township-school-chief-to-its-board-of-directors>

In the attached pdf file, you can see that Ms. Chanley is listed on the Rowan commencement program for the springs of 2014, 2015, 2016, 2018, and

2021. Her most recent resume states that her doctorate is "anticipated" in Dec 2021.

My question is how long is it reasonable for taxpayers to foot the bill for Ms. Chanley's ever elusive doctoral degree?

----- Forwarded Message -----

From: OPR [REDACTED]@oprachine.com>

To: S. Aziz [REDACTED]

Sent: Tuesday, March 8, 2022, 02:38:11 PM EST

Subject: New response to your OPRA request - Request for Information Regarding Acting Superintendent, Chari Chanley

You have a new response to the OPRA request

'Request for Information Regarding Acting Superintendent, Chari Chanley' that you made to Monroe Township School District (Middlesex).

To view the response, click on the link below.

https://oprachine.com/request/request_for_information_regardin_2?nocache=incoming-52476#incoming-52476

When you get there, please update the status to say if the response contains any useful information.

Although all responses are automatically published, we depend on you, the original requester, to evaluate them.

Please do not reply to this email if you need to send a followup message to the public agency regarding your OPRA request. You can send a note to the government by clicking the link above and clicking the Actions button and then selecting Write a reply.

-- the OPRAMachine team

Take your OPRA requests to the next level. Get private and batch requests with a Pro plan. Learn more at <https://oprachine.com/pro/pricing>

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Larkins, Jeannette

From: Anderson, Kyle <xxxx.xxxxxxxx@xxx.xx.xxx>
Sent: Thursday, April 28, 2022 9:48 AM
To: AULCS - Mario Barbiere; Carteret - Rosa Diaz; Cranbury - Susan L. Genco; Dunellen - Eugene Mosley - Dunellen Public Schools (mosleyg@dunellenschools.org); EAST BRUNSWICK-VICTOR VALESKI; Edison-Bernard F. Bragen, Jr.; Greater Brunswick xxxxxxxxxxxxxxxx.xxxxx@xxxxxxxxxxxxxxxxxxx; Marcia Grayson; Highland Park - Kristina Nicosia; Jamesburg - Gina Villani; Mark Finkelstein; MCVTS - Robert Mooney; Metuchen - Vincent Caputo; Middlesex Borough - Frederick Williams (xxxxxxxx@xxxxxxxx.xxx.xx.xx); nsercan@cjcollegeprep.org; Middlesex Borough - Paul Rafalowski; Milltown-BROWN, STEPHANIE; Monroe - Chari Chanley; New Brunswick - xxxxxxxxxxxxxxxx@xxxxxx.xxx; North Brunswick - Jane t Ciarrocca; Old Bridge - David Cittadino; Perth Amboy - David Roman (droman@paps.net); Piscataway - Dr. Frank Ranelli; Sayreville - Richard Labbe (xxxxxx.xxxxx@xxxxxxxxxxxxxxxxxxx); South Amboy -Jdiaz@sapublicschools.com; South Brunswick - Scott Feder (xxxxx.xxxxx@xxxxxxxxxxx); South Plain xxxxxxxxxxxxxxxx@xxxxxx.xxx; South River - Silvana Zircher (xxxxxxxx@xxxxxxxxxxx); Spotswood - Graham Peabody (xxxxxxxx@xxxxxx); Woodbridge - Joseph Massimino
Cc: Hudson, Debbie
Subject: Resume
Attachments: Amal Roubin SheltoniCV2022.pdf

Good Morning All,

I recently received this resume and wanted to share it with you. Although I do not know this individual I thought you may have a need for someone with this experience.

Kyle M. Anderson

Middlesex County
Interim Executive County Superintendent
1315 Kennedy Blvd. East Brunswick, NJ 08816
Office (732) 745-3425
Mobile (732) 379-9510
Fax (732) 296-6567
Email: Kyle.Anderson@doe.nj.gov

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Amal Roubin Sheltoni

North Brunswick, NJ 08902

Mobile:

Professional Summary:

Dedicated Foreign Service Institute/State Department-Culture/Dialect Instructor. Instructional literature and cross-cultural studies with over 15 years of experience in educational technology leadership. Utilising critical thinking and active listening to guide the learning process as well as a strong attention to detail. Highly organised professional and comfortable multitasking with complex administrative responsibilities.

Skills:

- Possessing excellent communication skills, including professional, interpersonal, written, and oral.
- Familiar with diplomacy etiquette and highly experienced in the social media and e-marketing fields.
- Experienced with Instructional, Management and Leadership roles.
- Strong attention to detail, capable of critical thinking, evaluation, and analysis.
- Highly organised and strong multitasking abilities

Experience:

Culture and dialects Instructor /Lead Instructor Sociolinguistic

Department of State-Foreign Service Institute: Washington D.C., 2018 – Present

- Educating US diplomats with foreign languages/dialects and Gulf culture.
- Ability to provide Instructional literature and cross-cultural studies.
- Experienced in educating diplomats with how to read, write, and understand foreign languages.
- Provide individualised and small group instruction in order to adapt the curriculum to the needs of each US diplomat.
- Create instructional resources for use in classroom
- Foster development of an understanding and appreciation of culture of countries where foreign languages are spoken and they are assigned to work at.
- Plan, prepare and deliver instructional activities.
- Create a positive educational climate for US diplomats to learn in.
- Meet course and State Departments International representation and diplomats performance goals.
- Regularly participated in continued education sessions.
- Create lesson plans and refine accordingly throughout the year.
- Maintain and regularly reevaluate assessments and examinations.
- Grade papers and perform other administrative duties as needed.
- Create projects designed to enhance lectures.
- Read and stay abreast of current topics in worldwide news for educational purposes.

