SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS
14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
July 24, 2017

Swear in Gregory Burchette

I. Call to Order

II. Roll Call of Members

William Hyncik, Jr., President
Sarah Costa, Vice President
Stephen Rodzinak
Gregory Burchette
Roger Jinks

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools
Raelene Catterson, School Business Administrator/Board Secretary
Diane Ziegler, High School Principal
Lisa Fittipaldi, Board Attorney
Patricia L. Walsh, Somerset County Freeholder Liaison
Members of the Press: The Courier News, The Star Ledger and the Messenger Gazette
Others:

Adequate notice of this meeting has been provided specifying time and place.

Pledge of Allegiance

III. Approval of Minutes of the Regular Meeting and Executive Session held on June 26, 2017.

A. Corrections

On motion of _____, seconded by _____, the minutes of the Regular Meeting and Executive Session held on June 26, 2017 were approved.

IV. Correspondence

A.

V. Presentations/Recognitions – J. Cantore Watson/Career Pathway, E. Byrd/Personal Aide

VI. Old or Unfinished Business

A. Construction Projects

VII. Report of the Attorney

VIII. Committee Reports

- Board of School Estimate – Ms. Costa
- Curriculum/Grants –
- NJSBA (Delegate) – Mr. Hyncik
- SCSBA (Delegate) –
- SCESC (Alternate Representative) – Dr. Harttraft
- SCJIF – (Commissioner) – Ms. Catterson
- SCIC – (Commissioner) – Mr. Hyncik

IX. School Communications Report

X. Superintendent's Report

A. Employment of Part-Time Hourly Personnel – Summer 2017

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for Summer 2017:

<u>High School</u>		
Rafael Catalan	Curriculum Writing-Spanish (10 hrs)	$ 35.00/hr (11-000-221-104-04-0001)
Daysi Lakhlif	Curriculum Writing-Spanish (10 hrs)	$ 35.00/hr (11-000-221-104-04-0001)
Guillermo Reina	Curriculum Writing-Spanish (10 hrs)	$ 35.00/hr (11-000-221-104-04-0001)
George Byrd	Curriculum-Auto Body Recertification (NATEF/ASE certification process/Part1) (50 hrs)	$ 35.00/hr (11-000-221-104-04-0001)
Robert Carrig	Special Project/Student Handbook (15 hrs)	$ 35.00/hr (11-000-218-104-05-0001)
Meghan O'Reilly	Special Project/Student Handbook (15 hrs)	$ 35.00/hr (11-000-218-104-05-0001)
Peggy Prezioso	Special Project/Student Handbook (15 hrs)	$ 35.00/hr (11-000-218-104-05-0001)
Karen Winfield	Special Project/Student Handbook (15 hrs)	$ 35.00/hr (11-000-218-104-05-0001)
Michael McClain	Special Project/Student Handbook (15 hrs)	$ 35.00/hr (11-000-218-104-05-0001)
Kashyap Tare	Data Entry (20 hrs/week)	$ 10.00/hr (11-000-218-105-05-0001)

B. Employment of Part-Time Hourly Personnel – 2017-18 School Year

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for the 2017-18 school year:

<u>District (July 1, 2017 through June 30, 2018)</u>		
Teresa Morelli	Affirmative Action Officer	$398.93/month (11-000-230-100-08-0001)
<u>Buildings & Grounds</u>		
Vincent Piano	Security Officer (27.5 hrs/week)	$ 24.30/hr (11-000-266-100-02-0000)
Shamil Graham	Security Officer (27.5 hrs/week)	$21.55/hr (11-000-266-100-02-0000)

C. Extra-Curricular Appointment – 2017-18 School Year

The Superintendent recommends that the Board of Education approve the following for extra-curricular activities for the 2017-18 school year as follows:

Christopher Whitzer (replacing M. McAnally)	Weightlifting Coach (shared position)	$1,485.00

D. Employment of Substitutes

The Superintendent recommends that the Board of Education approve employment of the following substitutes at a rate of $100.00/day for the 2017-18 school year:

Thomas Anderson	Dennis Avenoso	Kelly Avenoso
Gayle Behot	Michael Bowie	Evangeline Byrd
Kathleen Caola	Garrett Chemey	Ramona Crisafi-DelRocco
Ronald Eichner	Ray Esler	Laura Fahey
Christopher Ford	Adam Fulmore	Elizabeth Gallagher
Wayne Gallagher	Paige Garruto	Raymond Glowacki
Bonnie Grube	J. Anthony Kennette	Yolanda Klosowski
Barbara Liedl	Victoria Madzey	Surabhi Marathe
Brooke Michalak		

E. Lateral Move – 2017-18 School Year

The Superintendent recommends that the Board of Education approve Ms. Victoria Fulmer's request for a lateral move from Step 10-11/A to Step 10-11/B on the salary guide in the amount of $61,570.00, effective September 1, 2017.

F. FMLA Leave – Karen Winfield

The Superintendent recommends that the Board of Education approve the request of Ms. Karen Winfield, Guidance Counselor for an FMLA leave beginning on or about October 12, 2017 through January 12, 2018.

G. Unpaid Leave of Absence – Karen Winfield

The Superintendent recommends that the Board of Education approve the request of Ms. Karen Winfield, Guidance Counselor for an unpaid leave of absence beginning on or about January 15, 2018 through February 28, 2018.

H. School Business/Professional Development Travel

The Superintendent recommends that the Board of Education approve requests for district staff and Board of Education members to attend school business and professional development travel as they appear on Addendum #1.

Motion_____ Second_____
Discussion
Call the Roll

Roll Call	Yes	No
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Rodzinak	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

I. Emergency Certificate

The Superintendent recommends that the Board of Education authorize the Secretary to file form BTEAC-5a for the renewal of an Emergency Certificate for Mr. Thomas Heinbach, Cooperative Education Coordinator/Hazardous Occupations.

Motion_____ Second_____
Discussion
Call the Roll

Roll Call	Yes	No
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Rodzinak	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

J. Harassment, Intimidation and Bullying Coordinator

The Superintendent recommends that the Board of Education appoint Ms. Maria Johnson as the Harassment, Intimidation and Bullying Coordinator for the 2017-18 school year.

K. Harassment, Intimidation and Bullying Specialist

The Superintendent recommends that the Board of Education appoint Mr. Jaime Morales as the Harassment, Intimidation and Bullying Specialist for the 2017-18 school year.

L. Title IX Coordinator

The Superintendent recommends that the Board of Education appoint Ms. Teresa Morelli as the Coordinator of Title IX Amendment of 1972 for the 2017-18 school year.

M. Title 504 Coordinator

The Superintendent recommends that the Board of Education appoint Mr. Patrick Pelliccia as the Title 504 Coordinator of the Rehabilitation Act of 1973 for the 2017-18 school year.

Motion_____ Second_____
Discussion
Call the Roll

Roll Call	Yes	No
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Rodzinak	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

N. Educational Leadership Program Field Experience Internship

The Superintendent recommends that the Board of Education approve an educational leadership program field experience as follows:

Seton Hall University
Johanna Scholl (Graduate student/Educational Leadership Program)
Dr. Chrys Harttraft – District Mentor/Certified School Administrator
Fall 2017 Semester/Spring 2018 Semester (550-hour field experience)

O. Application for Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its July 24, 2017 meeting authorized application for funds for the following:

Farm Credit East	FFA Leadership (2017-18 SY)	$ 1,000.00

Motion_____ Second_____
Discussion
Call the Roll

Roll Call	Yes	No
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Rodzinak	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

P. Application for Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its July 24, 2017 meeting authorized application for funds for the following:

NJ Department of Education	CTSO-SkillsUSA (FY18) (Year 1/ 4)		$146,500.00
NJ Department of Education	IDEA – Part B (SFY18)		$ 85,456.00
NJ Department of Education	ESSA (FY18)		$ 79,143.00
	Title I Part A Basic	$60,137.00	
	Title II Part A	$ 9,006.00	
	Title IV	$10,000.00	

Q. Acceptance of Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its July 24, 2017 meeting authorized acceptance of funds for the following:

NJ Department of Education	Carl D. Perkins (FY18)		$279,558.00
	Other Districts	$261,964.00	
	Reserve	$ 17,594.00	

Motion_____ Second_____
Discussion
Call the Roll

Roll Call	Yes	No
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Rodzinak	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

R. Revised Board Policies – First Reading

The Superintendent recommends that the Board of Education approve the following revised Board policies at this first reading as they appear on Addendum #2.

3160/R3160 – Physical Examination
4160/R4160 – Physical Examination

1240/P1240 – Evaluation of Superintendent
3126/R3126 – District Mentoring Program
3221/R3221 – Evaluation of Teachers
3222/R3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
3223/R3223 – Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals
3224/R3224 – Evaluation of Principals, Vice Principals and Assistant Principals
3240/R3240 – Professional Development for Teachers and School Leaders
5610/R5610 – Suspension
5620 – Expulsion
8505 – Local Wellness Policy/Nutrient Standards for Meals and Other Foods
8550 – Unpaid Meal Charges/Outstanding Food Service Charges

S. Board Policies – First Reading

The Superintendent recommends that the Board of Education approve the following Board policies at this first reading as they appear on Addendum #3.

7446 – School Security Program

7424/R7424 – Bed Bugs

Motion_____ Second_____
Discussion
Call the Roll

Roll Call	Yes	No
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Rodzinak	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

T. Superintendent's Update
- HIB - 0
- Student Suspension Report – None

U. Submission of Bills

It is recommended the Board of Education approve the bills list for June 30, 2017 and July 31, 2017 which are included in the Board packet and will be attached to the regular meeting minutes.

Motion_____ Second_____
Discussion
Call the Roll

Roll Call	Yes	No
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Rodzinak	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

XI. Report of the School Business Administrator/Board Secretary

A. Reports A148 and A149

It is recommended the Board of Education adopt the monthly financial statement reports for the School Business Administrator/Board Secretary for the month of June 2017 and the Treasurer of School Monies for the month of June 2017, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Addendum #4)

Motion_____ Second_____
Discussion
Call the Roll

Roll Call	Yes	No
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Rodzinak	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

B. Budget Transfers – 2016-17 School Year

It is recommended the Board of Education approve the budget transfers for the 2016-17 school year as they appear on Addendum #5.

Motion_____ Second_____
Discussion
Call the Roll

Roll Call	Yes	No
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Rodzinak	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

C. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A – 2016-17 School Year

It is recommended the Board of Education award the following purchases in excess of the bid threshold which are estimates of year to date purchases and may be adjusted when necessary and in compliance with law.

Apple, Inc. Education	District Wide Technology	Co-Op	$ 65,937.00
CDW Government	Technology Equipment	Co-Op	$277,507.00
Lowe's Home Centers, Inc.	Instructional Supplies	State Contract	$ 43,195.00
W.B. Mason	District Wide Office Supplies	State Contract	$ 55,651.00
D.A. Hart Son, Inc.	54 Passenger School Bus	Co-Op	$101,943.00

D. Athletic Training Services Agreement – 2017-18 School Year

It is recommended the Board of Education enter into an agreement with Robert Wood Johnson University Hospital Somerset/RWJBarnabas Health to provide athletic training services in the amount of $34,500.00 for the 2017-18 school year.

E. Reject Bid - Student Transportation Services

It is recommended the Board of Education reject the Student Transportation Services Bid #2017181 RVCC.

F. Obsolete Equipment

It is recommended the Board of Education approve the following as obsolete and no longer needed for educational purposes.

Item	Asset #	Date Acquired	Net Book Value
54 Passenger School Bus	03857	July 2009	$4,794.37

Motion_____ Second_____
Discussion
Call the Roll

Roll Call	Yes	No
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Rodzinak	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

XII. New Business

XIII. Next Meeting

It is recommended the next regular meeting of the Somerset County Vocational Board of Education be held:

August 28, 2017
5:00 P.M.
Somerset County Vocational & Technical Schools
14 Vogt Drive
Bridgewater, New Jersey 08807

XIV. Remarks from the Public

XV. Resolution

BE IT RESOLVED by the Vocational Board of Education of the County of Somerset that:

A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
B. The general nature of matters to be discussed relates to litigation K. McManus, litigation J. Blue, litigation Chiller System, pending litigation J. Vingara. Action may or may not be taken.
C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

XVI. On motion of _____, seconded by _____and passed, the meeting adjourned at _____ P.M.

School Business/Professional Development Travel
July 24, 2017

DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
October 25, 2017	Denise Gotti	$175	n/a	NJ Science Convention	Princeton, NJ

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POLICY GUIDE

[See POLICY ALERT Nos. 97, 103, 110, 139, 165, 175 and 211]

3160 PHYSICAL EXAMINATION

The Board of Education requires each **candidate for employment who receives a conditional offer of employment to** ~~newly employed teaching staff member~~ undergo a physical examination**(s) to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA).**

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

The physical examination shall include, but is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include a health screening to include**, but not limited to:** height and weight; blood pressure; pulse and respiratory rate; vision screening; **and** hearing screening~~; and Mantoux test for tuberculosis~~.

~~A teaching staff member may provide health status information, including medications, which may be of value to medical personnel in the event of an emergency requiring treatment. The staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency. School employee physicals, examinations and/or annual medical updates do not require screening or disclosure of HIV status.~~

Optional

[Candidates for employment **who have received a conditional offer of employment** will **also** be required to undergo **a comprehensive fitness for duty** ~~a physical~~ examination ~~to include a health history, health screening and medical evaluation.~~ This **examination** ~~pre-employment physical examination~~ shall not be

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used to determine a candidate's disabilities. ~~This examination~~ **and** shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to **ADA** ~~P.L. 101-336, American with Disabilities Act of 1990~~. **Comprehensive fitness for duty examinations, if required by the Board, will be required for all** _____, _____, _____, _____, **and** _____ **candidates for employment who receive a conditional offer of employment.]**

Optional

[Candidates for **employment who have received a conditional offer of** employment **will be** ~~are also~~ required to undergo psychological assessment in accordance with district **procedures** ~~regulations.~~ **Psychological assessments, if required by the Board, will be required for all** _____, _____, _____, **and** _____ **candidates for employment who have received a conditional offer of employment.]**

Optional

[Candidates for employment who have received a conditional offer of employment will be required to be tested ~~The Board of Education will require testing~~ for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2 ~~as part of any physical examination which is required of any candidate for employment~~. This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines. **Testing for the usage of controlled or dangerous substances, if required by the Board, will be required for all** _____, _____, _____, **and** _____ **candidates for employment who have received a conditional offer of employment.]**

~~The physical examinations required by this policy shall be limited to those assessments or information necessary to determine the individual's physical and mental fitness to perform with reasonable accommodation in the position he/she seeks or currently holds and to detect any health risks to students or other employees.~~

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Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of p~~P~~hysical examinations required by this **P~~p~~olicy** ~~may be~~ **performed** ~~conducted~~ by a physician or institution designated by the Board. ~~or,~~ **However, the candidate shall bear the cost if the examination is performed** ~~at the employee's election,~~ by a physician or institution designated by the **candidate** ~~employee and approved~~ **with approval of** ~~by~~ the Board. ~~The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee.~~ **In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.**

School employee physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.

All staff members' medical and health records, including computerized records, will be secured, ~~and will be~~ stored, and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual employee. **Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.** The **staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the staff member may also choose to share** ~~section of the medical record that contains the health history may be shared~~ with the staff member's Building Principal and**, if desired, with** the **certified** school nurse**, information regarding current health status to assure ready access in a medical emergency** ~~with the consent of the staff member~~.

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POLICY GUIDE

Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy ~~No.~~ 3161 or disability in accordance with Polic~~y~~**ies** ~~Nos.~~ 3425 and 3435.

42 U.S.C.A. 12101
N.J.S.A. 18A:16-2 ~~et seq.~~
N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted:

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REGULATION GUIDE

[See POLICY ALERT Nos. 110, 139, 141, 165 and 211]

R 3160 PHYSICAL EXAMINATION

A. Definitions

~~1. "Employee assurance statement" means a statement signed by the employee certifying that information supplied by the employee is true to the best of the employee's knowledge.~~

1~~2~~. "Employee" or "staff member" means the holder of any full-time or part-time position of employment.

2~~3~~. "Health history" means the record of a person's past health events obtained in writing, completed by the individual or their physician.

3~~4~~. "Health screening" means the **use of** ~~testing of people, using~~ one or more diagnostic tools~~,~~ to **test a person for** ~~determine~~ the presence or precursors of a particular disease.

~~5. "Medical evaluation" means the examination of the body by the school medical inspector or by any physician licensed to practice medicine.~~

4~~6~~. "Physical examination" means the assessment of an individual's health **by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant**.

5. "Physician assistant" means a health care professional licensed to practice medicine with physician supervision.

~~7. "Psychiatric examination" means an examination for the purpose of diagnosis and treatment of mental disorders.~~

B. ~~Employees' Initial~~ Physical Examinations – **Candidates for Employment Who Have Received a Conditional Offer of Employment**

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1. ~~Each~~ **Candidates for employment who have received a conditional offer of employment** ~~newly employed teaching staff member~~ shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history~~,~~ **and** health screenings~~, and medical evaluation~~ **to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board's requirements for the physical examination.**

   a~~1~~. A health history ~~shall be completed by the employee or by his/her physician which~~ shall include**, but is not limited to,** the **candidate's** ~~employee's~~:

      (1) Past serious illnesses and injuries;

      (2) Current health problems;

      (3) Allergies; and

      (4) A record of immunizations.

   ~~a. Past serious illnesses and injuries;~~

   ~~b. Current health problems;~~

   ~~c. Allergies; and~~

   ~~d. Record of immunizations.~~

   b~~2~~. ~~The employee shall submit to~~ **A** health screenings ~~which~~ shall include**, but is not limited to** ~~his/her~~:

      (1) Height;

      (2) Weight;

      (3) Pulse and respiratory rate;

      (4) Hearing screening;

      (5) Blood pressure;

      (6) Vision screening;

      (7) _____;

      (8) _____.

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~~a. Height and weight;~~

~~b. Blood pressure;~~

~~c. Pulse and respiration rate;~~

~~d. Vision screening;~~

~~e. Hearing screening.~~

C. Medical Requirements Upon Employment

~~3~~1. ~~Health screening~~ **A Mantoux tuberculosis test** shall **be given upon employment of all newly hired staff members (full-time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students** ~~also include a Mantoux test for the presence of tuberculosis~~. **Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.**

~~a. A newly employed member will be exempt from the Mantoux test if he/she presents satisfactory documentation of a test~~

~~(1) Administered in a New Jersey school district from which the member has transferred, or~~

~~(2) Administered in any place within the six months previous to the member's initial employment in this district.~~

a. Tuberculosis testing is not required:

(1) For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or

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(2) For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.

b. Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.

(1) The school district shall determine the criteria essential to document a valid religious exemption.

c~~b~~. Procedures for the administration of the Mantoux **tuberculosis** test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines **and requirements** ~~issued by~~ **of** the **New Jersey** ~~State~~ Department of Health ~~and titled School Tuberculin Testing in New Jersey~~.

~~c. If the results of the Mantoux test so indicate, the employee shall be referred for a chest X-ray and medical evaluation to determine the presence of tuberculosis at the employee's expense. The employee shall submit the report of the X-ray and evaluation to the school medical inspector. If the school medical inspector does not receive the report within four weeks of the referral or is unwilling to accept the findings of the report, he/she may direct the employee to submit to a chest X-ray examination at Board expense, the results of which will be reported directly to the school medical inspector.~~

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~~d. An employee who presents a physician's or nurse practitioner's documentation, acceptable to the school medical inspector, showing significant tuberculin reaction and a subsequent negative chest X-ray will be exempt from the Mantoux test.~~

~~4. A medical evaluation that shall be limited to those assessments or information necessary to determine the employee's physical and mental fitness to perform with reasonable accommodation in the position which the employee seeks or currently holds and to detect any health risks to students and other employees. The employee's medical evaluation shall include, but not be limited to, a record of immunizations. Guidance regarding immunizations for adults may be found in "Adult Immunization: Recommendations of the Immunization Practices Advisory Committee (ACIP)", available from the Immunization Program, Centers for Disease Control, Public Health, U.S. Department of Health and Human Services, Atlanta, GA 30333.~~

~~2~~5. A**n individual** teaching staff member may provide health-status information, including medications, **that** ~~which~~ may be of value to medical personnel in the event of an emergency requiring treatment. **In such instances, t**~~T~~he **teaching** staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

~~D~~C. Health Records

1. All **health records of candidates for employment who have received a conditional offer of employment and of current** employees ~~medical records~~, including computerized records, shall be secured, ~~and shall be~~ stored**,** and maintained separate**ly** from other personnel files.