ESL Instructor

UCEDA Institute, New Brunswick NJ, 9/2017- 7/2018

- Taught a full course load, served as an advisor with responsibilities as defined by administration.

- Planned, prepared, and taught well developed lessons which enthuse and inspire students, and promote enjoyment of learning .
- Effectively and appropriately differentiated instruction to meet all students' learning styles with an appreciation for students' learning differences.
 - Selected and sequenced appropriate materials, resources, and approaches according to the course/ content area and audience of learners.
- Assessed, tracked, and provided relevant and timely feedback on achievement (performance and growth) and developmental needs to students, academic, and other managers/ colleagues.
- Write reports on students with clear formative comments and targets as to how to improve work by defined deadlines given and provide regular estimated grades and feedback on assessments.
- Maintain current lesson plans, assessment data (i.e., grades), and attendance records using a defined school-sanctioned electronic interface.

High School-Arabic Language and Islamic Studies Teacher

Noor-ul-Iman School- South Brunswick, NJ, 05/2015 – 06/2017

- Provided direct and indirect instructional support to students in a positive environment.
- Employed special educational strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, and memory.
- Modified the general education curriculum for students with disabilities based upon a variety of instructional techniques and technologies.
- Established and enforced rules for behaviour and procedures for maintaining an environment conducive to learning for all students.
- Met with parents to discuss their children's progress and to determine priorities for their children and their individualised educational needs.
- Conferred with parents, administrators, testing specialists, social workers, and other professionals to develop individualised education programs (IEPs) designed to promote students' educational, physical, and social/emotional development.
- Maintained accurate and complete student records and prepared reports on children and activities, as required by laws, district policies, and administrative regulations.
- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Developed plans for effective communication, monitoring, and follow-up of students in inclusive classroom settings.
- Assisted in collection of data for providing appropriate classroom interventions.
- Served as a member of a multidisciplinary team as appropriate.
- Maintained professional competence by participating in staff development activities, curriculum development meetings, and other professional opportunities.
- Performed related work as required.
- Supported the wider school curriculum and objectives by supporting non-curricular events out of school hours and after-school clubs whenever possible.

Office Manager

National Institute of Technology : Milltown, NJ 07/2010-02/2015

- Worked with outside headhunters and staffing agencies to identify new talent in ESL teaching.
- Scoured job search websites for potential recruits and contact those candidates personally
- Reviewed and analysed resumes using our in-house software program.
- Introduced new hires to the company and walked them through the hiring and training process.

- Interviewed potential staff members using NIT-standard techniques.
- Served as an employee advocate for new hires as well as established employees.
- Completed all new-hire paperwork with candidates who meet the expectation of the job.
- Developed negotiating strategies and positions by studying integration of new ventures with academy strategies and operations; examining risks and potentials; estimating partners' needs and goals.
- Closed new business deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.
- Updated job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organisations.

Library Assistant

North Brunswick Public Library, 2009- 2010, North Brunswick, NJ

- Performed circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.
- Checked in deliveries of interlibrary loan materials.
- Did typing and filing. Sorted and routed mail.
- Processed, withdrawn, repaired, or reconditioning library materials.
- Shelved library materials and read shelves. Assisted with library programs and display
- Assisted patrons with ready-reference questions and reader advisory, bibliographic Instruction and database searching.

As Needed Teacher Adult High School Program

New Brunswick Board of Education, Adult Learning Centre, 09/2006-06/2009 New Brunswick, NJ

- Worked with academically disadvantaged, low-income, first generation and underrepresented students populations
- Worked with students in academics, job search, and counselling office.
- Assisted students to build up resumes and submit them for specific positions. • Complied cooperatively with school administrators, special support personnel, colleagues, and students.
- Taught Mathematics, English and Reading in High School and GED classes
- Processed students' records for teachers and principal.
- Provided career and college planning assistance.

Education

New Jersey City University- Jersey City, NJ 07305- Enrolled

Ed.D. in Educational Technology Leadership-Doctor of Education

DeVry University, North Brunswick, NJ 2010

Master of Science in Educational Technology

The University of Cambridge, Teaching House, NY 2010

CELTA Certificate of English Language Teaching for Adults

DeVry University, North Brunswick, NJ 2008

Bachelor of Science Degree- Telecommunications Management

References available upon request

Larkins, Jeannette

From: Anderson, Kyle <xxxx.xxxxxxxx@xxx.xx.xxx>
Sent: Thursday, May 5, 2022 2:37 PM
To: Jorge E. Diaz; AULCS - Mario Barbieri; Carteret - Rosa Diaz; Cranbury - Susan L. Genco; Dunellen - Eugene Mosley - Dunellen Public Schools (xxxxxxx@xxxxxxxxxxxxxxxxxx g); EAST BRUNSWICK-VICTOR VALESKI; Edison-Bernard F. Bragen, Jr.; Greater Brunswick Charter-vanessa.jones@greaterbrunswick.org; Marcia Grayson; Highland Park - Kristina Nicosia; Jamesburg - Gina Villani; Mark Finkelstein; MCVTS - Robert Mooney; Metuchen - Vincent Caputo; Middlesex Borough - Frederick Williams (williamsf@middlesex.k12.nj.us); xxxxxxx@xxxxxxxxxxxxxxx.xxx; Middlesex Borough - Paul Rafalowski; Milltown-BROWN, STEPHANIE; Monroe - Chari Chanley; New Brunswick - xxxxxxxxxxxxxxx@xxxxxx.xxx; North Brunswick - Jane t Ciarrocca; Old Bridge - David Cittadino; Perth Amboy - David Roman (droman@paps.net); Piscataway - Dr. Frank Ranelli; Sayreville - Richard Labbe (xxxxxxx.xxxxx@xxxxxxxxxxxxxxx.xxx); South Amboy -Jdiaz@sapublicschools.com; South Brunswick - Scott Feder (xxxxx.xxxxx@xxxxxxxxxxx.xxx); South Plai xxxxxxxxxxxxxxx@xxxxxx.xxx; South River - Silvana Zircher (xxxxxxx@xxxxxxxxxxx.xxx); Spotswood - Graham Peabody (xxxxxxx@xxxxxx); Woodbridge - Joseph Massimino
Cc: Hudson, Debbie; Tortorello, Samantha
Subject: Teacher Certification

Hello All,

The new New Jersey Educator Certification System, NJEdCert, system will “GO LIVE” at the end of May 2022. The current Teacher Certification Information System (TCIS), will no longer be available to the public when NJEdCert goes live. TCIS will be available internally to DOE and County Certification Staff to review and finalize all pending applications in the system for an additional few months.