2. **Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5** ~~Only the employee, the Superintendent, and the school medical inspector shall have access to the medical information in that individual's file~~.

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~~3. The portion of the employee's medical record containing a health history may be shared with the Principal and the school nurse with the consent of the employee, as provided in B.5.above.~~

~~E~~D. Employees' Physical Examination and Medical Updates

1. School employee physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

Optional

[~~F~~E. **Comprehensive Fitness for Duty** Examination of Candidates for Employment **Who Have Received a Conditional Offer of Employment**

1. Candidates for employment **who have received a conditional offer of employment** will **also** be required to undergo a **comprehensive fitness for duty** physical examination ~~to include a health history, health screening and medical evaluation~~ **by a school district approved physician or institution at the Board's expense**.

   a. This pre-employment physical examination shall not be used to determine a candidate's disabilities; and

   b. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to **ADA** ~~P.L. 101-336, American with Disabilities Act of 1990.~~]

2. **The physician or institution completing the examination will be provided the fitness requirements for each position.**

3. **Comprehensive fitness for duty examinations will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:**

   a. _____;

   b. _____;

   c. _____;

   d. _____.]

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Optional

[G. Psychological Assessments for Candidates Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment will be required to undergo psychological assessment in accordance with district procedures.

2. Psychological assessments will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:

a. _____**;**

b. _____**;**

c. _____**;**

d. _____**.]**

Optional

[H~~F~~. ~~Controlled Dangerous Substance~~ Testing **for Usage of Controlled or Dangerous Substances for Candidates Who Have Received a Conditional Offer of Employment**

1. Candidates for **employment** ~~teaching staff member positions,~~ who have received a conditional offer of employment **will be required to** ~~must~~ complete testing, conducted at the Board's expense, for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2.

   a~~1~~. Candidates will be allowed privacy during specimen collection. Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. **A** ~~The~~ laboratory **approved by the New Jersey Department of Health** will be selected by the Board **for such testing** ~~and approved by the New Jersey Department of Health~~.

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b~~2~~. The laboratory will conduct **the test in accordance with industry standard practices for testing for controlled dangerous substances** ~~an initial or screening test and a confirmatory test. Refusal of employment will not be based on the results of a screening test alone. An initial test is an immunoassay test to eliminate negative test results from further consideration and to identify the potentially positive specimens for the purpose of further testing and confirmation. A confirmatory test is a second analytical procedure to identify the presence of a specific drug which uses more sophisticated technique to ensure reliability and accuracy.~~

c~~3~~. A Medical Review Officer, who is a licensed physician ~~certified and qualified to complete drug testing~~ will review the final results of **all** positive ~~drug~~ tests **to determine if there is~~, scrutinizing them for possible alternative~~ a** medical explanations **for the results**. The Medical Review Officer will review the candidate's medical history and **may** ~~will~~ conduct a medical interview **with the candidate** to determine **any** ~~the other~~ relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of ~~a~~ **an investigation regarding** positive drug tests to the **candidate** ~~applicant~~ and to the Superintendent.

d~~4~~. The ~~American with Disabilities Act (ADA)~~ prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of controlled dangerous substances (CDS) and the illegal use of prescription drugs) are not protected by the ADA.

e~~5~~. After a conditional offer of employment, the school district **administration and/or the Medical Review Officer** may ask **the candidate** questions concerning present drug or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:

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~~(1)a.~~ It must be job-related and cannot be met with reasonable accommodation;

~~(2)b.~~ It must be consistent with the demonstrated necessity of conducting business; and

~~(3)c.~~ It must be related to legitimate job criteria.

~~f~~6. The school district **(shall/may)** refuse to hire **a candidate** ~~an applicant~~ based upon a test result that indicates the illegal use of drugs **as confirmed by the Medical Review Officer**. This action **(shall/may)** be taken even if the **candidate** ~~applicant~~ claims he/she recently stopped illegally using drugs.

2~~7~~. ~~The school district would incur liability under ADA if a person is excluded from a job if the school district erroneously regarded the candidate to be an addict currently using drugs illegally when the drug test showed the presence of a lawfully prescribed drug.~~ The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA **violation** ~~liability.~~**]**

3. Testing for controlled or dangerous substances will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:

a. _____**;**

b. _____**;**

c. _____**;**

d. _____**.]**

~~**Optional**~~

[~~**IG**~~**.** ~~**Candidates Records**~~ **Review of Examinations and Assessments**

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~~1. All records regarding pre-employment physicals and drug tests will be maintained in separate medical files and treated as confidential medical records. These records will be:~~

~~a. Kept separate from a candidate's personnel file;~~

~~b. Kept in a locked cabinet in a central school district location; and~~

~~c. Accessible only to the Superintendent and/or designee.~~

12. The **results** ~~records~~ of **the physical examination of** a candidate~~'s~~ **for employment who has received a conditional offer of employment** ~~physical examination~~ will be **reviewed by** ~~submitted to~~ the school **physician** ~~medical inspector~~, who**, in consultation with the Superintendent,** will determine the candidate's physical and mental fitness to function with reasonable accommodation in the position for which he/she has made application. That determination will be made a part of the candidate's application.

~~3. A candidate's medical records will be maintained separately from his/her application and will be kept confidential in accordance with ¶D.~~

~~a. If and when the candidate is employed by this district, the records will be kept in the person's medical file.~~

~~b. If the candidate is not employed by this district within **one year** _____ **(period of time)**, the records will be destroyed.]~~

J. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:

a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations and assessments;

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b. **The required examinations and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and**

c. **If it is determined upon completing the examination(s) or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.**

Adopted:

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[See POLICY ALERT Nos. 97, 103, 110, 139, 165, 175 and 211]

4160 PHYSICAL EXAMINATION

The Board of Education requires each **candidate for employment who receives a conditional offer of employment to** ~~newly employed support staff member~~ undergo a physical examination**(s) to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA).**

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

The physical examination shall include, but is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include a health screening to include**, but not limited to:** height and weight; blood pressure; pulse and respiratory rate; vision screening; **and** hearing screening~~; and Mantoux test for tuberculosis~~.

~~A support staff member may provide health status information, including medications, which may be of value to medical personnel in the event of an emergency requiring treatment. The staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency. School employee physicals, examinations and/or annual medical updates do not require screening or disclosure of HIV status.~~

Optional

[Candidates for ~~employment~~ **who have received a conditional offer of employment** will **also** be required to undergo **a comprehensive fitness for duty** ~~a physical~~ examination ~~to include a health history, health screening and medical evaluation~~. This **examination** ~~pre-employment physical examination~~ shall not be

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used to determine a candidate's disabilities. ~~This examination~~ **and** shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ~~ADA P.L. 101-336, American with Disabilities Act of 1990~~. **Comprehensive fitness for duty examinations, if required by the Board, will be required for all _____, _____, _____, _____, and _____ candidates for employment who receive a conditional offer of employment.]**

Optional

[Candidates for **employment who have received a conditional offer of** employment **will** ~~are also~~ required to undergo psychological assessment in accordance with district **procedures** ~~regulations~~. **Psychological assessments, if required by the Board, will be required for all _____, _____, _____, and _____ candidates for employment who have received a conditional offer of employment.]**

Optional

[Candidates for employment who have received a conditional offer of employment will be required to be tested ~~The Board of Education will require testing~~ for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2 ~~as part of any physical examination which is required of any candidate for employment~~. This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines. **Testing for the usage of controlled or dangerous substances, if required by the Board, will be required for all _____, _____, _____, and _____ candidates for employment who have received a conditional offer of employment.]**

~~The physical examinations required by this policy shall be limited to those assessments or information necessary to determine the individual's physical and mental fitness to perform with reasonable accommodation in the position he/she seeks or currently holds and to detect any health risks to students or other employees.~~

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POLICY GUIDE

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of p~~P~~hysical examinations required by this **P**~~p~~olicy ~~may be~~ **performed** ~~conducted~~ by a physician or institution designated by the Board. ~~or,~~ **However, the candidate shall bear the cost if the examination is performed** ~~at the employee's election,~~ by a physician or institution designated by the **candidate** ~~employee and approved~~ **with approval of** ~~by~~ the Board. ~~The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee.~~ **In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.**

School employee physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.

All staff members' medical and health records, including computerized records, will be secured, ~~and will be~~ stored, and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual employee. **Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.** The **staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the staff member may also choose to share** ~~section of the medical record that contains the health history may be shared~~ with the staff member's Building Principal and, **if desired, with** the **certified** school nurse, **information regarding current health status to assure ready access in a medical emergency** ~~with the consent of the staff member~~.

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Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy ~~No.~~ ~~43~~161 or disability in accordance with Policy~~ies~~ ~~Nos.~~ ~~43~~425 and ~~43~~435.

42 U.S.C.A. 12101
N.J.S.A. 18A:16-2 ~~et seq.~~
N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted:

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REGULATION GUIDE

[See POLICY ALERT Nos. 110, 139, 141, 165 and 211]

R 4160 PHYSICAL EXAMINATION

A. Definitions

~~1. "Employee assurance statement" means a statement signed by the employee certifying that information supplied by the employee is true to the best of the employee's knowledge.~~

1~~2~~. "Employee" or "staff member" means the holder of any full-time or part-time position of employment.

2~~3~~. "Health history" means the record of a person's past health events obtained in writing, completed by the individual or their physician.

34. "Health screening" means the **use of** ~~testing of people, using~~ one or more diagnostic tools~~,~~ to **test a person for** ~~determine~~ the presence or precursors of a particular disease.

~~5. "Medical evaluation" means the examination of the body by the school medical inspector or by any physician licensed to practice medicine.~~

4~~6~~. "Physical examination" means the assessment of an individual's health **by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant**.

5. "Physician assistant" means a health care professional licensed to practice medicine with physician supervision.

~~7. "Psychiatric examination" means an examination for the purpose of diagnosis and treatment of mental disorders.~~

B. ~~Employees' Initial~~ Physical Examinations – **Candidates for Employment Who Have Received a Conditional Offer of Employment**

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1. ~~Each~~ **Candidates for employment who have received a conditional offer of employment** ~~newly employed support staff member~~ shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history~~,~~ **and** health screenings~~, and medical evaluation~~ **to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board's requirements for the physical examination.**

   a~~1~~. A health history ~~shall be completed by the employee or by his/her physician which~~ shall include**, but is not limited to,** the **candidate's** ~~employee's~~:

      (1) Past serious illnesses and injuries;

      (2) Current health problems;

      (3) Allergies; and

      (4) A record of immunizations.

   ~~a. Past serious illnesses and injuries;~~

   ~~b. Current health problems;~~

   ~~c. Allergies; and~~

   ~~d. Record of immunizations.~~

   b~~2~~. ~~The employee shall submit to~~ **A** health screenings ~~which~~ shall include**, but is not limited to** ~~his/her~~:

      (1) Height;

      (2) Weight;

      (3) Pulse and respiratory rate;

      (4) Hearing screening;

      (5) Blood pressure;

      (6) Vision screening;

      (7) _____;

      (8) _____.

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~~a. Height and weight;~~

~~b. Blood pressure;~~

~~c. Pulse and respiration rate;~~

~~d. Vision screening;~~

~~e. Hearing screening.~~

C. Medical Requirements Upon Employment

~~3~~**1.** ~~Health screening~~ **A Mantoux tuberculosis test** shall **be given upon employment of all newly hired staff members (full-time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students** ~~also include the conduct of a Mantoux test for the presence of tuberculosis infection~~. **Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.**

~~a. A newly employed member will be exempt from the Mantoux test if he/she presents satisfactory documentation of a test~~

~~(1) Administered in a New Jersey school district from which the member has transferred, or~~

~~(2) Administered in any place within the six months previous to the member's initial employment in this district.~~

a. Tuberculosis testing is not required:

(1) For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or

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(2) For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.

b. Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.

(1) The school district shall determine the criteria essential to document a valid religious exemption.

c~~b~~. Procedures for the administration of the Mantoux **tuberculosis** test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines **and requirements** ~~issued by~~ **of** the **New Jersey** ~~State~~ Department of Health ~~and titled School Tuberculin Testing in New Jersey~~.

~~c. If the results of the Mantoux test so indicate, the employee shall be referred for a chest X-ray and medical evaluation to determine the presence of tuberculosis at the employee's expense. The employee shall submit the report of the X-ray and evaluation to the school medical inspector. If the school medical inspector does not receive the report within four weeks of the referral or is unwilling to accept the findings of the report, he/she may direct the employee to submit to a chest X-ray examination at Board expense, the results of which will be reported directly to the school medical inspector.~~

~~d. An employee who presents a physician's or nurse practitioner's documentation, acceptable to the school medical inspector, showing significant tuberculin reaction and a subsequent negative chest X-ray will be exempt from the Mantoux test.~~

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~~4. A medical evaluation that shall be limited to those assessments or information necessary to determine the employee's physical and mental fitness to perform with reasonable accommodation in the position which the employee seeks or currently holds and to detect any health risks to students and other employees. The employee's medical evaluation shall include, but not be limited to, a record of immunizations. Guidance regarding immunizations for adults may be found in "Adult Immunization: Recommendations of the Immunization Practices Advisory Committee (ACIP)", available from the Immunization Program, Centers for Disease Control, Public Health, U.S. Department of Health and Human Services, Atlanta, GA 30333.~~

2~~5~~. A**n individual** support staff member may provide health-status information, including medications, **that** ~~which~~ may be of value to medical personnel in the event of an emergency requiring treatment. **In such instances, t**~~T~~he **support** staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

D~~C~~. Health Records

1. All **health records of candidates for employment who have received a conditional offer of employment and of current** employees ~~medical records~~, including computerized records, shall be secured, ~~and shall be~~ stored**,** and maintained separate**ly** from other personnel files.

2. **Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5** ~~Only the employee, the Superintendent, and the school medical inspector shall have access to the medical information in that individual's file~~.

~~3. The portion of the employee's medical record containing a health history may be shared with the Principal and the school nurse with the consent of the employee, as provided in paragraph B.5. above.~~

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~~D. Examination of School Bus Drivers~~

~~1. School bus drivers employed by this district are subject to Policy No. 4160 and this regulation generally.~~

~~2. School bus drivers employed by a contractor supplying transportation services to this district shall be tested for tuberculosis in accordance with paragraph B3 of this regulation.~~

E. Employees' Physical Examination and Medical Updates

1. School employee physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

Optional

[F. **Comprehensive Fitness for Duty** Examination of Candidates for Employment **Who Have Received a Conditional Offer of Employment**

1. Candidates for employment **who have received a conditional offer of employment** will **also** be required to undergo a **comprehensive fitness for duty** physical examination ~~to include a health history, health screening and medical evaluation~~ **by a school district approved physician or institution at the Board's expense**.

a. This pre-employment physical examination shall not be used to determine a candidate's disabilities; and

b. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to **ADA** ~~P.L. 101-336, American with Disabilities Act of 1990.~~]

2. The physician or institution completing the examination will be provided the fitness requirements for each position.

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3. **Comprehensive fitness for duty examinations will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:**

   a. _____;

   b. _____;

   c. _____;

   d. _____.]

Optional

[G. Psychological Assessments for Candidates Who Have Received a Conditional Offer of Employment

1. **Candidates for employment who have received a conditional offer of employment will be required to undergo psychological assessment in accordance with district procedures.**

2. **Psychological assessments will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:**

   a. _____;

   b. _____;

   c. _____;

   d. _____.]

Optional

[HG. ~~Controlled Dangerous Substance~~ Testing **for Usage of Controlled or Dangerous Substances for Candidates Who Have Received a Conditional Offer of Employment**

1. Candidates for **employment** ~~support staff member positions,~~ who have received a conditional offer of employment **will be required to** ~~must~~ complete testing, conducted at the Board's expense, for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2.

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REGULATION GUIDE

a~~1~~. Candidates will be allowed privacy during specimen collection. Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. **A** ~~The~~ laboratory **approved by the New Jersey Department of Health** will be selected by the Board **for such testing** ~~and approved by the New Jersey Department of Health~~.

b~~2~~. The laboratory will conduct **the test in accordance with industry standard practices for testing for controlled dangerous substances** ~~an initial or screening test and a confirmatory test. Refusal of employment will not be based on the results of a screening test alone. An initial test is an immunoassay test to eliminate negative test results from further consideration and to identify the potentially positive specimens for the purpose of further testing and confirmation. A confirmatory test is a second analytical procedure to identify the presence of a specific drug which uses more sophisticated technique to ensure reliability and accuracy.~~

c~~3~~. A Medical Review Officer, who is a licensed physician ~~certified and qualified to complete drug testing~~ will review the final results of **all** positive ~~drug~~ tests **to determine if there is**~~, scrutinizing them for possible alternative~~ **a** medical explanations **for the results**. The Medical Review Officer will review the candidate's medical history and **may** ~~will~~ conduct a medical interview **with the candidate** to determine **any** ~~the other~~ relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of ~~a~~ **an investigation regarding** positive drug tests to the **candidate** ~~applicant~~ and to the Superintendent.

d~~4~~. The ~~American with Disabilities Act (ADA)~~ prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of controlled dangerous substances (CDS) and the illegal use of prescription drugs) are not protected by the ADA.

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~~e~~5. After a conditional offer of employment, the school district **administration and/or the Medical Review Officer** may ask **the candidate** questions concerning present drug or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:

(1)~~a.~~ It must be job-related and cannot be met with reasonable accommodation;

(2)~~b.~~ It must be consistent with the demonstrated necessity of conducting business; and

(3)~~c.~~ It must be related to legitimate job criteria.

~~f~~6. The school district **(shall/may)** refuse to hire **a candidate** ~~an applicant~~ based upon a test result that indicates the illegal use of drugs **as confirmed by the Medical Review Officer**. This action **(shall/may)** be taken even if the **candidate** ~~applicant~~ claims he/she recently stopped illegally using drugs.

2~~7~~. ~~The school district would incur liability under ADA if a person is excluded from a job if the school district erroneously regarded the candidate to be an addict currently using drugs illegally when the drug test showed the presence of a lawfully prescribed drug.~~ The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA **violation** ~~liability.~~**]**

3. Testing for controlled or dangerous substances will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:

a. _____;

b. _____;

c. _____;

d. _____.**]**

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~~Optional~~

~~[~~IH. ~~Candidates Records~~ **Review of Examinations and Assessments**

~~1. All records regarding pre-employment physicals and drug tests will be maintained in separate medical files and treated as confidential medical records. These records will be:~~

~~a. Kept separate from a candidate's personnel file;~~

~~b. Kept in a locked cabinet in a central school district location; and~~

~~c. Accessible only to the Superintendent and/or designee.~~

12. The **results** ~~records~~ of **the physical examination of** a candidate~~'s~~ **for employment who has received a conditional offer of employment** ~~physical examination~~ will be **reviewed by** ~~submitted to~~ the school **physician** ~~medical inspector~~, who**, in consultation with the Superintendent,** will determine the candidate's physical and mental fitness to function with reasonable accommodation in the position for which he/she has made application. That determination will be made a part of the candidate's application.

~~3. A candidate's medical records will be maintained separately from his/her application and will be kept confidential in accordance with ¶D.~~

~~a. If and when the candidate is employed by this district, the records will be kept in the person's medical file.~~

~~b. If the candidate is not employed by this district within **one year** _____ **(period of time)**, the records will be destroyed.]~~

J. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

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1. **All candidates for employment who receive a conditional offer of employment shall be informed by the district that:**

   a. **An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations and assessments;**

   b. **The required examinations and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and**

   c. **If it is determined upon completing the examination(s) or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.**

Adopted:

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Pen RC 7/24/17

POLICY GUIDE

[See POLICY ALERT Nos. 174, 195, 198, 204 and 212]

8505 **LOCAL** WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

The Principal ~~or a School Wellness Policy Coordinator designated by the Principal~~ will be responsible to ensure the school complies with the requirements in this Policy. ~~The Superintendent of Schools will designate a District Wellness Policy Coordinator who will have the authority and responsibility to ensure each school in the district complies with the requirements outlined in this Policy.~~

of leave in

A. Wellness Policy Goals

The goals as outlined below shall apply to each school in the district.

1. Goals for Nutrition Promotion – The following activities will be coordinated in each school in the district:

   a. Age-appropriate posters will be posted on the walls where food and beverages are served to students highlighting and encouraging the value of good nutrition.

   b. The school lunch program will have promotional days during the school year where at least one new nutritional alternative menu item will be featured as part of the menu pattern meal component. The food service staff members will promote this nutritional alternative during meal service with posters, flyers, and/or hand-outs regarding the nutritional menu item alternative.

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c. The Principal or **School Wellness Policy Coordinator** ~~designee~~ will encourage food products that meet the nutrition standards of the HHFKA when used as an incentive or reward for student accomplishments, club or activity achievements, and/or success in competitions within the school.

d. Food service staff, in consultation with the Principal or **School Wellness Policy Coordinator** ~~designee~~, will coordinate obtaining student input on menu planning that will include taste testing of new nutritional food, satisfaction surveys, and other activities that will promote nutrition awareness.

e. Food service staff will place the healthier food items in the service line where students are more likely to choose them.

f. Parents will be provided the nutritional standards of the HHFKA and encourage parents to pack lunches and snacks that meet the HHFKA nutritional standards.

2. Goals for Nutrition Education – The following activities will be coordinated in each school in the district:

a. The Principal **or School Wellness Policy Coordinator** will ensure each student receives at least one presentation per school year that promotes good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district's curriculum.

b. The Principal or ~~designee~~ **School Wellness Policy Coordinator** will post the nutritional guidelines of the HHFKA in the area of the school building where food and beverages are served.

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c. The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items **and for students to make informed choices about nutrition, health, and physical activity**.

3. Goals for Physical Activity

[This section (3.a.) shall be included for districts with elementary schools.

a. The following activities will be coordinated in each elementary school in the district:

(1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.

(2) The Principal or designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities.

(3) Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity, which may include, but not be limited to: walking; playing games that require physical activity, such as kick ball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment.

(4) The Principal will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day.

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(5) The Principal or designee will coordinate special events that highlight physical activity, which may include field days, walk-a-thons, and activity tournaments or competitions. The Principal or designee may involve parents, community members, and students in the planning of these events.]

[This section (3.b.) shall be included for districts with middle schools.

b. The following activities will be coordinated in each middle school in the district:

(1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.

(2) The Board of Education may offer middle school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.

(3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.]

[This section (3.c.) shall be included for districts with high schools.

c. The following activities will be coordinated in each high school in the district:

(1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.

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(2) The Board of Education will offer high school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.

(3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.]

4. Goals for Other School-Based Activities - The following activities will be coordinated ~~in each school~~ in the district:

a. ~~Each school in~~ T~~t~~he district will establish a **District** Wellness Committee (**DWC**). **The DWC will:**

(1) **Be** comprised of **a** ~~the~~ Principal ~~or designee~~, at least one health/physical education teacher, a school nurse, at least two parents, at least two students, ~~and~~ at least one food service staff member **representing all school levels in the district, and the District Wellness Policy Coordinator.~~;~~ and**

(2) **Meet at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of the district-wide Wellness Policy.**

b. The Principal or ~~designee~~ **School Wellness Policy Coordinator** will coordinate information being disseminated to students and parents promoting the school lunch program, nutrition, and nutrition education.

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c. The school district will celebrate a School Wellness Week, as determined by the Superintendent of Schools, where schools will have special activities throughout the week to promote nutrition and physical activity. These special activities will be planned and coordinated by each school's **Principal and/or School** Wellness **Policy Coordinator** ~~Committee~~.

d. The Principal **and/or School Wellness Policy Coordinator** will encourage fund-raising activities that promote physical activity such as walk-a-thons, teacher-student activity competitions, family activity nights, and school dances.

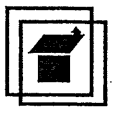
5. Annual School Progress Report

a. The goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness shall be evaluated annually by the Principal or designee of each school and the ~~school's~~ **School** Wellness **Policy Coordinator** ~~Committee~~ in an Annual School Progress Report provided to the Superintendent of Schools before **May 1** ~~June 30~~.

b. The Annual School Progress Report shall present the extent to which each school is in compliance with this Policy, the progress made in attaining the goals of this Policy, any recommended changes to this Policy, and an action plan for the following school year to achieve the school's annual goals and objectives.

6. Annual District Summary Progress Report

a. Upon receiving the Annual School Progress Report from each school, the ~~Superintendent or designee~~ **District Wellness Policy Coordinator** will compile an Annual District Summary Progress Report to be presented to the **Superintendent and** Board of Education at a public meeting before **May 30** ~~the beginning~~ of the **current** school year. The public will be provided an opportunity to review and comment on the Annual District Summary Progress Report at the Board meeting.



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b. Revisions to this Policy will be recommended by the Superintendent or designee to be approved by the Board of Education before September 30 of each school year.

7. Additional Wellness Policy Goals

a. Nothing in this Policy shall prevent an individual school in the district from developing and implementing additional activities, approved by the Superintendent or designee, to those required in this Policy.

B. Nutrition Guidelines for All Foods and Beverages

1. The Board of Education requires each school in the district to comply with the Federal school meal nutrition standards and the Ssmart Ssnacks in accordance with the requirements HHFKA. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. The ~~food~~ requirements for any food **or beverages** sold in schools must meet a range of calorie and nutrient requirements as outlined in the HHFKA **and a smart snack calculator shall be on file in each school for each product sold.**

2. The school district will comply with the HHFKA beverage requirements and beverage portion requirements for **each appropriate grade level** ~~elementary, middle, and secondary schools~~. Each school will make potable water available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.

3. On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the HHFKA. The nutrition standards of the HHFKA do not apply to non-school hours, weekends, and off-campus fundraising events. The United States Department of Agriculture defines school day as starting from midnight to thirty minutes after the end of the school day. Fundraisers involving the sale of food or beverages must be **pre-approved by** ~~submitted to~~ the Principal **or designee and** ~~the or designee~~ **District Wellness Policy Coordinator** ~~for approval~~.

Add or

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[Option

4. **The Board of Education will permit food in the school that is not sold to students to be brought into school by parents, students, or staff members for classroom activities, parties, or snacks, or other food provided to students as an incentive. Any occasion where food is brought into the school for such purposes must be approved by the Principal or designee, who will ensure safeguards are in place to protect students who may have a food or related allergy.]**

C. District Coordinator

~~The Superintendent or designee shall be the school district official responsible to ensure each school in the district complies with the requirements as outlined in this Policy.~~

1. **The District Wellness Policy Coordinator shall be available to consult with school-based administrators, staff members, and the School Wellness Policy Coordinator(s) on the district's Wellness Policy.**

2. **The District Wellness Policy Coordinator shall also be responsible to ensure parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the general public are permitted to participate in the development, implementation, review, and update of this Wellness Policy.**

3. **The District Wellness Policy Coordinator shall be responsible to inform and update the public (including parents, students, and others in the community) about the content, implementation, updates and implementation status of the district's Wellness Policy through the district's website, school publications, and/or other school communications made available to the public.**

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a. **The information and update shall provide as much information as possible about the school nutrition environment, including a summary of the events and activities related to the Wellness Policy implementation in the school district.**

D. Wellness Policy Assessment

1. **The District Wellness Policy Coordinator will prepare an assessment of the district's Wellness Policy in accordance with the requirements of the United States and New Jersey Departments of Agriculture on the extent to which the school(s) in the district are in compliance with the district's Wellness Policy, the extent to which the district's Wellness Policy compares to model school wellness policies, and a description of the progress made in attaining the goals outlined in the district's Wellness Policy.**

2. **The District Wellness Policy Coordinator will present this assessment to the Board of Education at a public Board meeting, make such assessment available to the public, and recommend any updates to the Policy accordingly.**

E. Records

1. **The District Wellness Policy Coordinator shall ensure records are maintained to document compliance with the requirements of the District Wellness Policy. Such records will include, but not be limited to:**

   a. **The Board-approved Wellness Policy;**

   b. **Documentation demonstrating the Policy has been made available to the public;**

   c. **Documentation of the efforts made in the school district to review and update the Policy;**

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d. Documentation demonstrating compliance with the annual public notification requirements;

e. Documentation demonstrating the most recent assessment on Policy implementation; and

f. Documentation demonstrating the most recent assessment on the implementation of the School Wellness Policy has been made available to the public.

~~F~~**D**. Publication/Dissemination

This Policy **and Assessment** will be made available to staff members, students, and parents by being posted on the school district and/or school websites.

The Healthy, Hunger-Free Kids Act of 2010

Adopted:

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Per RC 7/24/17

POLICY GUIDE

[See POLICY ALERT Nos. 206, 208 and 212]

8550 **UNPAID MEAL CHARGES**/OUTSTANDING FOOD SERVICE CHARGES

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will

~~**Select Only One Option Below**~~

~~**[Option 1 – No Charging Permitted**~~

✓ **not provide a student a breakfast or lunch and will immediately inform the Principal or designee, who will contact the student's parent to arrange for breakfast or lunch or money for breakfast or lunch to be brought from home to school for the student.**

A parent's refusal to provide lunch or breakfast for their child or money to purchase lunch or breakfast may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

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[Option 2 – No Lunch and/or Breakfast Served After Second Notice

___ provide **a** ~~the~~ student **a** ~~with~~ breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast/lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student's school lunch or breakfast bill is in arrears **in excess of $_____, the student will continue to receive lunch or breakfast and their account will be charged accordingly.** The Principal or designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's lunch or breakfast bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student **will not be served school breakfast or lunch, as applicable, without payment for that day's breakfast or lunch beginning the eighth calendar day from the date of the second notice.**

A parent who has received a second notice their child's lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

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When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

If the student's breakfast or lunch bill is in arrears, but the student has the money to purchase breakfast or lunch, the student will be provided breakfast or lunch and the food service program will not use the student's money to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.

The food service program will prevent the overt identification of children through the method of payment used to purchase a meal and whose breakfast or lunch bill is in arrears.]

[Option 3 – Breakfast and/or Lunch will be Served After Second Notice

___ **provide a student a breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast or lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.**

In the event a student's school lunch or breakfast bill is in arrears in excess of $_____, the student will continue to receive lunch or breakfast and their account will be charged accordingly. The Principal or designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's breakfast or lunch bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student

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~~[Select one option~~

~~____ will not be served school breakfast or lunch, as applicable, beginning the eighth calendar day from the date of the second notice.~~

____ will be provided ~~an basic~~ **alternate breakfast or** lunch, **as applicable,** that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture **and the Food and Nutrition Services of the United State Department of Agriculture** beginning the eighth calendar day from the date of the second notice. **This alternate meal will be provided until the bill is in arrears in excess of $_____, at which time the student will not be served school breakfast or lunch, as applicable.~~]~~**

A parent who has received a second notice their child's lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

If the student's breakfast or lunch bill is in arrears, but the student has the money to purchase breakfast or lunch, the student will be provided breakfast or lunch and the food service program will not use the student's money to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.

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POLICY GUIDE

The food service program will prevent the overt identification of children through the method of payment used to purchase a meal and whose breakfast or lunch bill is in arrears.]

~~The provisions of N.J.S.A. 18A:33-21 and this Policy will be made available to parents of all children in the school district in a manner as determined by the Superintendent~~

In accordance with the provisions of the United States Department of Agriculture, this Policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. The school district may post this Policy on the school or school district's website provided there is a method in place to ensure this Policy reaches all households, particularly those households without access to a computer or the Internet.

This Policy shall also be provided to all school and food service staff responsible for the enforcement of this Policy, including school administrators to ensure this Policy is supported.

The food service program will comply with all meal charge policy requirements of the United States and New Jersey Department of Agriculture and N.J.S.A. 18A:33-21.

N.J.S.A. 18A:33-21
United States Department of Agriculture SP 23-2017 – March 23, 2017

Adopted:

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[See POLICY ALERT Nos. 96, 151, 175, 201, 207 and 212]

1240 EVALUATION OF SUPERINTENDENT

The purpose of the annual evaluation is to promote professional excellence and improve the skills of the Superintendent, improve the quality of the education received by the students in the schools, and provide a basis for the review of the Superintendent's performance.

This Policy and Regulation 1240 shall be developed by the Board of Education after consultation with the Superintendent and shall include, but not be limited to:

1. Determination of roles and responsibilities for the implementation of the annual evaluation policy and procedures;

2. Development of a job description and evaluation criteria based upon the Board of Education's local goals, program objectives, policies, instructional priorities, State goals, statutory requirements, and the functions, duties, and responsibilities of the Superintendent;

3. Specification of data collection and reporting methods appropriate to the job description;

4. Provisions for the preparation of an individual professional growth and development plan based in part upon any need(s) identified in the evaluation. The plan shall be mutually developed by the Board of Education and the Superintendent; and

5. Preparation of an annual ~~written~~ performance report by a majority of the full membership of the Board of Education and an annual summary conference between a majority of the total membership of the Board of Education and the Superintendent.

There shall be an annual summary conference between the Board of Education, with a majority of its total membership present, and the Superintendent which shall be held before **the annual** ~~a written~~ performance report is filed. The conference shall be held in executive session, unless the Superintendent requests that it be held in public. The conference shall include, but not be limited to, review of the following:

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1. Performance of the Superintendent based upon the Board approved job description;

2. Progress of the Superintendent in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and

3. Indicators of student progress and growth toward program objectives.

The annual ~~written~~ performance report shall be prepared by July 1 by a majority of the Board of Education's total membership and shall include, but not be limited to:

1. Performance area(s) of strength;

2. Performance area(s) needing improvement based upon the job description and evaluation criteria set forth in N.J.A.C. 6A:10-8.1(c)2;

3. Recommendations for professional growth and development;

4. A summary of indicators of student progress and growth, and a statement of how the indicators relate to the effectiveness of the overall program and the Superintendent's performance; and

5. Provision for performance data not included in the report to be entered into the record by the Superintendent within ten teaching staff member working days after the report's completion.

The evaluation procedure for a nontenured Superintendent shall be completed by July 1 each year.

Each newly appointed or elected Board of Education member shall complete a New Jersey School Boards Association training program on the evaluation of the Superintendent within six months of the commencement of his or her term of office pursuant to N.J.S.A. 18A:17-20.3.b.

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POLICY GUIDE

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of a collective bargaining agreement or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013 shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to collective bargaining involve matters of educational policy or managerial prerogatives.

The Board of Education shall add to the Superintendent's personnel file all **annual** ~~written~~ performance reports and supporting data, including, but not limited to, indicators of student progress and growth. All information contained in **the annual** ~~written~~ performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the New Jersey Department of Education from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

The Board President, or the Board President's designee, shall oversee the annual evaluation of the Superintendent. The Board of Education may hire a qualified consultant to assist or advise in the evaluation process; however, the evaluation itself shall be the responsibility of the Board of Education.

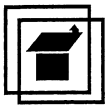
Policy and Regulation 1240 shall be distributed to the Superintendent upon adoption by the Board. Amendments to this Policy and Regulation shall be distributed within ten working days after adoption.

The provisions of this Policy, Regulation, and N.J.A.C. 6A:10-8.1 et seq. are the minimum requirements for the evaluation of a Superintendent.

N.J.S.A. 18A:17-20.3; 18A:6-117 through 18A:6-129
N.J.A.C. 6A:10-1.1 et seq.; 6A:10-8.1 et seq.

Adopted:

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REGULATION GUIDE

[See POLICY ALERT Nos. 151, 201, 207 and 212]

R 1240 EVALUATION OF SUPERINTENDENT

A. Roles and Responsibilities for the Implementation of the Annual Evaluation Policy and Procedures

1. The Board of Education and the Superintendent will develop and the Board will adopt a job description and evaluation criteria for the Superintendent's position based upon the Board's local goals, program objectives, policies, instructional priorities, State goals, statutory requirements, and the functions, duties, and responsibilities of the Superintendent.

2. The Superintendent shall have primary responsibility for data collection and reporting methods appropriate to the job description.

3. The Board President, or the Board President's designee, shall oversee the annual evaluation of the Superintendent.

4. The Board President shall establish timelines for completion of the annual evaluation of the Superintendent.

B. Annual Summary Conference

1. The Board of Education shall conduct an annual summary conference with the Superintendent to develop and prepare an **a**~~A~~nnual ~~Written~~ **p**~~P~~erformance **r**~~R~~eport.

2. The annual summary conference between the Board of Education, with a majority of its total membership present, and the Superintendent shall be held before the **a**~~A~~nnual ~~Written~~ **p**~~P~~erformance **r**~~R~~eport is prepared and filed.

3. The Superintendent shall submit to all Board members any information, documents, statistics, or any other data or information he/she would like for the Board members to consider at the annual summary conference.

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4. The Board President, or the Board President's designee, shall preside over the Board's annual summary conference meeting.

5. The conference shall be held in executive session, unless the Superintendent requests it be held in public. The conference shall include, but not be limited to, review of the following:

   a. Performance of the Superintendent based upon the Board approved job description;

   b. Progress of the Superintendent in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and

   c. Indicators of student progress and growth toward program objectives.

C. Annual ~~Written~~ Performance Report

1. The **a**~~A~~nnual ~~Written~~ **p**~~P~~erformance **r**~~R~~eport shall be prepared and approved by a majority of the Board of Education's total membership by July 1 and shall include, but not be limited to:

   a. Performance area(s) of strength;

   b. Performance area(s) needing improvement based upon the job description and evaluation criteria set forth in N.J.A.C. 6A:10-8.1(c)2;

   c. Recommendations for professional growth and development;

   d. Summary of indicators of student progress and growth, and a statement of how the indicators relate to the effectiveness of the overall program and the Superintendent's performance; and



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e. Provision for performance data not included in the report to be entered into the record by the Superintendent within ten teaching staff member working days after the report's completion.

2. The Board President, or the Board President's designee, shall prepare a draft of the **a**~~A~~nnual ~~Written~~ **p**~~P~~erformance **r**~~R~~eport after the annual summary conference.

3. The draft of the **a**~~A~~nnual ~~Written~~ **p**~~P~~erformance **r**~~R~~eport shall be disseminated to all Board members for review and comment before presenting the draft report to the Superintendent.

   a. In the event a Board member believes a provision(s) of the draft of the **a**~~A~~nnual ~~Written~~ **p**~~P~~erformance **r**~~R~~eport is not in accord with the provisions agreed to by a majority of the Board during the annual summary conference, the Board member shall submit in writing their proposed revision(s) to the drafter of the **a**~~A~~nnual ~~Written~~ **p**~~P~~erformance **r**~~R~~eport. The draft of the **a**~~A~~nnual ~~Written~~ **p**~~P~~erformance **r**~~R~~eport may be revised by the drafter of the report if the drafter agrees with the Board member's proposed revision. In the event the drafter does not agree with the proposed revision(s), the issue shall be presented to the full membership of the Board of Education in executive session to make a final determination.

4. The draft of the **a**~~A~~nnual ~~Written~~ **p**~~P~~erformance **r**~~R~~eport shall be presented to the full membership of the Board of Education in executive session for discussion and approval after the draft report has been disseminated to all Board members for review. The Superintendent shall receive a copy of the draft of the **a**~~A~~nnual ~~Written~~ **p**~~P~~erformance **r**~~R~~eport from the Board President, or Board President's designee, prior to the executive session where the Board is scheduled to discuss and approve.

5. In the event the Superintendent does not agree with a provision(s) in the draft of the **a**~~A~~nnual ~~Written~~ **p**~~P~~erformance **r**~~R~~eport, the Superintendent shall be provided an opportunity to discuss with the full membership of the Board reconsideration of the disputed provision(s).

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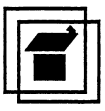
6. A majority of the Board's full membership shall approve the draft of the **a**~~A~~nnual ~~Written~~ **p**~~P~~erformance **r**~~R~~eport before presenting the final **a**~~A~~nnual ~~Written~~ **p**~~P~~erformance **r**~~R~~eport to the Superintendent.

7. The Superintendent may submit a written response to the final **a**~~A~~nnual ~~Written~~ **p**~~P~~erformance **r**~~R~~eport, which shall be attached to the report.

D. Nontenured Superintendent of Schools

1. The evaluation procedure for a nontenured Superintendent shall also be completed by July 1 each year.

Adopted:



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POLICY GUIDE

[See POLICY ALERT Nos. 123, 125, 187, 209 and 212]

3126 DISTRICT MENTORING PROGRAM

The Board of Education shall develop a district mentoring program to provide nontenured teachers, including novice professional teachers who hold a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) with an induction to the teaching profession and to the school community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.

The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the **New Jersey Student Learning** ~~Core Curriculum Content~~ Standards to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching. The Board of Education shall determine how each nontenured teacher in his or her first year of employment shall be provided with supports as outlined in N.J.A.C. 6A:9C-5.1(c). The Board shall provide an individual mentor to work one-on-one with a novice provisional teacher in accordance with N.J.A.C. 6A:9C-5.1(d). The Superintendent shall oversee the mentor selection process and ensure the individual mentor meets the minimum requirements required in N.J.A.C. 6A:9C-5.2(a).