NJEdCert is a more technologically advanced system and overhauls the processes utilized in TCIS. The look and functionality of the platform is different than TCIS and will therefore require some training for end users. You will be receiving updated training meeting invites for the ECS and County certification staff for NJEdCert for the week of May 23, 2022.

While TCIS will remain available, it is highly encouraged that you inform your school districts to advise their educators to apply for NEW Applications and the following certifications starting on or after June 1, 2022 in NJEdCert.

- Renewal of provisional certificates
- Renewal of emergency certificates
- Standard applications for all CE and CEAS candidates who have completed the PTP process
- All Substitute Credential applications

Please do reach out to our Office via email at countyofficeinquiries@doe.nj.gov with any additional questions or concerns that you may have. Also, you may contact Samantha Tortorello with any questions.

Sincerely,

Kyle M. Anderson

Middlesex County
Interim Executive County Superintendent

1315 Kennedy Blvd. East Brunswick, NJ 08816

Office (732) 745-3425

Mobile (732) 379-9510

Fax (732) 296-6567

Email: Kyle.Anderson@doe.nj.gov

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Larkins, Jeannette

From: Chari Chanley <Chari.Chanley@Monroe.K12.NJ.US>
Sent: Friday, June 10, 2022 10:43 PM
To: Barksdale, Deborah
Cc: Bunt, Julie; Bloom, Paula; Soto, Louisa; Gatti, Kimberly; Anderson, Kyle; Hudson, Debbie; Reeshemah Zielinski
Subject: [EXTERNAL] Re: [External Email]FW: Monroe Acting Assistant Principal Extension Request
Attachments: image002.png; Monroe Twp Acting Assistant Principal Extension Approval (6-8-22).pdf

***** CAUTION *****

This message came from an EXTERNAL address (**Chari.Chanley@Monroe.K12.NJ.US**). **DO NOT** click on links or attachments unless you know the sender and the content is safe. Suspicious? Forward the message to spamreport@cyber.nj.gov.

Thank you very much. Enjoy the weekend.

Kindly,

Chari R. Chanley, Ed.S.

Acting Superintendent

Monroe Township Schools

chari.chanley@monroe.k12.nj.us

732-521-1500

SUCCESS IS ALWAYS A TEAM EFFORT!!

Sent via iPhone

On Jun 8, 2022, at 3:12 PM, Barksdale, Deborah <Deborah.Barksdale@doe.nj.gov> wrote:

You don't often get email from deborah.barksdale@doe.nj.gov. [Learn why this is important](#)

CAUTION: This email originated from outside of the school district. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Monroe Township IT Department

Dear Ms. Chanley,

Attached please find the approval letter granting Mrs. Kristie Francis to continue serving as an Acting Middle School Assistant Principal from May 20, 2022 to June 30, 2022.

Kind Regards,

Deborah Barksdale
Administrative Assistant
Division of Field Support and Services
New Jersey Department of Education
100 River View Plaza / Trenton, NJ 08625
Office: 609-376-3562
Email: Deborah.barksdale@doe.nj.gov
Web: www.nj.gov/education

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State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

ANGELICA ALLEN-McMILLAN, Ed.D.
Acting Commissioner

June 8, 2022

Ms. Chari Chanley, Acting Superintendent
Monroe Township Board of Education
423 Buckelew Avenue
Monroe Township, New Jersey 08831

Dear Ms. Chanley:

In accordance with *N.J.A.C. 6A:9B-13.1*, I am granting the Monroe Township Board of Education's request for Mrs. Kristie Francis to continue serving as an Acting Middle School Assistant Principal from May 20, 2022 to June 30, 2022.

If it is necessary to request an additional extension of this acting appointment, please submit the required paperwork to your Executive County Superintendent by June 15, 2022.

Sincerely,

A handwritten signature in black ink that reads "Angelica Allen-McMillan, Ed.D.".

Angelica Allen-McMillan Ed.D.
Acting Commissioner

AAM/lls

c: Julie Bunt
Paula Bloom
Kyle Anderson
Kim Gatti

Larkins, Jeannette

From: Chari Chanley <Chari.Chanley@Monroe.K12.NJ.US>
Sent: Sunday, July 17, 2022 1:20 PM
To: Barksdale, Deborah
Cc: Anderson, Kyle; Hudson, Debbie
Subject: [EXTERNAL] Re: [External Email]Monroe Township School District NJQSAC Placement
Attachments: Monroe Township School District NJQSAC Placement Letter.pdf; 23-3290 Monroe DPR 21-22.xls

*** CAUTION ***

This message came from an EXTERNAL address (chari.chanley@monroe.k12.nj.us). **DO NOT** click on links or attachments unless you know the sender and the content is safe. Suspicious? Forward the message to spamreport@cyber.nj.gov.

Good Afternoon,

I am in receipt of the documents and will follow the required reporting procedures. Thank you.

Kindly,

Chari R. Chanley, Ed.S.

Acting Superintendent

Monroe Township Schools

chari.chanley@monroe.k12.nj.us

732-521-1500

SUCCESS IS ALWAYS A TEAM EFFORT!!