~~In accordance with the provisions of N.J.A.C. 6A:9C-5.4, an approved agency and its designated staff shall be authorized to provide the services, evaluations, and recommendations specified within N.J.A.C. 6A:9B-8.6, 8.7, and 8.9 for provisional Teachers of Supplemental Instruction in Reading and Mathematics, Grades K-8 in their employ.~~

The district's local mentoring plan shall be in accordance with the requirements as outlined in N.J.A.C. 6A:9C-5.1 et seq.

The Superintendent of Schools or designee shall develop the district mentoring plan in accordance with the requirements outlined in N.J.A.C. 6A:9C-5.3 as part of the school district's professional development plan (PDP) pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.1 et seq.

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The Board of Education shall budget State funds appropriated for the novice teacher mentoring program in accordance with the provisions of N.J.A.C. 6A:9C-5.1(f). The Board shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State or local funds already devoted to planning and implementing a novice teacher mentor program. The Board of Education shall ensure that State funds shall be used for one or more of the following: stipends for mentor teachers; the costs associated with release time; substitutes for mentor teachers and novice teachers; and professional development and training activities related to the program.

Evaluations for a provisional teacher shall be completed in accordance with the requirements of N.J.A.C. 6A:9B-8.6.

N.J.S.A. 18A:26-2; 18A:26-2a
N.J.A.C. 6A:9B-8.4; 6A:9B-8.5; 6A:9B-8.6; 6A:9C-5.1

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REGULATION GUIDE

[See POLICY ALERT Nos. 134, 187, 209 and 212]

R 3126 DISTRICT MENTORING PROGRAM

The Board of Education is authorized to employ a holder of a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) after its mentoring plan has been approved pursuant to N.J.A.C. 6A:9C-5.1.

A. Definitions (N.J.A.C. 6A:9-2.1)

1. "Certificate of Eligibility or CE" means a certificate with lifetime validity issued to persons who have completed degree, academic study, and applicable test requirements for certification. The CE permits the applicant to seek and accept employment in corresponding positions requiring certification.

2. "Certificate of Eligibility with Advanced Standing or CEAS" means a certificate with a lifetime validity issued to persons who have completed degree, academic study, applicable test requirements, and CEAS educator preparation programs for certification. The CEAS permits the applicant to seek and accept employment in positions requiring certification.

3. "District mentoring program" means a program of induction and support for non-tenured teachers, including novice provisional teachers and experienced teachers new to a school district, designed to develop them into effective professionals within the school district.

4. "Endorsement" means an authorization allowing a certificate holder to teach one or more specific subject area(s) or to serve in one or more specific teaching staff role(s).

5. "Mentor teacher" means an experienced, certified New Jersey teacher who is assigned to provide support and guidance to a novice teacher.

6. "Novice teacher" means any teacher serving full- or part-time under a provisional certificate who has not yet been issued a standard instructional certificate in any endorsement area.



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7. "Professional Standards for Teachers" means the knowledge, skills, and dispositions that all teachers must acquire to practice as teachers in accordance with N.J.A.C. 6A:9-3.3.

8. "Provisional teaching period" means a minimum of two years of full-time teaching under a provisional certificate required of all novice teachers before they are eligible to be recommended for a standard certificate.

B. Requirements for District Mentoring Program

1. The district shall develop a mentoring program to provide non-tenured teachers, including novice provisional teachers who hold a CE or CEAS, with an induction to the teaching profession and to the school district community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.

2. The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the **New Jersey Student Learning** ~~Core Curriculum Content~~ Standards **(NJSLS)** ~~(CCCS)~~ to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching.

3. The Board of Education shall determine how each non-tenured teacher in his or her first year of employment, **which shall be equal to at least thirty weeks,** shall be provided with the following supports:

   a. Comprehensive induction to school district policies and procedures including, but not limited to, introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric, including setting and assessing student learning through student growth objectives;



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b. Individualized supports and activities, which shall be assigned at the school district's discretion and shall be aligned with the Professional Standards for Teachers at N.J.A.C. 6A:9-3.3, the Standards for Professional Learning at N.J.A.C. 6A:9C-3.3, and the school district's Commissioner-approved teaching practice instrument. The supports and activities shall be guided by:

(1) The non-tenured teacher's degree of preparation and experience;

(2) The non-tenured teacher's individual professional development plan (PDP) developed ~~within thirty instructional days of the beginning of the teaching assignment pursuant to~~ **in accordance with** N.J.A.C. 6A:9C-4.4~~(f)~~;

(3) Areas of focus within the district mentoring plan; and

(4) Goals of the school and school district plans for professional development as described in N.J.A.C. 6A:9C-4.2.

c. One-to-one mentoring, which is required for each novice provisional teacher as set forth in 4. below.

4. The district shall provide an individual mentor to work one-to-one with a novice provisional teacher and ensure:

a. Each novice provisional teacher is assigned an individual mentor at the beginning of the contracted teaching assignment;

b. The mentor teacher provides observation and feedback, opportunities for the novice teacher to observe effective practice, and confidential guidance and support in accordance with the Professional Standards for Teachers, and guides the teacher in a self-assessment on the school district's Commissioner-approved teaching practice instrument;



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c. The one-to-one mentoring includes planned, in-person contact time between the mentor teacher and the novice provisional teacher holding a CE or CEAS over the course of the academic year, or proportionally longer if the novice provisional teacher holds a part-time teaching assignment;

d. The mentor teacher and the novice provisional teacher holding a CEAS meet at least once per week for the first four weeks of the teaching assignment;

e. The mentor teacher and the novice provisional teacher holding a CE meet at least once per week for the first eight weeks of the teaching assignment:

(1) The one-to-one mentoring shall support the novice provisional teacher in achieving the curricular objectives of the formal instructional program in which the novice provisional teacher holding a CE is enrolled.

f. All contact time between the mentor teacher and the novice provisional teacher shall be recorded in a log, developed as part of the district mentoring plan, submitted to the Superintendent or designee, and maintained within the school district.

5. All novice provisional teachers whose positions require possession of instructional certificates pursuant to N.J.S.A. 18A:26-2 and N.J.A.C. 6A:9B-5.1 shall comply with the district mentoring program requirements.

6. The district shall budget State funds appropriated for the novice teacher mentoring program.

a. Subject to the availability of funds, the Department of Education shall appropriate State funds based on the number of novice teachers employed each year by the Board of Education.



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b. The Board of Education shall ensure State funds appropriated for this program supplement, and not supplant, Federal, State, or local funds already devoted to planning and implementing a novice teacher mentor program.

c. The Board of Education shall ensure State funds are used for one or more of the following:

(1) Stipends for mentor teachers;

(2) The costs associated with release time;

(3) Substitutes for mentor and novice teachers; and

(4) Professional development and training activities related to the program.

d. If no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional period of teaching to obtain standard certification shall be responsible for payment of mentoring fees during the first provisional year. The Board may, at its discretion, pay all or part of the mentoring fees.

7. The school district's administrative office shall oversee the payment of mentors. Payment shall not be conferred directly from provisional novice teacher to mentor.

C. Mentor requirements

1. The Superintendent shall oversee the mentor selection process and ensure the individual mentor of a novice provisional teacher meets the following minimum requirements:

a. Holds an instructional certificate and, when possible, is certified in the subject area in which the novice provisional teacher is working;



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b. Has at least three years of experience and has taught full-time for at least two years within the last five years;

c. Does not serve as the mentee's direct supervisor nor conduct evaluations of teachers;

d. Demonstrates a record of success in the classroom:

(1) ~~Beginning academic year 2014-2015,~~ **A**~~a~~ll mentor teacher applicants shall have received a summative rating of effective or highly effective on the most recent summative evaluation, pursuant to N.J.A.C. 6A:10.

(a) A mentor teacher applicant in a school or school district not required pursuant to N.J.A.C. 6A:10-1 to issue summative evaluations shall demonstrate at least one year of effective teaching on his or her most recent evaluation as determined by his or her supervisor.

e. Understands the social and workplace norms of the school district and the community it serves;

f. Understands the resources and opportunities available in the school district and is able to act as a referral source to the novice provisional teacher; and

g. Completes a comprehensive mentor training program with a curriculum that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, Professional Standards for Teachers, **NJSLS** ~~CCCS~~, classroom observation skills, facilitating adult learning, and leading reflective conversations about teaching practice.

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REGULATION GUIDE

D. District Mentoring Plan

1. The Superintendent or designee shall develop a district mentoring plan as part of the school district's PDP pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.

   a. The Superintendent shall submit the district mentoring plan to the Board of Education for review of its fiscal impact.

   b. The Superintendent or designee shall share the district mentoring plan with each school improvement panel, which shall oversee the school-level implementation of the district mentoring plan and shall communicate the plan to all non-tenured teachers and their mentors.

   c. The Superintendent or designee annually shall review the plan and revise it, as necessary, based on feedback from mentor logs, each school improvement panel, and data on teacher and student performance.

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[See POLICY ALERT Nos. 140, 172, 181, 201, 207 and 212]

3221 EVALUATION OF TEACHERS

The Board of Education recognizes the importance of teacher effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3221 for the evaluation of teachers consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teacher evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3221, "teacher" means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in **annual** ~~written~~ performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for teachers which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teachers and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teachers. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

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POLICY GUIDE

The minimum requirements for the evaluation procedures for teachers as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5. A School Improvement Panel shall be established in accordance with N.J.A.C. 6A:10-3.1 and with the responsibilities outlined in N.J.A.C. 6A:10-3.2.

The components of the teacher evaluation rubric as described in N.J.A.C. 6A:10-4.1 shall apply to teachers. Measures of student achievement, as outlined in N.J.A.C. 6A:10-4.2, shall be used to determine impact on student learning. Teacher observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-4.4. Observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

The teacher practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.2.

The Superintendent shall annually notify all teachers of the adopted evaluation policies and procedures/regulations no later than October 1. If a teacher is hired after October 1, the Superintendent shall notify the teacher of the policies and procedures/regulations at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures/regulations within ten teacher working days of adoption.

N.J.S.A. 18A:6-117 et seq.
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5
N.J.A.C. 6A:10-3.1 and 3.2; N.J.A.C. 6A:10-4.1 through 4.4
N.J.A.C. 6A:10-7.1 and 7.2

Adopted:



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[See POLICY ALERT Nos. 181, 201, 207 and 212]

R 3221 EVALUATION OF TEACHERS

A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3221 unless the context clearly indicates otherwise:

"Announced observation" means an observation in which the person conducting an **observation** ~~evaluation~~ for the purpose of evaluation will notify the teacher of the date and the class period the observation will be conducted.

"Annual performance report" means a written appraisal of the teacher's performance prepared by the teacher's designated supervisor based on the evaluation rubric for his or her position.

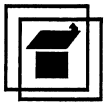
"Annual summative evaluation rating" means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a teacher's evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

"Calibration" in the context of educator evaluation means a process to monitor the competency of a trained evaluator to ensure the evaluator continues to apply an educator practice instrument accurately and consistently according to the standards and definitions of the specific instrument.

"Chief School Administrator" means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

"Commissioner" means Commissioner of the New Jersey Department of Education.

"Co-observation" means two or more supervisors who are trained on the practice instrument who observe simultaneously, or at alternate times, the same lesson or portion of a lesson for the purpose of training.



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"Corrective Action Plan" means a written plan developed by **the designated supervisor** ~~a teaching staff member serving in a supervisory capacity~~ in collaboration with the teacher to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual teacher and the school district for implementing the plan, and specific support that the district shall provide **as defined in N.J.S.A. 18A:6-119**.

"Department" means the New Jersey Department of Education.

"Designated supervisor" means the supervisor designated by the Superintendent of Schools or designee as the teacher's supervisor.

"District Evaluation Advisory Committee" means a group created to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

"Educator practice instrument" means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies.

"Evaluation" means an appraisal of an individual's professional performance in relation to his or her job description~~,~~ **and** professional standards~~,~~ and ~~Statewide evaluation criteria that incorporates analysis of multiple measures of student achievement or growth and multiple data sources~~ **based on, when applicable, the individual's evaluation rubric**.

"Evaluation rubric" means a set of criteria, measures, and processes used to evaluate all teachers in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments, and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.



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"Indicators of student progress and growth" means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

"Individual professional development plan" is as defined in N.J.S.A. 18A:6-119.

"Job description" means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

~~"Long observation" means an observation for the purpose of evaluation that is conducted for a minimum duration of forty minutes or one class period, whichever is shorter.~~

~~"Model evaluation rubric" means district educator evaluation rubrics that have been reviewed and accepted by the Commissioner. A model teaching or principal evaluation rubric includes a teacher or principal practice instrument that appears on the Department's list of approved educator practice instruments.~~

"Observation" means a method of collecting data on the performance of a teacher's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-~~2~~1.1.

"Post-observation conference" means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the teacher for the purpose of evaluation to discuss the data collected in the observation.

"Scoring guide" means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Teacher practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.



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"Semester" means half of the school year.

~~"Short observation" means an observation for the purpose of evaluation that is conducted for at least twenty minutes.~~

"Signed" means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

"Student growth objective" means an academic goal that teachers and ~~evaluators~~ **designated supervisors** set for groups of students.

"Student growth percentile" means a specific metric for measuring individual student progress on Statewide assessments by tracking how much a student's test scores have changed relative to other students Statewide with similar scores in previous years.

"Superintendent" means Superintendent of Schools or Chief School Administrator.

"Supervisor" means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-1~~1~~**2**.

"Teacher" means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

"Teacher practice instrument" means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the teacher practice instrument are components of the teacher's evaluation rubrics and the scores are included in the summative evaluation rating for the individual.



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"Unannounced observation" means an observation in which the person conducting an observation for the purpose of evaluation will not notify the teacher of the date or time the observation will be conducted.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and ~~Written~~ **Annual Performance** Reports – N.J.A.C. 6A:10-1.4

All information contained in ~~written~~ **annual** performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., **including, but not limited to, digital records,** shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Teachers – N.J.A.C. 6A:10-2.1

1. The Board of Education annually shall adopt evaluation rubrics for teachers. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.

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2. The evaluation rubrics for teachers shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 (P.L. 2012, c. 26, § 17c).

3. Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.

E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of teachers, unless otherwise specified:

a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-~~21.1~~ et seq.;

b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c)~~:~~;

(1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to teaching staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to teaching staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.

c. Ensure the Superintendent annually notifies all teachers of the adopted evaluation policies and procedures no later than October 1. If a teacher is hired after October 1, the Board/Superintendent shall notify the teacher of the policies and procedures at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures within ten ~~teacher~~ working days of adoption;

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d. Annually adopt by June 1, any Commissioner-approved teacher practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;

e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;

f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and

g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a teacher for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and N.J.A.C. 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.

2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teachers and, when applicable, applying the Commissioner-approved educator practice instruments:

a. Annually provide training on and descriptions of each component of the evaluation rubric for all teachers who are being evaluated in the school district and provide more thorough training for any teacher who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;



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~~b. Provide training on the teacher practice instruments for any supervisor who will conduct observations for the purpose of evaluation of teachers. Training shall be provided before the observer conducts his or her first observation for the purpose of evaluation;~~

b~~e~~. Annually provide updates and refresher training ~~on the teacher practice instruments~~ for ~~any~~ supervisors who ~~will observe teacher practice for the purpose of increasing accuracy and consistency among observers~~ **are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate teachers for the first time. Training shall be provided on each component of the evaluated teacher's evaluation rubric before the evaluation of a teacher;**

c~~d~~. Annually require each supervisor who will conduct observations for the purpose of evaluation of a teacher to complete **at least** two co-observations during the ~~academic~~ **school** year.

(1) Co-observers shall use the co-observation to promote accuracy **and consistency** in scoring~~, and to continually train themselves on the instrument~~.

(2) A co-observation ~~shall~~ **may** count as one required observation for the purpose of evaluation pursuant to N.J.A.C. 6A:10-4.4, as long as the observer meets the requirements set forth in N.J.A.C. 6A:10-4.3 and 4.4**, but the co-observation shall not count as two or more required observations. If a co-observation counts as one required observation, the score shall be determined by the teacher's designated supervisor.**

d~~e~~. The Superintendent shall annually certify to the Department that all supervisors of teachers in the school district who are utilizing ~~teacher practice instruments~~ **evaluation rubrics** have completed training on ~~the instrument and its application~~ and ~~have~~ demonstrated competency in applying the ~~teacher practice instruments~~ **evaluation rubrics**.



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F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.

2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.

3. Beginning in **2018-2019** ~~2017-2018~~, the District Evaluation Advisory Committees shall no longer be required and the Board of Education shall have the discretion to continue the District~~'s~~ Evaluation Advisory Committee.

G. Evaluation Procedures for Teachers – N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3221 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teachers.

2. Evaluation policies and procedures requiring the annual evaluation of all teachers shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:

   a. Roles and responsibilities for implementation of evaluation policies and procedures;

   b. Job descriptions, evaluation rubrics for teachers, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;



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c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;

d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;

e. Process for developing and scoring student growth objectives;

fe. The process for preparation of individual professional development plans; and

g~~f~~. The process for preparation of an annual ~~written~~ performance report by the teacher's designated supervisor and an annual summary conference between the teacher and his or her designated supervisor.

3. The annual summary conference between designated supervisors and teachers shall be held before the **annual** ~~written~~ performance report is filed. The conference shall occur on or before June 30 of each **school** year and shall include, but not be limited to, a review of the following:

a. The performance of the teacher based upon the job description and the scores or evidence compiled using the teacher's evaluation rubric, including, when applicable~~,~~**:** ~~the teacher's practice instrument;~~

(1) The teacher's practice instrument; and

(2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.

b. The progress of the teacher toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; **and**

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~~c. Available indicators or scores of student achievement or growth, when applicable, such as student growth objective scores and student growth percentile scores; and~~

~~c~~d. The preliminary annual ~~written~~ performance report.

4. If any scores for the teacher's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.

5. The annual ~~written~~ performance report shall be prepared by the teacher's designated supervisor and shall include, but not be limited to:

   a. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-4;

   b. Performance area(s) of strength and area(s) needing improvement based upon the job description~~, observations for the purpose of evaluation and, when applicable, the teacher practice instrument;~~ and **components of the teacher's evaluation rubric; and**

   c. ~~An~~ **The teacher's** individual professional development plan ~~developed by the designated supervisor and the teacher~~ or~~, when applicable, a~~ corrective action plan from the evaluation year being reviewed in the report.

6. The teacher and the designated supervisor shall sign the report within five ~~teacher~~ working days of the review.

7. The Board of Education shall include all ~~written~~ performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the teacher's personnel file, or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.



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H. Corrective Action Plans for Teachers – N.J.A.C. 6A:10-2.5

1. For each teacher rated ineffective or partially effective on the annual summative evaluation ~~rating~~, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teacher and the ~~Superintendent or the~~ teacher's designated supervisor. **If the teacher does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.**

2. ~~If the summative evaluation rating is calculated before the end of the school year, then~~ **T**the corrective action plan shall be developed and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan ~~prior to September 15~~ **by October 31** of the ~~following~~ school year~~. The conference to develop and discuss the corrective action plan may be combined with the teacher's annual summary conference that occurs at the end of the year of evaluation.~~ **following the year of evaluation except:**

   ~~a~~3. If the ineffective or partially effective summative evaluation rating is received after ~~the start~~ **October 1** of the school year following the year of evaluation, ~~then~~ a corrective action plan **shall** ~~must~~ be developed, and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan within **twenty-five** ~~fifteen~~ teacher working days following the school district's receipt of the teacher's summative rating.

~~4. The content of the corrective action plan shall replace the content of the individual professional development plan required in N.J.A.C. 6A:9C-3.4(c) and 3.7(c) until the next annual summary conference.~~

3~~5~~. The content of the corrective action plan shall **replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall**:

   a. Address areas in need of improvement identified in the teacher evaluation rubric;

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b. Include specific, demonstrable goals for improvement;

c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and

d. Include timelines for meeting the goal(s).

4~~6~~. The teacher's designated supervisor and the teacher on a corrective action plan shall discuss the teacher's progress toward the goals outlined in the corrective action plan during each **required** post-observation conference, ~~when required by~~ **pursuant to** N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-4.4. **The teacher and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teacher's progress, position, or role.**

5~~7~~. Progress toward the teacher's goals outlined in the corrective action plan**:**

a. S~~s~~hall be documented in the teacher's personnel file and reviewed at the annual summary conference **and** ~~or~~ the mid-year evaluation~~, when applicable~~. Both the teacher on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teacher's progress toward his or her corrective action plan goals~~.~~**; and**

b~~8~~. ~~Progress toward the teacher's goals outlined in the corrective action plan~~ M~~m~~ay be used as evidence in the teacher's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.

6~~9~~. Responsibilities of the evaluated teacher on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teacher's designated supervisor.



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~~7~~10. The School Improvement Panel shall ensure teachers with a corrective action plan receive a mid-year evaluation as required by N.J.S.A. 18A:6-120.c. ~~If the corrective action plan was created on or prior to September 15 of the academic year, the mid-year evaluation shall occur before February 15; if the corrective action plan was created after September 15,~~ **T**the mid-year evaluation shall occur **approximately** midway between the development of the corrective action plan and the **expected receipt of the next** annual **summative rating** ~~summary conference~~. The mid-year evaluation shall include, at a minimum, a conference to discuss progress toward the teacher's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.

~~8~~11. The School Improvement Panel shall ensure teachers with a corrective action plan receive one observation, including a post-observation **conference**, in addition to the observations required in N.J.A.C. 6A:10-4.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 4.4(a). ~~The Superintendent or Principal shall determine the length of the additional observation.~~

~~9~~12. ~~Tenured~~ **Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, tenured** teachers with a corrective action plan shall be observed by multiple observers for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4(c)~~4~~2.

~~10~~13. The corrective action plan shall remain in effect until the teacher receives his or her next summative evaluation rating.

11. There shall be no minimum number of teacher working days a teacher's corrective action plan can be in place.

I. School Improvement Panel – N.J.A.C. 6A:10-3 et seq.

1. School Improvement Panel Membership – N.J.A.C. 6A:10-3.1

a. The School Improvement Panel shall include the Principal, a Vice Principal, and a teacher who is chosen in accordance with b. below by the Principal in consultation with the majority representative. **If an Assistant Principal or Vice**

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Principal is not available to serve on the panel, the Principal shall appoint an additional member who is employed in the district in a supervisory role and capacity, in accordance with N.J.S.A. 18A:6-120.a. The Principal may appoint additional members to the School Improvement Panel as long as all members meet the criteria outlined in this section and N.J.S.A. 18A:6-120.a and the teacher(s) on the panel represents at least one-third of its total membership.

b. The Principal annually shall choose the teacher(s) on the School Improvement Panel through the following process:

(1) The teacher member shall be a person with a demonstrated record of success in the classroom. A demonstrated record of success in the classroom means the teacher member shall have been rated effective or highly effective in the most recent available annual summative rating.

(2) The majority representative, in accordance with a. above, may submit to the Principal, teacher member nominees for consideration.

(3) The Principal shall have final decision-making authority and is not bound by the majority representative's list of nominees.

c. The teacher member shall serve a full ~~academic~~ **school** year, except in case of illness or authorized leave, but may not be appointed more than three consecutive **school** years.

d. All members of the School Improvement Panel shall be chosen by August 31 of each year.

2. School Improvement Panel Responsibilities – N.J.A.C. 6A:10-3.2

a. The School Improvement Panel shall:

(1) Oversee the mentoring of teachers according to N.J.A.C. ~~6A:9B-8~~ **6A:9C-5.3(a)2** and support the implementation of the school district mentoring plan;

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(2) Conduct evaluations of teachers pursuant to N.J.A.C. 6A:10-2.4 and 4.4;

(3) Ensure corrective action plans for teachers are created in accordance to N.J.A.C. 6A:10-2.5~~(j)~~; and **ensure** ~~conduct~~ mid-year evaluations **are conducted** for teachers who are on a corrective action plan; and

(4) Identify professional development opportunities for all teachers based on the review of aggregate school-level data, including, but not limited to, teacher evaluation and student performance data to support school-level professional development plans described in N.J.A.C. 6A:9C-~~3.5~~**4.2**.

b. To conduct observations for the purpose of evaluation, the teacher member shall have:

(1) Agreement of the majority representative;

(2) An appropriate supervisory certificate; and

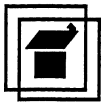
(3) Approval of the Principal who supervises the teacher being observed.

c. The teacher member who participates in the evaluation process shall not serve concurrently as a mentor under N.J.A.C. ~~6A:9B-8.4~~ **6A:9C-5.2(a)3**.

J. Components of Teacher Evaluation Rubric – N.J.A.C. 6A:10-4.1

1. The components of the teacher evaluation rubric described in N.J.A.C. 6A:10-4.1 et seq. shall apply to teachers holding the position of teacher and holding a valid and effective standard, provisional, or emergency instructional certificate.

2. Evaluation rubrics for all teachers shall include the requirements described in N.J.S.A. 18A:6-123, including, but not limited to:



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a. Measures of student achievement pursuant to N.J.A.C. 6A:10-4.2; and

b. Measures of teacher practice pursuant to N.J.A.C. 6A:10-4.3 and 4.4.

3. To earn a summative rating, a teacher shall have a student achievement score, including median student growth percentile and/or student growth objectives(s) scores, and a teacher practice score pursuant to N.J.A.C. 6A:10-4.4.

4. Each score shall be converted to a percentage weight so all components make up 100 percent of the evaluation rubric. By August 31 prior to the **school** ~~academic~~ year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:

a. If, according to N.J.A.C. 6A:10-4.2(b), a teacher receives a median student growth percentile, the student achievement component shall be at least thirty percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.

b. If, according to N.J.A.C. 6A:10-4.2(b), a teacher does not receive a median student growth percentile, the student achievement component shall be at least fifteen percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.

c. Measures of teacher practice described in N.J.A.C. 6A:10-4.3 and 4.4 shall be at least fifty percent and no more than eighty-five percent of a teacher's evaluation rubric rating as determined by the Department.



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~~d. Notwithstanding the provisions of a, b, and c above, if a teacher's appeal of his or her student growth objective is approved, according to N.J.A.C. 6A:10-4.2(f), the student growth objective score weight within the student achievement component and the teacher practice weight shall be adjusted by the Superintendent or the Commissioner, as applicable according to N.J.A.C. 6A:10-4.2(f).~~

5. Standardized tests, used as a measure of student progress, shall not be the predominant factor in determining a teacher's annual summative rating.

K. Student Achievement Components – N.J.A.C. 6A:10-4.2

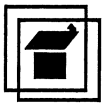
1. Measures of student achievement shall be used to determine impact on student learning. The student achievement measure shall include the following components:

   a. If the teacher meets the requirements of 2. below, the median student growth percentile of all students assigned to a teacher, which shall be calculated as set forth in 4. below; and

   b. Student growth objective(s), which shall be specific and measurable, based on available student learning data, aligned to the **New Jersey Student Learning Standards (NJSLS)** ~~Core Curriculum Content Standards~~, and based on growth and/or achievement.

      (1) For teachers who teach subjects or grades not covered by the **NJSLS** ~~Core Curriculum Content Standards~~, student growth objective(s) shall align to standards adopted or endorsed, as applicable, by the State Board.

2. The median student growth percentile shall be included in the annual summative rating of a teacher who:



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a. Teaches at least one course or group within a course that falls within a standardized-tested grade or subject. The Department shall maintain on its website a course listing of all standardized-tested grades and subjects for which student growth percentile can be calculated pursuant to 4. below;

b. Teaches the course or group within the course for at least sixty percent of the time from the beginning of the course to the day of the standardized assessment; and

c. Has at least twenty individual student growth percentile scores attributed to his or her name during the **school** ~~academic~~ year of the evaluation. If a teacher does not have at least twenty individual student growth percentile scores in a given **school** ~~academic~~ year, the student growth percentile scores attributed to a teacher during the two **school** ~~academic~~ years prior to the evaluation year may be used in addition to the student growth percentile scores attributed to the teacher during the **school** ~~academic~~ year of the evaluation. Only student growth percentile scores from **school** ~~academic~~ year 2013-2014 or any **school** year after shall be used to determine median student growth percentiles.

3. The Department shall periodically collect data for all teachers that include, but are not limited to, student achievement and teacher practice scores.

4. The Department shall calculate the median student growth percentile for teachers using students assigned to the teacher by the school district. For teachers who have a student growth percentile score:

a. The Board of Education shall submit to the Department final ratings for all components, other than the student growth percentile, for the annual summative rating; and

b. The Department then shall report to the employing district Board of Education the annual summative rating, including the median student growth percentile for each teacher who receives a median student growth percentile.



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5. Student growth objectives for teachers shall be developed and measured according to the following procedures:

   a. The Superintendent shall determine the number of required student growth objectives for teachers, including teachers with a student growth percentile. A teacher with a student growth percentile shall have at least one and not more than four student growth objectives. A teacher without a student growth percentile shall have at least two and a maximum of four student growth objectives. By August 31 prior to the **school** ~~academic~~ year the evaluation rubric applies, the Department shall provide on its website the minimum and maximum number of required student growth objectives within this range.

   b. A teacher with a student growth percentile shall not use the standardized assessment used in determining the student growth percentile to measure progress toward a student growth objective.

   c. Each teacher shall develop, in consultation with his or her supervisor or a Principal's designee, each student growth objective. If the teacher does not agree with the student growth objectives, the Principal shall make the final determination.

   d. Student growth objectives and the criteria for assessing teacher performance based on the objectives shall be determined, recorded, and retained by the teacher and his or her supervisor by October 31 of each **school** ~~academic~~ year, or within twenty-**five** work**ing** days of the teacher's start date if the teacher begins work after October 1.

   e. Adjustments to student growth objectives may be made by the teacher in consultation with his or her supervisor only when approved by the Superintendent or designee. Adjustments shall be recorded in the teacher's personnel file on or before February 15.



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(1) If the Student Growth Objective (SGO) covers only the second semester of the school year, or if the teacher begins work after October 1, adjustments shall be recorded before the mid-point of the second semester.

f. The teacher's designated supervisor shall **approve** ~~calculate~~ each teacher's student growth objective score. The teacher's student growth objective score, if available, shall be discussed at the teacher's annual summary conference and recorded in the teacher's personnel file.

L. Teacher Practice Components – N.J.A.C. 6A:10-4.3

1. The teacher practice component rating shall be based on the measurement of the teacher's performance according to the school district's Commissioner-approved teacher practice instrument. Observations pursuant to N.J.A.C. 6A:10-4.4 shall be used as one form of evidence for the measurement.

M. Teacher Observations – N.J.A.C. 6A:10-4.4

1. For the purpose of teacher evaluation, observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

2. Observation conferences shall include the following procedures:

a. A supervisor who is present at the observation shall conduct a post-observation conference with the teacher being observed. A post-observation conference shall occur no more than fifteen teacher working days following each observation.

b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the teacher practice instrument and the teacher's individual professional development plan, collecting



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additional information needed for the evaluation of the teacher, and offering areas to improve effectiveness. **Within a school year, the post observation conference shall be held prior to the occurrence of further observations for the purpose of evaluation.**

c. If agreed to by the teacher, **one required** post-observation conferences **and any pre-conference(s)** for ~~short~~ observations of tenured teachers who are not on a corrective action plan may be conducted via written communication, including electronic.

d. One post-observation conference may be combined with a teacher's annual summary conference, as long as it occurs within the required fifteen teacher working days following the observation for the purpose of evaluation.

~~c~~**d**. A pre-conference, when required, shall occur at least one but not more than seven teacher working days prior to the observation.

3. Each teacher shall be observed as described in N.J.A.C. 6A:10-4.4~~, at least three times during each school year, but not less than once during each semester~~. For all teachers, at least one of the required observations shall be announced and preceded by a pre-conference, and at least one of the required observations shall be unannounced. The Superintendent shall decide whether ~~the third~~ **additional** required observations **are** ~~is~~ announced or unannounced**, if applicable**. The following additional requirements shall apply:

a. **Each observation required for the purpose of evaluation shall be conducted for at least twenty minutes.**

~~b~~**a**. Nontenured teachers shall ~~receive a minimum of~~ **be observed at least** three ~~observations within~~ **times each school year, but not less than once each semester. The observations shall be conducted in accordance with** the timeframe set forth in N.J.S.A. 18A:27-3.1~~, and observations for all other teachers shall occur prior to the annual summary conference, which shall occur prior to the end of the academic school year~~.

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(1) Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, nontenured teachers shall be observed during the course of the year by more than one appropriately certified supervisor.

~~b. Teachers on a corrective action plan shall receive observations within the timeline set forth in N.J.A.C. 6A:10-2.5.~~

~~c. Nontenured teachers shall be observed during the course of the year by more than one appropriately certified supervisor, either simultaneously or separately, by multiple observers, with the following provisions:~~

~~(1) A co-observation shall fulfill the requirement in this section for multiple observers.~~

~~(2) One co-observation shall count as one observation required in 4. below.~~

~~d. One post-observation conference may be combined with a teacher's annual summary conference as long as it occurs within the required fifteen teacher working days following the observation for the purpose of evaluation.~~

c. Tenured teachers shall be observed at least two times during each school year. Observations for all tenured teachers shall occur prior to the annual summary conference, which shall occur prior to the end of the academic school year.

(1) If a tenured teacher was rated highly effective on his or her most recent summative evaluation and if both the teacher and the teacher's designated supervisor agree to use this option, one of the two required observations may be an observation of a Commissioner-approved activity other than a classroom lesson. The Department of Education shall post annually to its website a list of Commissioner-approved activities that may be observed in accordance with N.J.A.C. 6A:10-4.4.



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d. Teachers on a corrective action plan shall receive, in accordance with N.J.A.C. 6A:10-2.5(h), one additional observation, including a post-observation conference.

e. Upon receiving a final summative evaluation that necessitates a corrective action plan, in accordance with N.J.A.C. 6A:10-2.5(a), any remaining required observation(s) shall not be conducted until the corrective action plan has been finalized.

~~f~~e. A written or electronic **observation** ~~evaluation~~ report shall be signed by the supervisor who conducted the observation and post-observation and the teacher who was observed.

~~g~~f. The teacher shall submit his or her written objection(s) of the evaluation within ten teacher working days following the conference. The objection(s) shall be attached to each party's copy of the annual ~~written~~ performance report.

~~4. Each observation required for the purpose of evaluations shall be conducted for the minimum duration based on the following groups:~~

~~a. A nontenured teacher who is in his or her first or second year of teaching in the school district shall receive at least two long observations and one short observation.~~

~~b. A nontenured teacher who is in his or her third or fourth year of teaching in the school district shall receive at least one long observation and two short observations.~~

~~c. A tenured teacher shall receive at least three short observations.~~

~~4~~5. To earn a teacher practice score, a **nontenured** teacher shall receive at least three observations.

a. If a **nontenured** teacher is present for less than forty percent of the total student school days in **a school** ~~an academic~~ year, he or she shall receive at least two observations to earn a teacher practice score.

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N. Teacher Practice Instrument – N.J.A.C. 6A:10-7.2

1. The teacher practice instrument approved by the Department shall meet the following criteria:

   a. Include domains of professional practice that align to the New Jersey Professional Standards for Teachers pursuant to N.J.A.C. 6A:9-3;

   b. Include scoring guides for assessing teacher practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall:

      (1) Clearly define the expectations for each rating category;

      (2) Provide a conversion to ~~the~~ four rating categories~~: ineffective, partially effective, effective, and highly effective~~;

      (3) Be applicable to all grades and subjects; or to specific grades and/or subjects if designed explicitly for the grades and/or subjects; and

      (4) Use clear and precise language that facilitates common understanding among teachers and administrators.

   c. Rely **on**, to the extent possible, ~~on~~ specific, discrete, observable, and/or measurable behaviors of students and teachers in the classroom with direct evidence of student engagement and learning; and

   d. Include descriptions of specific training and implementation details required for the instrument to be effective.

~~2. For Commissioner approval of a teacher practice instrument in 2015 or any year thereafter, the instrument shall include a process to assess competency on the evaluation instrument which the school district may choose to use as a measure of competency.~~

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[See POLICY ALERT Nos. 175, 201, 207 and 212]

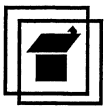
3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS

The Board of Education recognizes the importance of teaching staff member effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3222 for the evaluation of teaching staff members consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teaching staff member evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3222, "teaching staff member" includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate. For the purposes of Policy and Regulation 3222, "teaching staff member" does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, directors and/or supervisors.

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in **annual** ~~written~~ performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for teaching staff members which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall



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meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teaching staff members and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teaching staff members. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured teaching staff members shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1. Evaluations for nontenured teaching staff members shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured teaching staff members shall be completed prior to June 30.

The Superintendent shall annually notify all teaching staff members of the adopted evaluation policies and procedures/regulations no later than October 1. If a teaching staff member is hired after October 1, the Superintendent shall notify the teaching staff member of the policies and procedures/regulations at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures/regulations within ten teaching staff member working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5; 6A:10-6.2

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REGULATION GUIDE

[See POLICY ALERT Nos. 181, 201, 207 and 212]

R 3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS

A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3222 unless the context clearly indicates otherwise:

"Annual performance report" means a written appraisal of the teaching staff member's performance prepared by the teaching staff member's designated supervisor based on the evaluation rubric for his or her position.

"Annual summative evaluation rating" means an annual evaluation rating that is based on appraisals of educator practice and student performance, if applicable, and includes all measures captured in a teaching staff member's evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

"Chief School Administrator" means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

"Commissioner" means Commissioner of the New Jersey Department of Education.

"Corrective Action Plan" means a written plan developed by **the designated supervisor** ~~a teaching staff member serving in a supervisory capacity~~ in collaboration with the teaching staff member to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual teaching staff member and the school district for implementing the plan, and specific support that the district shall provide **as defined in N.J.S.A. 18A:6-119**.

"Department" means the New Jersey Department of Education.

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"Designated supervisor" means the supervisor designated by the Superintendent of Schools or designee as the teaching staff member's supervisor.

"District Evaluation Advisory Committee" means a group created to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

"Educator practice instrument" means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from educator practice instruments for teaching staff members other than teachers, Principals, Vice Principals, and Assistant Principals may be applied to the teaching staff member's summative evaluation rating in a manner determined by the school district.

"Evaluation" means an appraisal of an individual's professional performance in relation to his or her job description~~,~~ **and** professional standards~~,~~ and ~~Statewide evaluation criteria that incorporates analysis of multiple measures of student achievement or growth, as applicable, and multiple data sources~~ **based on, when applicable, the individual's evaluation rubric**.

"Evaluation rubric" means a set of criteria, measures, and processes used to evaluate all teaching staff members in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

"Indicators of student progress and growth" means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

"Individual professional development plan" is as defined in N.J.S.A. 18A:6-119.



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"Job description" means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

~~"Model evaluation rubric" means district educator evaluation rubrics that have been reviewed and accepted by the Commissioner. A model teaching or principal evaluation rubric includes a teacher or principal practice instrument that appears on the Department's list of approved educator practice instruments.~~

"Observation" means a method of collecting data on the performance of a teaching staff member's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-~~2~~1.1.

"Post-observation conference" means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the teaching staff member for the purpose of evaluation to discuss the data collected in the observation.

"Scoring guide" means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

"Semester" means half of the school year.

"Signed" means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

"Student growth objective" means an academic goal that teaching staff members and **designated supervisors** ~~evaluators~~ set for groups of students.



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"Superintendent" means Superintendent of Schools or Chief School Administrator.

"Supervisor" means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-1~~1~~**2**.

"Teaching staff member" for the purposes of Policy 3222 and this Regulation, includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate and does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, Directors and/or Supervisors.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and ~~Written~~ **Annual Performance** Reports – N.J.A.C. 6A:10-1.4

All information contained in ~~written~~ **annual** performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq.**, including, but not limited to, digital records,** shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public



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Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Teaching Staff Members – N.J.A.C. 6A:10-2.1

1. The Board of Education annually shall adopt evaluation rubrics for all teaching staff members. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.

2. Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.

E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of teaching staff members, unless otherwise specified:

a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;

b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c)~~:~~;

(1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.

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c. Ensure the Superintendent annually notifies all teaching staff members of the adopted evaluation policies and procedures no later than October 1. If a teaching staff member is hired after October 1, the Board/Superintendent shall notify the teaching staff member of the policies and procedures at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures within ten ~~teaching staff member~~ working days of adoption;

d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;

e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;

f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and

g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a teaching staff member for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4, and **N.J.A.C.** 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.