Sent via iPhone

On Jul 15, 2022, at 1:44 PM, Barksdale, Deborah <Deborah.Barksdale@doe.nj.gov> wrote:

You don't often get email from deborah.barksdale@doe.nj.gov. [Learn why this is important](#)

CAUTION: This email originated from outside of the school district. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Monroe Township IT Department

Dear Mrs. Chanley:

Attached are the documents regarding the school district's placement on the New Jersey Quality Single Accountability Continuum (NJQSAC) based on the last monitoring visit performed by county office staff. Please share these documents with the school district's board members and appropriate staff. As a reminder, the school district is required to report its placement on the performance continuum at the next public school district board of education meeting. If you have any questions, or need further assistance, please contact your county office or email me at gsac@doe.nj.gov.

Best regards,

Mrs. Carla Spates

NJQSAC Coordinator
Division of Field Support and Services
New Jersey Department of Education
100 Riverview Plaza | Trenton, NJ-08625
Telephone: 609-376-3618
Email: xxxx@xxx.xx.gov
Web: <https://www.nj.gov/education/>

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State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

PHILIP D. MURPHY
Governor

SHIRLEY Y. OLIVER
Lt. Governor

ANGELICA ALLEN-McMILLAN, Ed.D.
Acting Commissioner

July 14, 2022

Mrs. Chari Chanley, Superintendent
Monroe Township School District
423 Buckelew Avenue
Monroe Township, NJ 08831

Dear Mrs. Chanley:

Pursuant to the requirements of *N.J.A.C. 6A:30*, the Monroe Township School District (District) has undergone the New Jersey Quality Single Accountability Continuum (NJQSAC) review. The Middlesex County, Executive County Superintendent and team conducted a review of the District's self-assessment on the district performance review (DPR) to verify the District's compliance with the five areas of NJQSAC: Instruction and Program, Fiscal Management, Governance, Operations and Personnel. Based on the review, the District has been placed on the continuum of NJQSAC with the following placement scores for each area:

NJQSAC Areas	Initial Placement (July 2022)
Instruction and Program	87%
Fiscal Management	100%
Governance	100%
Operations	98%
Personnel	97%

These placement results will be presented to the State Board of Education at an upcoming meeting. Please be advised that NJQSAC regulations require the District Board of Education to report these placement results at the next regularly scheduled board meeting.

I am pleased to inform you that the District has satisfied at least 80% of the weighted indicators in each of the five areas of the NJQSAC and is designated as "high performing." The Commissioner will recommend to the State Board of Education that the District be certified as providing a thorough and efficient system of education for a period of three years or until the next NJQSAC review. Congratulations on this accomplishment.

Pursuant to *N.J.A.C. 6A:30-4.1*, if it is believed that any indicators were scored incorrectly, the District has seven days from the receipt of this letter to submit a written reconsideration request and supporting documentation. Email your request and accompanying documents to qsac@doe.nj.gov.

Sincerely,

Paula Bloom
Acting Executive Director
Division of Field Support and Services

PB:CS: monroetwp/initial review
Enclosures

c: Kyle Anderson, Executive County Superintendent

NJ Single Accountability Continuum (NJQSAC)

District Performance Review - School Year 2021- 2022

District Information and Score Summary

District Name and CDS #	Monroe Township School District
County Name	Middlesex County
District Superintendent Name	Mrs. Chari Chanley
District Mailing Address	423 Buckelew Avenue
Superintendent Email Address	chari.chanley@Monroe.k12.nj.us

DPR Area	District Score	County Score
Instruction and Program	87%	87%
Fiscal Management	100%	100%
Governance	100%	100%
Operations	100%	98%
Personnel	100%	97%

NJQSAC District Performance Review - School Year 2021-22

Instruction and Program		Monroe			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
1. The school district's ELA achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups; (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	NJDOE pre-populated scores
	K - 12	7.5	4.3	4.3	
	9 - 12	15	0.0	0.0	
2. The school district's mathematics achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	NJDOE pre-populated scores
	K - 12	7.5	4.0	4.0	
	9 - 12	15	0.0	0.0	
3. The school district's science achievement score: The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	NJDOE pre-populated scores
	K - 12	5	4.1	4.1	
	9 - 12	0	0.0	0.0	
4. The school district's ELA academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	NJDOE pre-populated scores
	K - 12	7.5	5.4	5.4	
	9 - 12	0	0.0	0.0	

NJQSAC District Performance Review - School Year 2021-22

Instruction and Program		Monroe			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
5. The school district's mathematics academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	NJDOE pre-populated scores
	K - 12	7.5	5.7	5.7	
	9 - 12	0	0.0	0.0	
6. The school district's graduation rate (average of four-year and five-year adjusted cohort graduation rates). • Graduation rate is calculated to include subgroup performance by averaging the combined graduation rate (i.e. the average of the four-year and five-year graduation rates) of all students with the average of all subgroups' combined graduation rates. (Assessment data provided by NJDOE)	K - 8	0	0.0	0.0	
	K - 12	15	13.8	13.9	
	9 - 12	20	0.0	0.0	
7. The school district's measure(s) for school quality and student success is calculated to account for subgroup performance by averaging the rates for all students with the average of all subgroups' rates. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	NJDOE pre-populated scores
	K - 12	10	9.3	9.3	
	9 - 12	10	0.0	0.0	
Summary of Achievement Score Indicators	K - 8	60	0.0	0.0	NJDOE pre-populated scores
	K - 12	60	46.6	46.7	
	9 - 12	60	0.0	0.0	

NJQSAC District Performance Review - School Year 2021-22

Instruction and Program		Monroe			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
Indicator		Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
8. The chief school administrator (CSA) reports participation and performance results of annual Statewide assessments to the district board of education within 60 days of receipt of the finalized information from the Department. The reports include aggregated and disaggregated subgroup data, as well as trend and comparative analyses and appropriate intervention strategies. (N.J.A.C. 6A:8-4.3)		6	1	1	
9. English language arts 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)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; 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.		4	1	1	