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2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teaching staff members and, when applicable, applying the Commissioner-approved educator practice instruments:

   a. Annually provide training on and descriptions of each component of the evaluation rubric for all teaching staff members who are being evaluated in the school district and provide more thorough training for any teaching staff member who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;

   ~~b. Provide training on the teaching staff member practice instruments for any supervisor who will conduct observations for the purpose of evaluation of teaching staff members. Training shall be provided before the observer conducts his or her first observation for the purpose of evaluation;~~

   b~~e~~. Annually provide updates and refresher training ~~on the teaching staff member practice instruments~~ for ~~any~~ supervisors who ~~will observe teaching staff member practice for the purpose of increasing accuracy and consistency among observers~~ **are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate teaching staff members for the first time. Training shall be provided on each component of the evaluated teaching staff member's evaluation rubric before the evaluation of a teaching staff member**; and

   c~~d~~. The Superintendent shall annually certify to the Department that all supervisors of teaching staff members in the school district who are utilizing ~~educator practice instruments~~ **evaluation rubrics** have completed training on ~~the instrument and its application~~ and ~~have~~ demonstrated competency in applying the ~~educator practice instruments~~ **evaluation rubrics**.



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F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.

2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.

3. Beginning in ~~2017-2018~~ **2018-2019**, the District Evaluation Advisory Committees shall no longer be required and the Board of Education shall have the discretion to continue the District~~'s~~ Evaluation Advisory Committee.

G. Evaluation Procedures for Teaching Staff Members – N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3222 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teaching staff members.

2. Evaluation policies and procedures requiring the annual evaluation of all teaching staff members shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:

   a. Roles and responsibilities for implementation of evaluation policies and procedures;

   b. Job descriptions, evaluation rubrics for all teaching staff members, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;



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c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;

d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;

e. Process for developing and scoring student growth objectives;

fe. The process for preparation of individual professional development plans; and

g~~f~~. The process for preparation of an annual ~~written~~ performance report by the teaching staff member's designated supervisor, and an annual summary conference between the teaching staff member and his or her designated supervisor.

3. The annual summary conference between the designated supervisor and the teaching staff member shall be held before the ~~written~~ **annual** performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:

a. The performance of the teaching staff member based upon the job description and~~, when applicable,~~ the scores or evidence compiled using the teaching staff member's evaluation rubric, including, when~~ever~~ applicable~~,~~**:** ~~the teaching staff member's practice instrument;~~

(1) The teaching staff member's practice instrument; and

(2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.

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b. The progress of the teaching staff member toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; **and**

~~c. Available indicators or scores of student achievement or growth, when applicable, such as student growth objective scores and student growth percentile scores; and~~

c~~d~~. The preliminary annual ~~written~~ performance report.

4. If any scores for the teaching staff member's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.

5. The annual ~~written~~ performance report shall be prepared by the teaching staff member's designated supervisor and shall include, but not be limited to:

a. A summative rating based on the evaluation rubric;

b. Performance area(s) of strength and area(s) needing improvement based upon the job description~~, observations for the purpose of evaluation and, when applicable, the teaching staff member practice instrument;~~ and **components of the teaching staff member's evaluation rubric; and**

c. ~~An~~ **The teaching staff member's** individual professional development plan ~~developed by the designated supervisor and the teaching staff member~~ or~~, when applicable, a~~ corrective action plan from the evaluation year being reviewed in the report.

6. The teaching staff member and the designated supervisor shall sign the report within five ~~teaching staff member~~ working days of the review.



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7. The Board of Education shall include all ~~written~~ performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the teaching staff member's personnel file or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

H. Corrective Action Plans for Teaching Staff Members – N.J.A.C. 6A:10-2.5

1. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teaching staff member and the ~~Superintendent or the~~ teaching staff member's designated supervisor. **If the teaching staff member does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.**

2. ~~If the summative evaluation rating is calculated before the end of the school year, then~~ **T**~~t~~he corrective action plan shall be developed and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan ~~prior to September 15~~ **by October 31** of the ~~following~~ school year~~. The conference to develop and discuss the corrective action plan may be combined with the teaching staff member's annual summary conference that occurs at the end of the year of evaluation.~~ **following the year of evaluation, except:**

   a~~3~~. If the ineffective or partially effective summative evaluation rating is received after **October 1** ~~the start~~ of the school year following the year of evaluation, ~~then~~ a corrective action plan **shall** ~~must~~ be developed, and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan within **twenty-five** ~~fifteen~~ teaching staff member working days following the school district's receipt of the teaching staff member's summative rating.

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~~4. The content of the corrective action plan shall replace the content of the individual professional development plan required in N.J.A.C. 6A:9C-3.4(c) and 3.7(c) until the next annual summary conference.~~

3~~5~~. The content of the corrective action plan shall **replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall**:

a. Address areas in need of improvement identified in the teaching staff member evaluation rubric;

b. Include specific, demonstrable goals for improvement;

c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and

d. Include timelines for meeting the goal(s).

4~~6~~. The teaching staff member's designated supervisor and the teaching staff member on a corrective action plan shall discuss the teaching staff member's progress toward the goals outlined in the corrective action plan during each **required** post-observation conference. **The teaching staff member and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teaching staff member's progress, position, or role.**

5~~7~~. Progress toward the teaching staff member's goals outlined in the corrective action plan**:**

a. S~~s~~hall be documented in the teaching staff member's personnel file and reviewed at the annual summary conference **and** ~~or~~ the mid-year evaluation~~, when applicable~~. Both the teaching staff member on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teaching staff member's progress toward his or her corrective action plan goals~~.~~**; and**

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b~~8~~. ~~Progress toward the teaching staff member's goals outlined in the corrective action plan~~ **M~~m~~**ay be used as evidence in the teaching staff member's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.

~~6~~**9**. Responsibilities of the evaluated teaching staff member on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teaching staff member's designated supervisor.

~~7~~**10**. The corrective action plan shall remain in effect until the teaching staff member receives his or her next summative evaluation rating.

8. There shall be no minimum number of teaching staff member working days a teacher's corrective action plan can be in place.

I. Teaching Staff Member Observations and Evaluations – N.J.A.C. 6A:10-6.2

1. The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured teaching staff members, except teachers, Principals, Vice Principals, and Assistant Principals. **Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:**

a. Be at least twenty minutes in length;

b. Be followed within fifteen teaching staff member working days by a conference between the supervisor who made the observation and the nontenured teaching staff member;

c. Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and



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d. Allow the nontenured teaching staff member to submit his or her written objection(s) of the evaluation within ten teaching staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.

2. All tenured teaching staff members shall receive at least one observation per school year.

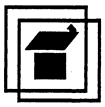
3. All nontenured teaching staff members shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1.

~~2. Each nontenured teaching staff member shall be observed and evaluated in the performance of his or her duties at least three times during each school year, but not less than once during each semester.~~

~~3. Each tenured teaching staff member shall be observed and evaluated in the performance of his or her duties at least once each school year. The Superintendent shall determine the duration of observations.~~

~~4. Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case study analysis of a significant student issue.~~

~~5. Each observation shall be followed within fifteen teaching staff member working days by a conference between the Superintendent or designated supervisor who made the observation and written or electronic evaluation, and the teaching staff member. Both parties to such a conference shall sign the written evaluation report and each shall retain a copy for his or her records. The purpose of this procedure is to recommend as to reemployment, identify any deficiencies, extend assistance for correction, and improve professional competence.~~



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~~6. The teaching staff member may submit his or her written objection(s) of the evaluation within ten teaching staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.~~

a~~7~~. The required observations and evaluations for nontenured teaching staff members shall take place before April 30 each year. These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three observations and evaluations must have been completed prior to April 30.

b~~8~~. The number of required observations and evaluations for nontenured teaching staff members may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year.

4~~9~~. Evaluations for tenured teaching staff shall be completed prior to June 30.

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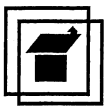
[See POLICY ALERT Nos. 175, 201, 207 and 212]

3223 EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

The Board of Education recognizes the importance of administrator effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3223 for the evaluation of administrators consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for administrator evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3223, "administrator" means an appropriately certified staff member, as defined in N.J.S.A. 18A-1.1, employed in the school district in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency administrative certificate. An "administrator" may be a director, supervisor, or any other administrative or supervisory position in the district. For the purposes of Policy and Regulation 3223 and N.J.A.C. 6A:10-1.1 et seq., "administrator" is not a Principal, Vice Principal, or Assistant Principal.

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in **annual** ~~written~~ performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.



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The Board shall annually adopt evaluation rubrics for administrators which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of administrators and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all administrators. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for administrators as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each administrator rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured administrators shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1. Evaluations for nontenured administrators shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured administrators shall be completed prior to June 30.

The Superintendent annually shall notify all administrators of the adopted evaluation policies and procedures/regulations no later than October 1. If an administrator is hired after October 1, the Superintendent shall notify the administrator of the policies and procedures/regulations at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures/regulations within ten administrator working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

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[See POLICY ALERT Nos. 201, 207 and 212]

R 3223 EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3223 unless the context clearly indicates otherwise:

"Administrator" means an appropriately certified staff member, as defined in N.J.S.A. 18A-1.1, employed in the school district in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency administrative certificate. An "administrator" may be a director, supervisor or any other administrative or supervisory position in the district. For the purposes of Policy and Regulation 3223 and N.J.A.C. 6A:10-1.1 et seq., "administrator" is not a Principal, Vice Principal, or Assistant Principal.

"Annual performance report" means a written appraisal of the administrator's performance prepared by the administrator's designated supervisor based on the evaluation rubric for his or her position.

"Annual summative evaluation rating" means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in an administrator's evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

"Chief School Administrator" means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

"Commissioner" means Commissioner of the New Jersey Department of Education.



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"Corrective Action Plan" means a written plan developed by the administrator's **designated** supervisor in collaboration with the administrator to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual administrator and the school district for implementing the plan, and specific support that the district shall provide **as defined in N.J.S.A. 18A:6-119**.

"Department" means the New Jersey Department of Education.

"Designated supervisor" means the supervisor designated by the Superintendent of Schools or designee as the administrator's supervisor.

"District Evaluation Advisory Committee" means a group created to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

"Educator practice instrument" means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from educator practice instruments for teaching staff members other than teachers, Principals, Vice Principals, and Assistant Principals may be applied to the administrator's summative evaluation rating in a manner determined by the school district.

"Evaluation" means an appraisal of an individual's professional performance in relation to his or her job description~~,~~ **and** professional standards~~,~~ and ~~Statewide evaluation criteria that incorporates analysis of multiple measures of student achievement or growth, if applicable, and multiple data sources~~ **based on, when applicable, the individual's evaluation rubric**.

"Evaluation rubric" means a set of criteria, measures, and processes used to evaluate all administrators in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of staff members.



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"Indicators of student progress and growth" means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

"Individual professional development plan" is as defined in N.J.S.A. 18A:6-119.

"Job description" means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

~~"Model evaluation rubric" means district educator evaluation rubrics that have been reviewed and accepted by the Commissioner. A model teaching or principal evaluation rubric includes a teacher or principal practice instrument that appears on the Department's list of approved educator practice instruments.~~

"Observation" means a method of collecting data on the performance of an administrator's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by **an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-2.1 and as designated by** the Superintendent ~~or designee~~.

"Post-observation conference" means a meeting, either in-person or remotely, between ~~a Superintendent or designated~~ **the** supervisor who conducted the observation and the administrator for the purpose of evaluation to discuss the data collected in the observation.

"Scoring guide" means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

"Semester" means half of the school year.



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"Signed" means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

~~"Student growth objective" means an academic goal that administrators and evaluators may set for groups of students.~~

"Superintendent" means Superintendent of Schools or Chief School Administrator.

"Supervisor" means an appropriately certified staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement, as defined in N.J.A.C. 6A:9B-12~~1~~.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and ~~Written~~ **Annual Performance** Reports – N.J.A.C. 6A:10-1.4

All information contained in ~~written~~ **annual** performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq.**, including, but not limited to, digital records,** shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.



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D. Evaluation of Administrators – N.J.A.C. 6A:10-2.1

1. The Board of Education shall annually adopt evaluation rubrics for all administrators. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.

2. Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.

E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of administrators, unless otherwise specified:

   a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-~~21.1~~ et seq.;

   b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c)~~;~~:

      (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.

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c. Ensure the Superintendent annually notifies all administrators of the adopted evaluation policies and procedures no later than October 1. If an administrator is hired after October 1, the Board/Superintendent shall notify the administrator of the policies and procedures at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures within ten ~~administrator~~ working days of adoption;

d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;

e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;

f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and

g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of an administrator for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and N.J.A.C. 6A:10-6.2 shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.



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2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all administrators and, when applicable, applying the Commissioner-approved educator practice instruments:

   a. Annually provide training on and descriptions of each component of the evaluation rubric for all administrators who are being evaluated in the school district and provide more thorough training for any administrator who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;

   ~~b. Provide training on the educator practice instruments for any supervisor who will conduct observations for the purpose of evaluation of administrators. Training shall be provided before the observer conducts his or her first observation for the purpose of evaluation;~~

   b~~e~~. Annually provide updates and refresher training ~~on the educator practice instruments~~ for ~~any~~ supervisors who ~~will observe educator practice for the purpose of increasing accuracy and consistency among observers~~ **are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate administrators for the first time. Training shall be provided on each component of the evaluated administrator's evaluation rubric before the evaluation of an administrator**; ~~and~~

   c~~d~~. The Superintendent shall annually certify to the Department that all supervisors of administrators in the school district who are utilizing ~~educator practice instruments~~ **evaluation rubrics** have completed training on ~~the instrument and its application~~ and ~~have~~ demonstrated competency in applying the **evaluation rubrics** ~~educator practice instruments~~.

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F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.

2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.

3. Beginning in ~~2017-2018~~ **2018-2019**, the District Evaluation Advisory Committees shall no longer be required and the Board of Education shall have the discretion to continue the District~~'s~~ Evaluation Advisory Committee.

G. Evaluation Procedures for Administrators – N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3223 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of administrators.

2. Evaluation policies and procedures requiring the annual evaluation of all administrators shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:

   a. Roles and responsibilities for implementation of evaluation policies and procedures;

   b. Job descriptions, evaluation rubrics for administrators, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;



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c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Vice Principals, and Assistant Principals for calculating the median and school-wide student growth percentile;

d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;

e. Process for developing and scoring student growth objectives;

f~~e~~. The process for preparation of individual professional development plans; and

g~~f~~. The process for preparation of an annual ~~written~~ performance report by the Superintendent or designated supervisor and an annual summary conference between the administrator and **his or her** ~~the Superintendent or~~ designated supervisor.

3. The annual summary conference between ~~the Superintendent or~~ designated supervisors and the administrator shall be held before the **annual** ~~written~~ performance report is filed. The conference shall occur on or before June 30 of each **school** year and shall include, but not be limited to, a review of the following:

a. The performance of the administrator based upon the job description and the scores or evidence compiled using the administrator's evaluation rubric, including, when~~ever~~ applicable~~, the educator's practice instrument;~~**:**

(1) The administrator's practice instrument; and

(2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.

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b. The progress of the administrator toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; **and**

~~c. Available indicators or scores of student achievement or growth, when applicable, such as student growth objective scores and student growth percentile scores; and~~

c~~d~~. The preliminary annual ~~written~~ performance report.

4. If any scores for the administrator's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.

5. The annual ~~written~~ performance report for the administrator shall be prepared by the ~~Superintendent or~~ designated supervisor and shall include, but not be limited to:

a. A summative rating based on the evaluation rubric;

b. Performance area(s) of strength and area(s) needing improvement based upon the job description~~, observations for the purpose of evaluation and, when applicable, the educator practice instrument;~~ and **components of the administrator's evaluation rubric; and**

c. ~~An~~ **The administrator's** individual professional development plan ~~developed by the Superintendent or designated supervisor and the administrator~~ or~~, when applicable, a~~ corrective action plan from the evaluation year being reviewed in the report.

6. The administrator and the ~~Superintendent or~~ designated supervisor shall sign the report within five ~~administrator~~ working days of the review.

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7. The Board of Education shall include all ~~written~~ performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of his or her personnel file, or in an alternative, confidential location. If reports and data are stored in an alternative, confidential location, the personnel file shall clearly indicate the report's location and how it can easily be accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

H. Corrective Action Plans for Administrators – N.J.A.C. 6A:10-2.5

1. For each administrator rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by administrator and the Superintendent or the designated supervisor. **If the administrator does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.**

2. ~~If the summative evaluation rating is calculated before the end of the school year, then~~ **T**the corrective action plan shall be developed and the administrator and ~~the Superintendent or~~ **his or her** designated supervisor shall meet to discuss the corrective action plan ~~prior to September 15~~ **by October 31** of the ~~following~~ school year~~. The conference to develop and discuss the corrective action plan may be combined with the administrator's annual summary conference that occurs at the end of the year of evaluation.~~ **following the year of evaluation except:**

   a~~3~~. If the ineffective or partially effective summative evaluation rating is received after ~~the start~~ **October 1** of the school year following the year of evaluation, ~~then~~ a corrective action plan **shall** ~~must~~ be developed, and the administrator and **his or her** ~~the Superintendent or~~ designated supervisor shall meet to discuss the corrective action plan within **twenty-five** ~~fifteen~~ administrator working days following the school district's receipt of the administrator's summative rating.



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~~4. The content of the corrective action plan shall replace the content of the individual professional development plan required in N.J.A.C. 6A:9C-3.4(c) and 3.7(c) until the next annual summary conference.~~

~~3~~5. The content of the corrective action plan shall **replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall**:

a. Address areas in need of improvement identified in the administrator evaluation rubric;

b. Include specific, demonstrable goals for improvement;

c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and

d. Include timelines for meeting the goal(s).

~~4~~6. The **administrator's** ~~Superintendent or~~ designated supervisor~~,~~ and the administrator on a corrective action plan shall discuss the administrator's progress toward the goals outlined in the corrective action plan during each **required** post-observation conference. **The administrator and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the administrator's progress, position, or role.**

~~5~~7. Progress toward the administrator's goals outlined in the corrective action plan**:**

a. **S**~~s~~hall be documented in the administrator's personnel file and reviewed at the annual summary conference **and** ~~or~~ the mid-year evaluation~~, when applicable~~. Both the administrator on a corrective action plan and ~~the Superintendent or~~ **his or her** designated supervisor may collect data and evidence to demonstrate the administrator's progress toward his or her corrective action plan goals~~.~~**; and**



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b~~8~~. ~~Progress toward the administrator's goals outlined in the corrective action plan~~ **M~~m~~ay** be used as evidence in the administrator's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.

6~~9~~. Responsibilities of the evaluated administrator on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the ~~Superintendent or~~ **administrator's** designated supervisor.

7~~10~~. The corrective action plan shall remain in effect until the administrator receives his or her next summative evaluation rating.

8. There shall be no minimum number of administrator working days an administrator's corrective action plan can be in place.

I. Administrator Observations and Evaluations – N.J.A.C. 6A:10-6.2

1. The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured administrators. **Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:**

a. Be at least twenty minutes in length;

b. Be followed within fifteen administrator working days by a conference between the supervisor who made the observation and the nontenured administrator;

c. Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and

d. Allow the nontenured administrator to submit his or her written objection(s) of the evaluation within ten administrator working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.

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2. All tenured administrators shall receive at least one observation per school year.

3. All nontenured administrators shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1.

~~2. Each nontenured administrator shall be observed and evaluated in the performance of his or her duties at least three times during each school year but not less than once during each semester.~~

~~3. Each tenured administrator shall be observed and evaluated in the performance of his or her duties at least once each school year. The Superintendent shall determine the duration of the observation.~~

~~4. Observations include, but are not limited to: observations of meetings, student instruction; parent conferences, and a case study analysis of a significant student issue.~~

~~5. Each observation shall be followed within fifteen administrator working days by a conference between the Superintendent or designated supervisor who made the observation and written or electronic evaluation and the administrator. Both parties to such a conference shall sign the written or electronic evaluation report and each shall retain a copy for his or her records. The purpose of this procedure is to recommend as to reemployment, identify any deficiencies, extend assistance for correction, and improve professional competence.~~

~~6. The administrator may submit his or her written objection(s) of the evaluation within ten administrator working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.~~

a~~7~~. The required observations and evaluations for nontenured administrators shall take place before April 30 each year. These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three evaluations and observations must have been completed prior to April 30.

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b~~8~~. The number of required observations and evaluations for nontenured administrators may be reduced proportionately when an individual administrator's term of service is less than one academic year.

~~49~~. Evaluations for tenured administrators shall be completed prior to June 30.

Adopted:

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POLICY GUIDE

[See POLICY ALERT Nos. 201, 207 and 212]

3224 EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

The Board of Education recognizes the importance of Principal, Vice Principal, and Assistant Principal effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3224 for the evaluation of Principals, Vice Principals, and Assistant Principals consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for Principal, Vice Principal, and Assistant Principal evaluations consistent with TEACHNJ and AchieveNJ.