NJQSAC District Performance Review - School Year 2021-22

Instruction and Program		Monroe			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
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)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; 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.		4	1	1	
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)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; 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.		4	1	1	

NJQSAC District Performance Review - School Year 2021-22

Instruction and Program		Monroe			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
12. Social 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)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; i. Career education. j. Amistad Commission mandates* that curricula in kindergarten through grade 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 k. Holocaust Commission mandates* that curricula in kindergarten through grade 12 address issues of bias, prejudice, and bigotry, including bullying, through the teaching of the Holocaust and genocide. * <i>Mandates can be met in content areas other than Social Studies. Being out of compliance with either mandate results in the loss of all points for Social Studies.</i>		4	1	1	
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)					

NJQSAC District Performance Review - School Year 2021-22

Instruction and Program		Monroe			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; 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.		4	1	1	

NJQSAC District Performance Review - School Year 2021-22

Instruction and Program		Monroe			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
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)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; 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.		4	1	1	
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)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; 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.		4	1	1	

NJQSAC District Performance Review - School Year 2021-22

Instruction and Program		Monroe			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
16. Policies and procedures exist to ensure a coordinated system for planning, delivering, measurement, and modification of intervention and referral services is implemented in each school by a multidisciplinary team to address the learning, behavioral, and health needs of all students. (N.J.A.C. 6A:16-8) This requirement may be fulfilled through implementation of the New Jersey Tiered System of Support (NJTSS) or other models such as Response to Intervention (RTI) and Multi-Tiered Systems of Support (MTSS). The system includes:					
a. A continuum of supports and interventions available in each school to support learning, behavior, and health needs; b. Action plans for interventions based on student data and desired outcomes; c. Professional development for multidisciplinary teams and staff who provide interventions; and d. Review and assessment of effectiveness of interventions (e.g., progress monitoring).		6	1	1	
Achievement Score Total		60	47	47	
Curriculum and Policy Total		40	40	40	
Instruction and Program Total		100	86.6	86.7	

NJQSAC District Performance Review - School Year 2021-22

Fiscal Management		Monroe		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
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.	6	1	1	
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	1	1	
3. The annual audit of its Comprehensive Annual Financial Report (CAFR) and other supporting forms and collections (Auditor's Management Report (AMR), Federal Data Collection Form, and Audit Summary) have been filed by the due date set forth in N.J.S.A. 18A:23-1.	4	1	1	

NJQSAC District Performance Review - School Year 2021-22

Fiscal Management		Monroe		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
4. The school district:				
a. Implements a corrective action plan (CAP) that addresses all audit recommendations and is acceptable to the Department (as required).	4	1	1	
b. Reports no repeat audit findings of a substantive nature in the CAFR or AMR.	4	1	1	
c. Reports no material weaknesses or significant deficiencies in the CAFR or AMR.	4	1	1	
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 GAAP).	4	1	1	

NJQSAC District Performance Review - School Year 2021-22

Fiscal Management		Monroe		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
5. Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:				
a. Submits initial applications, revisions, and final reports for all entitlement and discretionary grants by published due dates and expends Federal funds consistent with the approved indirect cost rate and grant application.	2	1	1	
b. Budgets grant funds according to the approved application and spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold of 10 percent or for modifications that require opening new budget lines.	2	1	1	
c. Shows evidence of required consultations with nonpublic schools for each required State- and federally funded program and expends nonpublic school allocations as required. If funds are not expended for nonpublic school services, the school district specifies the reason the funds were not spent and provides evidence of consulting with nonpublic schools regarding the use of unexpended funds.	2	1	1	
d. Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.	2	1	1	

NJQSAC District Performance Review - School Year 2021-22

Fiscal Management		Monroe		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
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	1	1	
b. Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	4	1	1	
c. Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	4	1	1	
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	1	1	
7. Projects consistent with the approved long-range facilities plan are implemented, reviewed, and revised, pursuant to N.J.A.C. 6A:26-2.	2	1	1	
8. County office approval has been granted for emergent projects, pursuant to N.J.A.C. 6A:26-3.14.	2	1	1	

NJQSAC District Performance Review - School Year 2021-22

Fiscal Management		Monroe		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
9. Annual health and safety reviews:				
a. Have been conducted once per year in each building using the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings. (N.J.A.C. 6A:26-6.1, 6.2, 6.3, and 12 and 6A:19-6)	5	1	1	
b. Meet the "100% item" section in the Annual Facilities Checklist - Health and Safety Evaluation of School Buildings, which means all items are in compliance in all buildings.	5	1	1	
c. Meet the "80% item" section Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means at least 80 percent of items are in compliance in all buildings.	2	1	1	
10. A 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	1	1	

NJQSAC District Performance Review - School Year 2021-22

Fiscal Management		Monroe		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
11. All persons employed as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, possess a valid authorization from the Department to serve as a certified educational facilities manager.	4	1	1	
12. The transfer of funds during the budget year is made in accordance with N.J.S.A. 18A:22-8.1 and 8.2 and complies with all budgetary control provisions, pursuant to N.J.A.C. 6A:23A-16.10.	4	1	1	
13. Fiscal-year cash flow management for all funds is prepared and analyzed on a regular basis to ensure payments can be made on a prompt basis.	4	1	1	
14. Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4	1	1	
15. The district board of education approves purchase orders approved by only 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.	4	1	1	
Fiscal Management Total	100	100	100	

NJQSAC District Performance Review - School Year 2021-22

Governance		Monroe		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
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 board, 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	1	1	
2. The district board of education:				
a. Establishes a policy and a contract with the CSA to annually evaluate him or her based on the adoption of goals and performance measurements that reflect the highest priority is given to student achievement and attention is given to subgroup achievement and each new member has received training on CSA evaluation. N.J.S.A. 18A:17-20.3.	7	1	1	
b. Completes the CSA evaluation by July 1 in accordance with N.J.A.C. 6A:10-8.1(g).	6	1	1	
3. All new, renegotiated, amended, altered, or extended contracts for CSAs, deputy superintendents, assistant superintendents, and school business administrators are submitted to the executive county superintendent (ECS) for review and approval. The district board of education takes no formal action to approve or implement such contracts prior to ECS review and approval. (N.J.S.A. 18A:7-8 and N.J.A.C. 6A:23A-3.1)	6	1	1	

NJQSAC District Performance Review - School Year 2021-22

Governance		Monroe		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
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 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)	6	1	1	
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 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	1	1	
6. The budgeting process and allocation of resources, including grant funding, are aligned with instructional priorities and student needs to provide for a thorough and efficient education as demonstrated by: (N.J.S.A. 18A:7F-6 and 46 and N.J.A.C. 6A:23A-8.1)				
a. Adoption and implementation of written policies and procedures for the budget and financial planning process that are integrated and aligned with school district priorities and planning objectives based on Statewide assessments and applicable strategic plans.	8	1	1	
b. Annually align fiscal goals and budget objectives with curricula that comply with the NJSLS.	8	1	1	

NJQSAC District Performance Review - School Year 2021-22

Governance		Monroe		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
7. The district board of education follows the budget process by: a. Conducting a public hearing on the proposed budget; b. Adopting the budget at a public meeting; c. Providing ongoing information on the budget's status and any revision(s) or emergent conditions; and d. Making the budget available for public notice and inspection. (N.J.S.A. 18A:22-7 and N.J.A.C. 6A:23A-8.1 and 8.2)	8	1	1	
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 Act, the Individuals with Disabilities Education Act, and the Carl D. Perkins Career and Technical Education Act.	6	1	1	
9. The district board of education has established programs and services for all English language learners (ELLs), pursuant to N.J.A.C. 6A:15.	7	1	1	
10. The district board of education implements the Open Public Meetings Act and there have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.S.A. 10:4-6 et seq.)	3	1	1	

NJQSAC District Performance Review - School Year 2021-22

Governance		Monroe		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
11. The district board of education approves the monthly district board of education secretary's and treasurer's reports within 60 days of month's end and, in its minutes, certifies that major funds (general fund, special revenue, and capital projects fund) have not been over-expended. (N.J.A.C. 6A:23A-16.10(c))	6	1	1	
12. Minutes of all meetings, including executive sessions, reflect all district board of education actions and are publicly available within two weeks or by the next district board of education meeting. (N.J.S.A.18A:17-7)	6	1	1	
13. District board of education members and school administrators annually file a timely and properly completed financial and personal/relative disclosure statement. The district board of education annually discusses the School Ethics Act and no district board of education member or administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-22 and 26)	5	1	1	
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. (N.J.A.C. 6A:13-2.1(h))	3	1	1	
Governance Total	100	100	100	

NJQSAC District Performance Review - School Year 2021-22

Operations		Monroe		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
1. The school district's NJSMART and educator evaluation data files:				1a. October 15 Special Education Report due date missed - Released by NJ Smart.
a. Have been certified by established deadlines and provide complete data; and	2	1	0	
b. Have an error rate of less than 1.5 percent for each file –inclusive of student sync errors.	3	1	1	
2. The school district's County District School (CDS) Information System data:				
a. Have been submitted by established deadlines and no evidence of changes not approved by the Department was reported since the last NJQSAC monitoring; and	1	1	1	
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	1	1	
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;	2	1	1	
b. Submission of data collection applications via the Department's website by the established deadlines.	3	1	1	
4. The school district has policies and procedures that require the use of multiple sources of data to monitor student achievement and progress and to evaluate the effectiveness of programs, initiatives, and strategies.	3	1	1	District provided evidence of Gifted and Talented Teachers.

NJQSAC District Performance Review - School Year 2021-22

Operations	Monroe			Comments
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	
5. The district board of 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. (N.J.A.C. 6A:16-7.1)	5	1	1	
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)	5	1	1	
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; (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-assessment for each school in the school district by September 30. (N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7)	7	1	1	
8. The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) has been signed within the past year. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C.	6	1	1	

NJQSAC District Performance Review - School Year 2021-22

Operations	Monroe			
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
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 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	1	1	
10. Policies and procedures are established to review and resolve transportation incidents and ensure the safety of students by meeting Motor Vehicle Commission requirements for inspections by bus drivers and evacuation drills. The CSA presents to the district board of education evidence of completion of emergency exit drills. (N.J.A.C. 6A:27-11.1, 11.2, and 12)	6	1	1	
11. Policies and procedures are established to report potentially missing, abused, or neglected children to law enforcement and child welfare authorities; to appoint a school district liaison to law enforcement authorities; and to provide training to school district employees, volunteers, and interns on policies and procedures. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-11)	6	1	1	
12. Comprehensive record of immunizations, required physical examinations and health screenings are maintained to identify the need for medical services for public and nonpublic school students. Health records are kept separately from other student records. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-2.1(a)8, 2.2, and 2.5 and 6A:32-7.4(c))	4	1	1	

NJQSAC District Performance Review - School Year 2021-22

Operations		Monroe		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
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 the New Jersey Department of Human Services' directory of private-duty nursing. 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)	8	1	1	

NJQSAC District Performance Review - School Year 2021-22

Operations	Monroe			
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
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). (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	1	1	
15. 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	1	1	
16. A security drill statement of assurance that accurately represents the monthly security drills were conducted is submitted no later June 30 each year to the Department. (N.J.S.A. 18A:41)	4	1	1	
17. The school district has a 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. Additionally, the school district submits to the Department the annual CEP statement of assurance. (N.J.A.C. 6A:7-1.4)	6	1	1	
18. 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)	8	1	1	