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in **annual** ~~written~~ performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for Principals, Vice Principals, and Assistant Principals which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of Principals, Vice Principals, and Assistant Principals and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all Principals, Vice Principals, or Assistant Principals. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

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POLICY GUIDE

The minimum requirements for the evaluation procedures for Principals, Vice Principals, and Assistant Principals as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each Principal, Vice Principal, or Assistant Principal rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

The components of the principal evaluation rubrics as described in N.J.A.C. 6A:10-5.1 shall apply to Principals, Vice Principals, and Assistant Principals. Measures of student achievement, as outlined in N.J.A.C. 6A:10-5.2, shall be used to determine impact on student learning. Principal, Vice Principal, and Assistant Principal observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-5.4. The Superintendent or designated supervisor shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or designated supervisor, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

The principal practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.3.

The Superintendent annually shall notify all Principals, Vice Principals, or Assistant Principals of the adopted evaluation policies and procedures/regulations no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Superintendent shall notify the Principal, Vice Principal, or Assistant Principal of the policies and procedures/regulations at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures/regulations within ten Principal, Vice Principal, or Assistant Principal working days of adoption.

N.J.S.A. 18A:6-117 et seq.
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5
N.J.A.C. 6A:10-5.1 through 5.4
N.J.A.C. 6A:10-7.1 and 7.3

Adopted:

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REGULATION GUIDE

[See POLICY ALERT Nos. 201, 207 and 212]

R 3224 EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3224 unless the context clearly indicates otherwise:

"Annual performance report" means a written appraisal of the Principal's, Vice Principal's, or Assistant Principal's performance prepared by the designated supervisor based on the evaluation rubric for his or her position.

"Annual summative evaluation rating" means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a Principal, Vice Principal, or Assistant Principal evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

"Calibration" in the context of educator evaluation means a process to monitor the competency of a trained evaluator to ensure the evaluator continues to apply an educator practice instrument accurately and consistently according to the standards and definitions of the specific instrument.

"Chief School Administrator" means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

"Commissioner" means Commissioner of the New Jersey Department of Education.



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"Corrective Action Plan" means a written plan developed by the Superintendent or **a designated supervisor** ~~designee~~ in collaboration with the Principal, Vice Principal, and Assistant Principal to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual Principal, Vice Principal, and Assistant Principal and the school district for implementing the plan, and specific support that the district shall provide **as defined in N.J.S.A. 18A:6-119**.

"Department" means the New Jersey Department of Education.

"Designated supervisor" means the supervisor designated by the Superintendent of Schools **or designee as the administrator's** ~~as the Principal's, Vice Principal's, or Assistant Principal's~~ supervisor.

"District Evaluation Advisory Committee" means a group created to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

"Educator practice instrument" means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies.

"Evaluation" means an appraisal of an individual's professional performance in relation to his or her job description~~,~~ **and** professional standards~~,~~ and ~~Statewide evaluation criteria that incorporates analysis of multiple measures of student achievement or growth and multiple data sources~~ **based on, when applicable, the individual's evaluation rubric**.

"Evaluation rubric" means a set of criteria, measures, and processes used to evaluate all Principals, Vice Principals, and Assistant Principals in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.



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"Indicators of student progress and growth" means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

"Individual professional development plan" is as defined in N.J.S.A. 18A:6-119.

"Job description" means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

~~"Model evaluation rubric" means district educator evaluation rubrics that have been reviewed and accepted by the Commissioner. A model teaching or principal evaluation rubric includes a teacher or principal practice instrument that appears on the Department's list of approved educator practice instruments.~~

"Observation" means a method of collecting data on the performance of a Principal's, Vice Principal's, and Assistant Principal's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by the Superintendent or designee.

"Post-observation conference" means a meeting, either in-person or remotely, between the ~~Superintendent or the designated~~ supervisor who conducted the observation and the Principal, Vice Principal, and Assistant Principal for the purpose of evaluation to discuss the data collected in the observation.

"Principal practice instrument" means an assessment tool that provides scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the principal practice instrument are components of the evaluation rubrics and the scores are included in the summative evaluation rating for the individual.

"Scoring guide" means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.



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"Semester" means half of the school year.

"Signed" means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

"Student growth objective" means an academic goal that teachers and ~~evaluators~~ **designated supervisors** set for groups of students.

"Student growth percentile" means a specific metric for measuring individual student progress on Statewide assessments by tracking how much a student's test scores have changed relative to other students Statewide with similar scores in previous years.

"Superintendent" means Superintendent of Schools or Chief School Administrator.

"Supervisor" means an appropriately certified teaching staff member as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-1~~1~~**2** and certified to evaluate a Principal, Vice Principal, or Assistant Principal.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.



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C. Educator Evaluation Data, Information, and ~~Written~~ **Annual Performance** Reports – N.J.A.C. 6A:10-1.4

All information contained in ~~written~~ **annual** performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., **including, but not limited to, digital records,** shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.1

1. The Board of Education shall annually adopt evaluation rubrics for all Principals, Vice Principals, and Assistant Principals. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.

2. The evaluation rubrics for Principals, Vice Principals, and Assistant Principals shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 (P.L. 2012, c. 26, § 17c).

3. Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.

E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of Principals, Vice Principals, and Assistant Principals, unless otherwise specified:

   a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-~~21.1~~ et seq.;

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b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):~~;~~

(1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.

c. Ensure the Superintendent annually notifies all Principals, Vice Principals, and Assistant Principals of the adopted evaluation policies and procedures no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Board/Superintendent shall notify all Principals, Vice Principals, and Assistant Principals of the policies and procedures at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures within ten ~~Principal, Vice Principal, or Assistant Principal~~ working days of adoption;

d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;

e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;



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f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and

g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a Principal, Vice Principal, or Assistant Principal for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and 6A:10-6.2 shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.

2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all Principals, Vice Principals, and Assistant Principals and, when applicable, applying the Commissioner-approved principal practice instruments:

a. Annually provide training on and descriptions of each component of the evaluation rubric for all Principals, Vice Principals, and Assistant Principals who are being evaluated in the school district and provide more thorough training for any Principals, Vice Principals, and Assistant Principals who are being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the principal practice instrument;

~~b. Provide training on the principal practice instrument for the Superintendent or designated supervisor who will conduct observations for the purpose of evaluation of Principals, Vice Principals, or Assistant Principals. Training shall be provided before the observer conducts his or her first observation for the purpose of evaluation;~~

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b~~e~~. Annually provide updates and refresher training ~~on the principal practice instrument~~ for ~~any~~ supervisors who ~~will observe principal practice for the purpose of increasing accuracy and consistency among observers~~ **are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate Principals, Vice Principals, or Assistant Principals for the first time. Training shall be provided on each component of the evaluated Principal's, Vice Principal's, or Assistant Principal's evaluation rubric before the evaluation of the Principal, Vice Principal, or Assistant Principal**;

c~~d~~. The Superintendent shall annually certify to the Department that all **supervisors** ~~evaluators~~ of Principals, Vice Principals, and Assistant Principals in the school district who are utilizing **evaluation rubrics** ~~principal practice instruments~~ have completed training on **and** ~~the instrument and its application and have~~ demonstrated competency in applying the **evaluation rubrics** ~~principal practice instrument~~.

F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.

2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.



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3. Beginning in **2018-2019** ~~2017-2018~~, the District Evaluation Advisory Committees shall no longer be required and the Board of Education shall have the discretion to continue the District's ~~s~~ Evaluation Advisory Committee.

G. Evaluation Procedures for Principals, Vice Principals, and Assistant Principals - N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3224 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of Principals, Vice Principals, and Assistant Principals.

2. Evaluation policies and procedures requiring the annual evaluation of Principals, Vice Principals, and Assistant Principals shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:

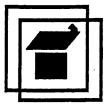
a. Roles and responsibilities for implementation of evaluation policies and procedures;

b. Job descriptions, evaluation rubrics for Principals, Vice Principals, and Assistant Principals, the process for calculating the summative ratings and each component and the evaluation regulations set forth in N.J.A.C. 6A:10-1 et seq.;

c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Vice Principals, Assistant Principals for calculating the median and school-wide student growth percentile;

d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;

e. Process for developing and scoring student growth objectives;



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~~f~~**e**. The process for preparation of individual professional development plans; and

~~g~~**f**. The process for preparation of an annual ~~written~~ performance report by the Superintendent or designated supervisor, and an annual summary conference between the Principal, Vice Principal, or Assistant Principal and the Superintendent or designated supervisor.

3. The annual summary conference between the ~~Superintendent or~~ designated supervisor and the Principal, Vice Principal, or Assistant Principal shall be held before the ~~written~~ **annual** performance report is filed. The conference shall occur on or before June 30 of each **school** year and shall include, but not be limited to, a review of the following:

a. The performance of the Principal, Vice Principal, or Assistant Principal based upon the job description and~~, when applicable,~~ the scores or evidence compiled using the evaluation rubric, including, when applicable~~,~~**:** ~~the principal practice instrument;~~

(1) The principal's practice instrument; and

(2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.

b. The progress of the Principal, Vice Principal, or Assistant Principal toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; **and**

~~c. Available indicators or scores of student achievement or growth, when applicable, such as student growth objective scores and student growth percentile scores; and~~

~~c~~**d**. The preliminary annual ~~written~~ performance report.

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4. If any scores for the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.

5. The annual ~~written~~ performance report for the Principal, Vice Principal, or Assistant Principal shall be prepared by the ~~Superintendent or~~ designated supervisor and shall include, but not be limited to:

   a. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-5;

   b. Performance area(s) of strength and area(s) needing improvement based upon the job description~~, observations for the purpose of evaluation and, when applicable, the principal practice instrument~~; and **components of the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric; and**

   c. ~~An~~ **The Principal's, Vice Principal's, or Assistant Principal's** individual professional development plan ~~developed by the Superintendent or designated supervisor and the Principal, Vice Principal, or Assistant Principal~~ or~~, when applicable,~~ a corrective action plan from the evaluation year being reviewed in the report.

6. The Principal, Vice Principal, or Assistant Principal and the ~~Superintendent or~~ designated supervisor shall sign the report within five ~~Principal, Vice Principal, or Assistant Principal~~ working days of the review.

7. The Board of Education shall include all ~~written~~ performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the Principal's, Vice Principal's, or Assistant Principal's personnel file, or in an alternative, confidential location. If reports and data are stored in an alternate



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location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

H. Corrective Action Plans for Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.5

1. For each Principal, Vice Principal, and Assistant Principal rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the Principal, Vice Principal, or Assistant Principal and the ~~Superintendent or~~ designated supervisor. **If the Principal, Vice Principal, or Assistant Principal does not agree with the corrective action plan's content, the designated supervisor shall make the final determination.**

2. ~~If the summative evaluation rating is calculated before the end of the school year, then~~ **T**the corrective action plan shall be developed and the Principal, Vice Principal, or Assistant Principal and ~~the Superintendent or~~ **his or her** designated supervisor shall meet to discuss the corrective action plan ~~prior to September 15~~ **by October 31** of the ~~following~~ school year~~. The conference to develop and discuss the corrective action plan may be combined with the Principal's, Vice Principal's, or Assistant Principal's annual summary conference that occurs at the end of the year of evaluation.~~ **following the year of evaluation except:**

~~a~~3. If the ineffective or partially effective summative evaluation rating is received after ~~the start~~ **October 1** of the school year following the year of evaluation, ~~then~~ a corrective action plan **shall** ~~must~~ be developed, and the Principal, Vice Principal, or Assistant Principal and ~~the Superintendent or~~ **his or her** designated supervisor shall meet to discuss the corrective action plan within ~~fifteen~~ **twenty-five** Principal, Vice Principal, or Assistant Principal working days following the school district's receipt of the Principal's, Vice Principal's, or Assistant Principal's summative rating.

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~~4. The content of the corrective action plan shall replace the content of the individual professional development plan required in N.J.A.C. 6A:9C-3.4(c) and 3.7(c) until the next annual summary conference.~~

~~3~~5. The content of the corrective action plan shall **replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall**:

a. Address areas in need of improvement identified in the principal evaluation rubric;

b. Include specific, demonstrable goals for improvement;

c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and

d. Include timelines for meeting the goal(s).

~~4~~6. The ~~Superintendent or~~ designated supervisor and the Principal, Vice Principal, or Assistant Principal on a corrective action plan shall discuss the **Principal's, Vice Principal's, or Assistant Principal's** ~~employee's~~ progress toward the goals outlined in the corrective action plan during each post-observation conference, when required by N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-5.4.

~~5~~7. Progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan**:**

a. S~~s~~hall be documented in the Principal's, Vice Principal's, or Assistant Principal's personnel file and reviewed at the annual summary conference **and** ~~or~~ the mid-year evaluation~~, when applicable~~. Both the Principal, Vice Principal, or Assistant Principal on a corrective action plan and ~~the Superintendent~~ **his** or **her** designated supervisor may collect data and evidence to demonstrate the Principal's, Vice Principal's, or Assistant Principal's progress toward his or her corrective action plan goals~~.~~**; and**

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b~~8~~. ~~Progress toward the goals outlined in the corrective action plan~~ M~~m~~ay be used as evidence in the Principal's, Vice Principal's, or Assistant Principal's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.

6~~9~~. Responsibilities of the evaluated Principal, Vice Principal, or Assistant Principal on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the ~~Superintendent or~~ designated supervisor.

7~~10~~. The Superintendent or **his or her designee,** ~~designated supervisor~~ and the Principal, as appropriate, shall conduct a mid-year evaluation of any Principal, Vice Principal, or Assistant Principal pursuant to N.J.S.A. 18A:6-121.c. ~~If the corrective action plan was created before the start of the year, the mid-year evaluation shall occur midway between the development of the corrective action plan and the annual summary conference.~~ **The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating.** The mid-year evaluation shall include, at a minimum a conference to discuss progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.

8~~11~~. The Superintendent shall ensure Principals, Vice Principals, and Assistant Principals with a corrective action plan receive one observation and a post-observation **conference** in addition to the observations required in N.J.A.C. 6A:10-5.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 5.4. ~~The Superintendent or Principal shall determine the length of the observation.~~

9~~12~~. The corrective action plan shall remain in effect until the Principal, Vice Principal, or Assistant Principal receives his or her next summative evaluation rating.



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10. There shall be no minimum number of Principal, Vice Principal, or Assistant Principal working days a Principal's, Vice Principal's, or Assistant Principal's corrective action plan can be in place.

I. Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.1

1. Unless otherwise noted, the components of the principal evaluation rubrics shall apply to teaching staff members holding the position of Principal, Vice Principal, or Assistant Principal and holding a valid and effective standard, provisional, or emergency administrative certificate.

2. The principal evaluation rubric shall meet the standards provided in N.J.S.A. 18A:6-123, including, but not limited to:

   a. Measures of student achievement pursuant to N.J.A.C. 6A:10-5.2; and

   b. Measures of principal practice pursuant to N.J.A.C. 6A:10-5.3 and 5.4.

3. To earn a summative rating, the Principal, Vice Principal, or Assistant Principal shall have a student achievement score, pursuant to N.J.A.C. 6A:10-5.2 and a principal practice score pursuant to N.J.A.C. 6A:10-5.3 and 5.4.

4. Each score shall be converted to a percentage weight so all measures make up 100 percent of the evaluation rubric. By August 31 prior to the ~~academic~~ **school** year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:

   a. If, according to N.J.A.C. 6A:10-5.2(b), the Principal, Vice Principal, or Assistant Principal receives a school-wide student growth percentile score as described in N.J.A.C. 6A:10-5.2(c), the score shall be at least ten percent and no greater than forty percent of evaluation rubric rating as determined by the Department.



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b. Measure of average student growth objective for all teachers, as described in N.J.A.C. 6A:10-5.2(d), shall be at least ten percent and no greater than twenty percent of evaluation rubric rating as determined by the Department.

c. Measure of administrator goal, as described in N.J.A.C. 6A:10-5.2(e), shall be no less than ten percent and no greater than forty percent of evaluation rubric rating as determined by the Department.

d. Measure of principal practice, as described in N.J.A.C. 6A:10-5.3(b), shall be ~~thirty~~ **no less than fifty** percent of evaluation rubric rating.

~~e. Measure of leadership practice, as described in N.J.A.C. 6A:10-5.3(c), shall be twenty percent of evaluation rubric rating.~~

~~f. Notwithstanding the provisions of a. through e. above, if an appeal of the administrator goal is approved, according to N.J.A.C. 6A:10-5.2(e)5, the administrator goal weight and the principal practice weight shall be adjusted by the Superintendent or the Commissioner, as applicable according to N.J.A.C. 6A:10-5.2(e)5.~~

5. Standardized assessments, used as a measure of student progress, shall not be the predominant factor in determining a Principal's annual summative rating.

6. The Department shall periodically collect principal evaluation rubric data that shall include, but are not limited to, component-level scores and annual summative ratings.

J. Student Achievement Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.2

1. Measures of student achievement shall be used to determine impact on student learning and shall include the following components:



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a. The school-wide student growth percentile of all students assigned to the Principal;

b. Average student growth objective scores of every teacher, as described in N.J.A.C. 6A:10-4.2(e), assigned to the Principal; and

c. Administrator goals set by Principals, Vice Principals, **or** ~~and~~ Assistant Principals in consultation with **their** ~~the Superintendent or designated~~ supervisor pursuant to N.J.A.C. 6A:10-5.2(e), which shall be specific and measurable, based on student growth and/or achievement data.

2. The school-wide student growth percentile score shall be included in the annual summative rating of Principals, Vice Principals, and Assistant Principals who are assigned to a school as of October 15 and who are employed in schools where student growth percentiles are available for students in one or more grades. If the Principal, Vice Principal, or Assistant Principal is employed in more than one school, the Superintendent shall assign to the Principal, Vice Principal, or Assistant Principal, as appropriate, the school-wide student growth percentile from one school and shall notify the Principal, Vice Principal, or Assistant Principal at the beginning of the school year of the student growth percentile assignment.

3. The Department shall calculate the school-wide student growth percentile for Principals, Vice Principals, and Assistant Principals.

4. The average student growth objective scores of all teachers, as described in N.J.A.C. 6A:10-4.2(e), shall be a component of the Principal's annual summative rating. The average student growth objective scores for Vice Principals or Assistant Principals shall be determined according to the following procedures:

a. The Principal, in consultation with the Vice Principal or Assistant Principal, shall determine prior to the start of the **school** year, which teachers, if not all teachers in the school, shall be linked to the Vice Principal's and Assistant Principal's average student growth objective score.



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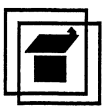
b. If the Vice Principal or Assistant Principal does not agree with the list of teachers linked to his or her name for the purposes of this measurement, the Principal shall make the final determination.

5. Administrator goals for Principals, Vice Principals, or Assistant Principals shall be developed and measured according to the following procedures:

a. The ~~Superintendent~~ **designated supervisor** shall determine for all Principals, Vice Principals, or Assistant Principals, the number of required administrator goals which shall reflect the achievement of a significant number of students within the school. By August 31 prior to the ~~academic~~ **school** year in which the evaluation rubric applies, the Department shall provide on the Department's website the minimum and maximum number of required goals, which will be at least one goal and no more than four goals.

b. Principals, Vice Principals, or Assistant Principals shall develop, in consultation with **their** ~~the Superintendent or~~ designated supervisor, each administrator goal. **Each** Vice Principals and Assistant Principals shall set goals specific to his or her job description or adopt the same goals as his or her Principal. If the Principal, Vice Principal, or Assistant Principal and ~~Superintendent~~ **his or her** ~~or~~ designated supervisor do not agree upon the **administrator** goal ~~score~~, the Principal's, Vice Principal's, or Assistant Principal's ~~Superintendent or~~ designated supervisor shall make the final determination.

c. Administrator goals and the criteria for assessing performance based on those objectives shall be determined, recorded, and retained by the Principal, Vice Principal, or Assistant Principal and **his or her** ~~the Superintendent or~~ designated supervisor by October 31 of each ~~academic~~ **school** year, or within ~~twenty~~ **twenty-five working** ~~work~~ days of the Principal's, Vice Principal's, or Assistant Principal's start date if he or she begins work after October 1.



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d. The administrator goal score shall be ~~calculated~~ **approved** by the ~~Superintendent or~~ designated supervisor of the Principal, Vice Principal, or Assistant Principal. The Principal's, Vice Principal's, or Assistant Principal's administrator goal score, if available, shall be discussed at his or her annual summary conference and recorded in his or her personnel file.