NJQSAC District Performance Review - School Year 2021-22

Operations		Monroe		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
Operations Total	100	100	98	

NJQSAC District Performance Review - School Year 2021-22

Personnel		Monroe			
Indicator		Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
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:					
a. Teacher evaluation processes result in complete summative scores, measures of teacher practice, and measures of student growth (SGO and mSGP) (N.J.A.C. 6A:10- 2.4, 4.1, 4.2, 4.3, and 4.4);	100 percent of audited files meets indicators	8	1	1	
	95 to 99 percent of audited files meets indicators	4	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	
b. School leader evaluation processes result in complete summative scores, measures of principal practice, and measures of student growth (SGO, mSGP, administrator goals) (N.J.A.C. 6A:10- 2.4, 5.1, 5.2, 5.3, and 5.4);	100 percent of audited files meets indicators	6	1	1	
	95 to 99 percent of audited files meets indicators	3	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	
c. Evaluations of other certificated staff according to regulations (N.J.A.C. 6A:10-2.2, 2.4, 2.5, 6.1, and 6.2);	100 percent of audited files meets indicators	4	1	1	
	95 to 99 percent of audited files meets indicators	2	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	

NJQSAC District Performance Review - School Year 2021-22

d. Evaluation processes for all certificated staff have occurred, including evaluation training and evaluation conferences. (N.J.A.C. 6A:10-2.2)	4	1	1	
e. School improvement panels have been established in each school and are functioning in accordance with the TEACHNJ Act (N.J.S.A. 18A:6-120) and regulations (N.J.A.C. 6A:9C-5.3 and 6A:10-2.3, 2.5, 3.1, and 3.2); and	4	1	1	
f. Other evaluation structures and processes, including tenure charge proceedings conducted according to the TEACHNJ Act (N.J.S.A. 18A:6-11 and 17.3).	2	1	1	
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	1	1	
b. 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 community (PLC) time (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1).	5	1	1	

NJQSAC District Performance Review - School Year 2021-22

c. The school district-level PDP: • Details districtwide and school-level professional learning for active staff holding instructional teaching, educational services, and administrative certificates; • Incorporates professional learning that is sustained and job-embedded not exclusively one-time workshops; and • Addresses the NJSLS and the professional standards for teachers and school leaders (N.J.A.C. 6A:8 and 6A:9) and is based on a variety of sources and types of student, educator, and system evidence, including educator evaluation data and school-level PDPs. (N.J.A.C. 6A:9C-4.2)	5	1	1	
d. 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	1	1	

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e. The district mentoring plan: (N.J.A.C. 6A:9C-5) • 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	1	1	
f. Documentation that verifies staff have completed professional development on State-mandated topics required for their assignments. (N.J.S.A. 18A and N.J.A.C. 6A)	2	1	1	
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 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	1	0	County comment: An educational staff member with a CE was not registered in the PLRMS within 60 days.
b. Provisional staff are assigned a mentor, required mentor hours and/or residency hours are tracked, and evaluation is conducted; and (N.J.A.C. 6A:9B-8.4, 6A:9C-5, and 6A:10)	3	1	1	

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c. Provisional staff seeking the standard license for teacher of students with disabilities and/or teacher of bilingual education submit annual transcripts from their educator preparation programs (EPPs) to allow school districts to track staff progress toward completion of required coursework. (N.J.A.C.6A:9A and 6A:9B)	3	1	1	
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. (N.J.A.C. 6A:9B)	2	1	1	

NJQSAC District Performance Review - School Year 2021-22

4. The district board of education has ensured the following staffing practices are followed:				
a. New employees have a successful criminal history record check prior to employment and are not disqualified for employment; (N.J.S.A. 18A:6-7.1 and 18A:39-19.1)	2	1	1	
b. Candidates for employment and employees, when applicable, receive a physical examination and the resulting medical records are maintained in a secure location separate from personnel files; (N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.2 and 6.3)	2	1	1	
c. Approved job descriptions are maintained for every certificated staff member. Certificated staff are appropriately certified for their assignment (N.J.A.C. 6A:9B); and	5	1	1	
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	1	1	
e. The length of service for substitute teachers is tracked and placement of substitutes is appropriate. (N.J.A.C. 6A:9B-7)	2	1	1	
5. The position control roster: (N.J.A.C. 6A:23A-6.8)				

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a. Contains the employee name; date of hire; a permanent position tracking number for each employee; a control number for substitute teachers; a control number for overtime; a control number for extra pay; the status of the position (filled, vacant, abolished, etc.); an indication, when available, of whether an employee is retiring in the budget year or not being renewed, including associated costs such as contractual buyouts, severance pay, paid vacation, or sick days, etc.; base salary; step; longevity; guide; stipends by type; overtime; other extra compensation; the benefits paid by the school district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare; the position's full-time equivalent value by location; the date the position was filled; and the date the position was originally created by the district board of education (if the date the position was originally created is not available, the date the person currently filling that position was approved by the district board of education);	6	1	1	
b. Is accurate and up to date; and	5	1	1	
c. Reconciles with the budget.	4	1	1	

NJQSAC District Performance Review - School Year 2021-22

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: 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).	5	1	1	
Personnel Total	100	100	97	

NJQSAC District Performance Review - School Year 2021-22

DECLARATION PAGE		Monroe
Type or print the name of the individuals in the district who were members of the NJQSAC Committee and who assisted in the completion of this District Performance Review. (Use additional page if needed.)		
POSITION	NAME	SIGNATURE
Chief School Administrator		
District Administrative Staff		
Teacher		
School Business Administrator		
Curriculum and Instruction Representative		
Local Collective Bargaining Representative		
District Board of Education Member		
By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.		
Chief School Administrator		
Board of Education President		
Board Resolution Date:		

Larkins, Jeannette

From: Anderson, Kyle <xxxx.xxxxxxxx@xxx.xx.xxx>
Sent: Tuesday, October 4, 2022 10:36 AM
To: MCMSNJ - Jorge E. Diaz; 'Daniel Ross'; AULCS Dr. Jeff White; Carteret - Rosa Diaz; Cranbury - Jennifer Diszler; EAST BRUNSWICK-VICTOR VALESKI; Edison-Bernard F. Bragen, Jr.; Greater Brunswick Charter-vanessa.jones@greaterbrunswick.org; Marcia Grayson; Highland Park - Kristina Nicosia; Jamesburg - Gina Villani; Mark Finkelstein; Metuchen - Vincent Caputo; Middlesex Borough Pio Pennisi; nsercan@cjcollegeprep.org; Milltown-BROWN, STEPHANIE; Monroe - Chari Chanley; New Brunswick - xxxxxxxxxxxxxxx@xxxxxx.xxx; North Brunswick - Jane t Ciarrocca; Old Bridge - David Cittadino; Perth Amboy - David Roman (droman@paps.net); Piscataway - Dr. Frank Ranelli; Sayreville - Richard Labbe (xxxxxxxx.xxxxx@xxxxxxxxxxxxxxx.xxx); South Amboy -Dr. Frederick Williams; South Brunswick - Scott Feder (xxxxx.xxxxx@xxxxxxxxxxx.xxx); South Plainfield-n xxxxxx@xxxxx.xxx; South River - Silvana Zircher (xxxxxxxx@xxxxxxxx.xxx); Spotswood - Graham Peabody (gpeabody@spsd.us); Woodbridge - Joseph Massimino
Cc: Hudson, Debbie
Subject: Survey
Attachments: EnrollmentintheNJDOHK-12COVID-19TestingProgramforSchoolYear2022-2023.pdf

Dear Chief School Administrators,

This is a reminder that the deadline to enroll in the NJDOH K-12 COVID-19 Testing Program is **noon tomorrow, Wednesday, October 5, 2022**. Please see attached Broadcast and message below.

Enrollment in the NJDOH K-12 COVID-19 Testing Program for School Year 2022-2023 SURVEY DUE 12 PM October 5, 2022

If interested in participating in the voluntary NJDOH K-12 COVID-19 Testing Program for the 2022-2023 school year, please complete the [online intake survey no later than 12:00 noon on Wednesday, October 5, 2022](#).

The 2022-2023 school year COVID-19 testing program will continue to be supported by state-sponsored vendors, but the format of the program will be different to reflect changes in guidance from the Centers for Disease Control and Prevention (CDC) and the NJDOH Communicable Disease Service (CDS). Vendors will provide over-the-counter (OTC) test kits to schools that opt in to the program. The initial allotted amount per school will be 2 test kits per student and staff population per month. Your staff population includes all teachers, administrators, support staff, facilities staff, etc.

This opportunity will assist schools in continuing to provide a safe environment for in-person instruction.

Contact Information

Please contact COVID.SchoolTesting@doh.nj.gov with questions regarding this message and/or the intake survey

Kyle M. Anderson

Middlesex County
Interim Executive County Superintendent
1315 Kennedy Blvd. East Brunswick, NJ 08816
Office (732) 745-3425
Mobile (732) 379-9510

Fax (732) 296-6567

Email: Kyle.Anderson@doe.nj.gov



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 21, 2022
To: Local Educational Agency Leads, Directors of Approved Private Schools for Students with Disabilities
Route To: School Business Administrators, Principals, School Health Professionals
From: Christopher Irving, Ed.D., Acting Assistant Commissioner
Division of Field Support and Services
Deadline: October 5, 2022

Enrollment in the NJDOH K-12 COVID-19 Testing Program for School Year 2022-2023

The New Jersey Department of Health (NJDOH) and New Jersey Department of Education (NJDOE) continue to work collaboratively on efforts to keep students and staff safe in New Jersey schools. NJDOH and NJDOE are pleased to invite local educational agencies (LEAs) to participate in the NJDOH K-12 COVID-19 Testing Program for the 2022-2023 school year. This school year, COVID-19 testing will again be offered at no cost to New Jersey LEAs and nonpublic schools.

The 2022-2023 school year COVID-19 testing program will continue to be supported by state-sponsored vendors, but the format of the program will be different to reflect changes in guidance from the Centers for Disease Control and Prevention (CDC) and the NJDOH Communicable Disease Service (CDS). Vendors will provide over-the-counter (OTC) test kits to schools that opt in to the program. The initial allotted amount per school will be two test kits per student and staff population per month.

LEA responsibilities include:

1. Follow [NJDOH CDS K-12 COVID-19 Testing Guidance](#) and NJDOH [School Testing Considerations At-a-Glance](#)
2. Send the test kits home with students for use in the home, in line with the emergency use authorization (EUA) and package insert for the product.
3. Report to the Surveillance for Influenza (SIC) and COVID-19 Module in the Communicable Disease Reporting and Surveillance System (CDRSS) as required by [Executive Order 302](#) and [NJDOH Executive Directive #21-011](#).
4. Consider storage space and utilization when making requests to vendors for monthly allotments.

This opportunity will assist schools in continuing to provide a safe environment for in-person instruction.

If interested in participating in the voluntary NJDOH K-12 COVID-19 Testing Program for the 2022-2023 school year, please complete the [online intake survey](#) no later than noon Wednesday, October 5, 2022.

Contact Information

Please contact COVID.SchoolTesting@doh.nj.gov with questions regarding this message and/or the intake survey.

c: Members, State Board of Education
NJDOE Staff
Statewide Parent Advocacy Network

NJ LEE Group
Garden State Coalition of Schools