~~6. The Superintendent shall remove a teacher's student growth objective score from the Principal's, Vice Principal's, or Assistant Principal's final average student growth objective score for the 2013-2014 academic year and adjust the annual summative rating accordingly if:~~

~~a. A Principal's, Vice Principal's, or Assistant Principal's average student growth objective for the 2013-2014 academic year included a teacher's student growth objective that was successfully appealed according to N.J.A.C. 6A:10-4.2(f); and~~

~~b. Failure to remove the score would cause the Principal's, Vice Principal's, or Assistant Principal's annual summative rating to be ineffective or partially effective.~~

K. Principal Practice Component of Evaluation Rubric – N.J.A.C. 6A:10-5.3

1. Measures of principal practice shall include ~~the following components: a. A~~ **a** measure determined through a Commissioner-approved principal practice instrument~~;~~ and **may include** ~~b. A~~ **a** leadership measure determined through the Department-created leadership rubric.

2. Principal practice component rating shall be based on the measurement of the Principal's, Vice Principal's, or Assistant Principal's performance according to the school district's Commissioner-approved principal practice instrument. Observations pursuant to N.J.A.C. 6A:10-5.4 shall be used as one form of evidence for this measurement.



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3. Leadership practice shall be determined by a score on a leadership rubric, which will assess the Principal's, Vice Principal's, or Assistant Principal's ability to improve student achievement and teaching staff member effectiveness through identified leader behaviors. The rubric will be posted on the Department's website and annually maintained.

L. Principal, Vice Principal, and Assistant Principal Observations – N.J.A.C. 6A:10-5.4

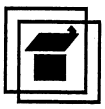
1. The Superintendent or **his or her designee,** ~~designated supervisor~~ shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

2. A Principal, or the Superintendent **or his or her designee** ~~or designated supervisor~~, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

3. For the purpose of collecting data for the evaluation of a Principal, Vice Principal, or Assistant Principal, an observation, as described in N.J.S.A. 18A:6-119 and N.J.A.C. 6A:10-1.2, may include, but is not limited to: building walk-through, staff meeting observation, parent conference observation, or case study analysis of a significant student issue.

4. Post-observation conferences shall include the following procedures:

   a. A ~~Superintendent or designated~~ supervisor who **is** ~~was~~ present at the observation shall conduct a post-observation conference with the Principal, Vice Principal, or Assistant Principal being observed. A post-observation conference shall occur no more than fifteen Principal, Vice Principal, or Assistant Principal working days following each observation.



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b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the principal practice instrument and the Principal's, Vice Principal's, or Assistant Principal's individual professional development plan, collecting additional information needed for the evaluation, and offering areas to improve effectiveness.

c. With the consent of the observed Principal, Vice Principal, or Assistant Principal, post-observation conferences for individuals who are not on a corrective action plan may be conducted via written communication, including electronic communication.

d. One post-observation conference may be combined with the Principal's, Vice Principal's, or Assistant Principal's annual summary conference as long as it occurs within the required fifteen Principal, Vice Principal, or Assistant Principal working days following the observation.

e. A written or electronic **observation** ~~evaluation~~ report shall be signed by the ~~Superintendent or designated~~ supervisor who conducted the observation and post-observation and the Principal, Vice Principal, or Assistant Principal who was observed.

f. The Principal, Vice Principal, or Assistant Principal shall submit his or her written objection(s) of the evaluation within ten ~~Principal, Vice Principal, or Assistant Principal~~ working days following the conference. The objection(s) shall be attached to each party's copy of the annual ~~written~~ performance report.

5. Each tenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4, at least two times during each school year. Each nontenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4 at least three times during each school year, as required by N.J.S.A. 18A:27-3.1. An additional observation shall be conducted pursuant to N.J.A.C. 6A:10-2.5~~(l)~~**(h)** for Principals, Vice Principals, and Assistant Principals who are on a corrective action plan.

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M. Principal Practice Instrument – N.J.A.C. 6A:10-7.3

1. The principal practice instrument approved by the Department shall meet the following criteria:

   a. Incorporate domains of practice and/or performance criteria that align to the 2008 ISLLC Professional Standards for School Leaders developed by the Interstate School Leadership Licensure Consortium incorporated herein by reference, available at:

      http://www.ccsso.org/documents/2008/educational_leadership_policy_standards_2008.pdf;

   b. Include scoring guides for assessing ~~teacher~~ **principal** practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall clearly define the expectations for each category and provide a conversion ~~for the~~ **to** four **rating** categories~~: ineffective, partially effective, effective, and highly effective~~;

   c. **Rely on, to the extent possible,** ~~Be based on~~ multiple sources of evidence collected throughout the **school** year, **including, but not limited to, evaluation of a Principal's leadership related to**~~;~~**:**

      (1) Implementing high-quality and standards-aligned curriculum, assessments, and instruction; and

      (2) Evaluating the effectiveness of teaching staff members and supporting their professional growth.

   d. ~~Incorporate an assessment of the Principal's leadership for implementing a rigorous curriculum and assessments aligned to the Core Curriculum Content Standards;~~ **Include descriptions of specific training and implementation details required for the instrument to be effective.**

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~~e. Incorporate an assessment of the Principal's leadership for high-quality instruction;~~

~~f. Include an assessment of the Principal's performance in evaluating teachers; and~~

~~g. Include an assessment of the Principal's support for teachers' professional growth.~~

~~2. For Commissioner approval of a principal practice instrument in 2015 or any year thereafter, the instrument shall include a process to assess competency on the evaluation instrument which the school district may choose to use as a measure of competency.~~

Adopted:

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POLICY GUIDE

[See POLICY ALERT Nos. 145, 187, 202, 209 and 212]

3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and/or independent scholarship.

Teaching staff members may be permitted to: visit other schools and classrooms; attend local, regional, or national conferences; participate in committees, workshops, and panels, both within and outside the district. Requests for participation in such professional development activities must be submitted in writing to the Superintendent or designee for approval. In addition, the Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars and any additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.

A teaching staff member who has been granted time off and/or approved to be reimbursed for a professional development activity shall submit to the Superintendent or designee, with a copy to the School Business Administrator/Board Secretary, within ten working days, a brief written report that includes the primary purpose of the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district.

All active teachers, defined as staff whose positions require possession of the instructional or educational services certificates in accordance with N.J.A.C. 6A:9B-8 through 11 and 13 and all active school leaders serving on a permanent or interim basis whose positions require possession of the Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9B-12 shall comply with the professional development requirements as outlined in N.J.A.C. 6A:9C-4.1 et seq.

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POLICY GUIDE

To meet the professional development requirement, each teacher shall be guided by an individual Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities as outlined in N.J.A.C. 6A:9C-4.4. The PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3.3 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3. The PDP shall be ~~effective for one year,~~ updated annually **in accordance with N.J.A.C. 9C-4.4(c) and modified during the year as outlined in N.J.A.C. 9C-4.4(d)**~~, and shall include at least the minimum requirements outlined in N.J.A.C. 6A:9C-4.4(c)~~.

District-level and school-level professional development planning and implementation shall be in accordance with the requirements of N.J.A.C. 6A:9C-4.2.

Implementation of the professional development requirement for school leaders shall be in accordance with N.J.A.C. 6A:9C-4.3.

The Board of Education shall comply with the monitoring and assistance requirements as outlined in N.J.A.C. 6A:9C-4.4.

The Board shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9C-4.1 et seq. and shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements.

N.J.S.A. 18A:31-2; 18A:6-111
N.J.A.C. 6A:9-3.3; 6A:13-2.1; 6A:9B-8 through 13; 6A:9C-3.3;
6A:9C-4.1 et seq.

Adopted:

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REGULATION GUIDE

[See POLICY ALERT Nos. 145, 187, 202, 209 and 212]

R 3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

A. Definitions (N.J.A.C. 6A:9C-2.1)

1. The definitions set forth in N.J.A.C. 6A:9-2.1 shall apply to the words and terms used in N.J.A.C. 6A:9C-3 et seq. and 6A:9C-4 et seq. and Policy and Regulation 3240.

B. Components of Professional Development – (N.J.A.C. 6A:9C-3.2)

1. Professional development shall align with the Professional Standards for Teachers and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3, the standards for professional learning in N.J.A.C. 6A:9C-3.3, student learning and educator development needs, and school, school district, and/or State improvement goals.

2. Professional development shall encompass a broad range of professional learning that contributes to improved practice, including, but not limited to, participation in the work of established collaborative teams of teachers, school leaders, and other administrative, instructional, and educational services staff members who commit to working together to accomplish common goals and who are engaged in a continuous cycle of professional improvement focused on:

   a. Evaluating student learning needs through ongoing reviews of data on student performance; and

   b. Defining a clear set of educator learning goals based on the rigorous analysis of data on student performance.

3. Professional learning shall incorporate coherent, sustained, and evidenced-based strategies that improve educator effectiveness and student achievement, such as job-embedded coaching or other forms of assistance to support educators' transfer of new knowledge and skills to their work.

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4. Professional learning may be supported by external expert assistance or additional activities that:

   a. Address defined student and educator learning goals;

   b. Advance primarily ongoing school-based professional learning; and

   c. Include, but are not limited to, courses, workshops, institutes, networks, and conferences provided by for-profit and nonprofit entities outside the school such as universities, educational service agencies, technical assistance providers, networks of content specialists, and other education organizations and associations.

C. Standards for Professional Learning (N.J.A.C. 6A:9C-3.3)

1. Professional learning that increases educator effectiveness and improves results for all students shall be guided by the following standards:

   a. Learning communities: Occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment;

   b. Leadership: Requires skillful leaders who develop capacity, advocate, and create support systems for professional learning;

   c. Resources: Requires prioritizing, monitoring, and coordinating resources for educator learning;

   d. Data: Uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning;

   e. Learning designs: Integrates theories, research, and models of human learning to achieve its intended outcomes;



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f. Implementation: Applies research on change and sustains support for implementation of professional learning for long-term change; and

g. Outcomes: Aligns its outcomes with educator performance and student curriculum standards.

D. Requirements for and Implementation of Teachers' Individual Professional Development Plans (N.J.A.C. 6A:9C-4.4)

1. Each teacher shall be guided by an individualized Professional Development Plan (PDP), pursuant to N.J.S.A. 18A:6-128.a, which shall include at least twenty hours per year of qualifying experiences. The twenty-hour annual requirement shall be based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including the use of family or medical leave.

2. The content of each individual PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3.

3. Each teacher's individual PDP shall be updated annually no later than October 31, except:

a. If the teacher is hired after October 1, the PDP shall be developed within twenty-five working days of his or her hire.

~~4~~3. The individual PDP shall be ~~effective for one year, updated annually, and~~ modified during the year, as necessary, and shall specify at least:

a. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation; and

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b. One area for development of professional practice derived from individual, collaborative team, school, or school district improvement goals.

54. Progress on the individual PDP shall be discussed at the annual summary conference, pursuant to N.J.A.C. 6A:10-2.4, but may occur more frequently throughout the year.

65. Evidence of progress toward meeting the requirements of the teacher's individual PDP may be provided by the teacher and/or his or her **designated** supervisor, and shall be reviewed as part of each annual summary conference.

~~6. All teachers governed by the professional development requirements shall have an individual PDP within thirty instructional days of the beginning of their respective teaching assignments.~~

7. A teacher's individual PDP goals may necessitate more than the recommended minimum requirements outlined in N.J.A.C. 6A:9C-4.

8. Additional hours of qualifying experiences may be required for teachers in low-performing schools, as determined by the Commissioner of Education.

9. The teacher's designated supervisor shall:

a. Use the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and shall take appropriate steps to assure such progress. If a teacher's progress is found to be inadequate, the teacher's designated supervisor shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and

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b. Maintain accurate records of each teacher's progress in meeting the individual professional development requirements, pursuant to N.J.AC. 6A:9C-4.3 and N.J.A.C. 6A:9C-4.4. Such records shall include a copy of each teacher's current PDP and timeline, as well as any documentation and evidence showing the teacher's progress toward meeting the plan's requirements.

10. If a teacher leaves the employ of one New Jersey school district and is hired by another, the previous employing school district shall share with the new employing school district the teacher's individual PDP and all supporting documentation. If the current individual PDP is found to be unsuitable to the teacher's new assignment, the new employing school district shall ensure a revised individual PDP and timeline is created ~~within thirty days of hire by the employee's new supervisor in collaboration with the new teacher~~ **in accordance with N.J.A.C. 6A:9C-4.4**.

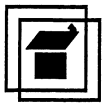
E. School-Level Plans for Professional Development Implementation (N.J.A.C. 6A:9C-4.2)

1. The Principal shall oversee the development and implementation of a plan for school-level professional development and shall ensure:

a. The school-level professional development plan includes a description of school-level and team-based professional learning aligned with identified school goals, and includes teacher and student learning needs; and

b. All teachers receive the necessary opportunities, support, and resources to complete individual professional development requirements pursuant to N.J.A.C. 6A:9C-4.4(a).

2. The school-level plan shall become part of the school district plan for professional development overseen and reviewed by the Superintendent of Schools.



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F. Requirements for District-Level Plans for Professional Development Implementation (N.J.A.C. 6A:9C-4.2)

1. The school district plan shall provide information on school-level and district-wide professional development learning opportunities, the resources being allocated toward their support, a justification for the expenditures, and include any professional development required by statute or regulation.

2. The Superintendent of Schools or designee shall oversee the development and implementation of the school district plan to address the school district's professional development needs and shall review on an annual basis the school district plan to assess its effectiveness and revise it, as necessary, to meet the school district's learning goals for students, teachers, and school leaders.

3. When overseeing and reviewing the school district plan, the Superintendent or designee shall:

   a. Review school-level professional development plans;

   b. Assess the learning needs of students, teachers, and school leaders based on educator evaluation data, school-level plans, and data from school- and district-level performances;

   c. Plan, support, and implement professional learning activities that address the **New Jersey Student Learning Standards** ~~CCCS~~, and that align with the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3 and the Professional Standards for Teachers and School Leaders in N.J.A.C. 6A:9-3;

   d. Develop and update, as necessary, the district mentoring plan for non-tenured teachers including novice professional teachers who hold a CE or CEAS, in accordance with N.J.A.C. 6A:9C-5.3;

   e. Present the plan to the Board of Education to review for fiscal impact; and



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f. Certify annually to the Department of Education, through a statement of assurance, that the school district is meeting the requirements for the school district plan as set forth in N.J.A.C. 6A:9C-4.2 and that it includes requirements of the district mentoring plan pursuant to N.J.A.C. 6A:9C-5.3.

4. School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.

G. Requirements for and Implementation of School Leaders' Professional Development Plans (N.J.A.C. 6A:9C-4.3)

1. Each school leader shall create, implement, and complete an individual PDP that:

a. Aligns with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3;

b. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the school leader;

c. Identifies professional learning goals that address specific individual, school, or school district goals;

d. Grounds professional learning in objectives related to improving teaching, learning, and student achievement, and aligns to the school and/or school district plan for professional development; and

e. Includes training on: school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2 and other statutory requirements related to student safety, bullying and harassment, and well-being.

2. **Each school leader's individual PDP shall be developed by October 31 except:**

a. If the school leader is hired after October 1, the PDP shall be developed within twenty-five working days of his or her hire.



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~~3~~2. The Superintendent of Schools shall develop an individual PDP for review by the Board of Education. In developing the individual PDP, the following process shall be followed:

a. The Board shall review the Superintendent's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure the individual PDP aligns to school district goals and to the school district's plan for professional development.

b. The Superintendent shall submit annually to the Board evidence of progress toward completion of the individual PDP. The Superintendent also shall submit every three to five years, depending on the length of his or her contract with the Board, summative evidence of plan completion.

c. The Superintendent may appeal to the Executive County Superintendent if he or she disagrees with the Board regarding PDP contents or progress toward completion. The Executive County Superintendent shall have final decision-making authority on all such matters.

~~4~~3. **Each l**~~L~~eaders ~~whose positions~~ requires a Principal or supervisor endorsement, or whose positions requires a Chief School Administrator endorsement but who **does** ~~do~~ not serve as a Chief School Administrator or Superintendent of a school district, shall develop in collaboration with **his or her designated supervisor** ~~the Superintendent or designee~~ an individual PDP and shall provide evidence **to his or her designated supervisor** of progress toward fulfillment of his or her plan. Each Superintendent or designee shall:

a. Review each Principal's, supervisor's, or other school leader's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure it aligns to school and school district goals and the school district's plan for professional development;

b. Meet with the Principal, supervisor, or other school leader at mid-year to assess progress toward his or her PDP's completion or modification; and



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c. Review the individual PDP's status as part of the Principal's, supervisor's, or other school leader's annual performance evaluation.

54. The school leader's designated supervisor, or the Board of Education in the case of the Superintendent, shall:

a. Use the performance evaluation process and professional development planning process to monitor the school leader's progress in meeting the professional development requirements. If a school leader's progress is found to be inadequate, the school leader's designated supervisor or the Board shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and

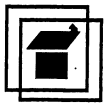
b. Maintain accurate records of each school leader's progress in meeting the individual professional development requirements, pursuant to N.J.A.C. 6A:9C-4.3. Such records shall include a copy of each school leader's current PDP and timeline, as well as any documentation and evidence showing the school leader's progress toward meeting the plan's requirements.

65. If a school leader leaves the employ of one New Jersey school district and is hired by another, the school leader's designated supervisor, or the Board of Education in the case of the Superintendent, shall ensure a revised individual PDP appropriate to the new assignment is developed in collaboration with the school leader.

H. Assistance (N.J.A.C. 6A:9C-4.1)

1. The Board of Education shall ensure all teachers and school leaders receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective professional development plans.

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POLICY GUIDE

[See POLICY ALERT No. 140, 144, 147, 176, 203 and 212]

5610 SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq.

For the purposes of this **P**~~p~~olicy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for one, but not more than ten consecutive school days and "long term suspension" means a suspension for more than ten consecutive school days.

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Superintendent prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that student's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.

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In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others. Students in preschool shall not receive an out-of-school suspension except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

Optional

[The Board's failure to take any such action at its second regular meeting after the suspension or at any regular meeting thereafter will terminate the suspension, and the student shall be readmitted to school.]

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension.

In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each student with a disability who is subject to a short-term or long-term suspension.

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POLICY GUIDE

In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the **New Jersey Student Learning** ~~Core Curriculum Content~~ Standards pursuant to N.J.A.C. 6A:8-3.1 et seq., which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5
N.J.S.A. 18A:54-20g **[vocational districts]**
N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

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REGULATION GUIDE

[See POLICY ALERT Nos. 176, 203 and 212]

R 5610 SUSPENSION PROCEDURES

A. Short-Term Suspensions

1. In each instance of a short-term suspension, the Principal or designee, shall assure the rights of a student suspended for one, but not more than ten consecutive school days by providing for the following:

   a. As soon as practicable, oral or written notice of charges to the student.

      (1) When charges are denied, an explanation of the evidence forming the basis of the charges also shall be provided.

   b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of the events regarding his or her actions leading to the short-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5.

      (1) The informal hearing shall be conducted by a school administrator or designee;

      (2) To the extent that a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension;

      (3) The informal hearing should take place even when a school staff member has witnessed the conduct forming the basis of the charge; and

      (4) The informal hearing and the notice given may take place at the same time.

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c. Oral or written notification to the student's parent of the student's removal from the student's educational program prior to the end of the school day on which the Principal decides to suspend the student. The notification shall include an explanation of:

(1) The specific charges;

(2) The facts on which the charges are based;

(3) The provision(s) of the code of student conduct the student is accused of violating;

(4) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.2; and

(5) The terms and conditions of the suspension.

d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and

e. Academic instruction, either in school or out of school, that addresses the **New Jersey Student Learning** ~~Core Curriculum Content~~ Standards.

(1) The student's academic instruction shall be provided within five school days of the suspension.

(2) At the completion of a short-term suspension, the Board of Education shall return a general education student to the general education program for which he or she was suspended.

(3) The academic instruction provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.

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2. The Principal suspending the student shall immediately report the suspension to the Superintendent, who shall report it to the Board of Education at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.

3. An appeal of the Board's decision affecting the general education student's educational program shall be made to the Commissioner, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.

4. For a student with a disability, the provisions set forth in N.J.A.C. 6A:16-7.2 shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.

B. Long-Term Suspensions

1. In each instance of a long-term suspension, the Principal or designee shall assure the rights of a student suspended for more than ten consecutive school days by providing the following:

a. Notification to the student of the charges prior to the student's removal from school;

b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of events regarding his or her actions leading to the long-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5;

c. Immediate notification to the student's parent of the student's removal from school;

d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day;

e. Written notification to the parent by the Superintendent or designee within two school days of the initiation of the suspension, stating:



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(1) The specific charges;

(2) The facts on which the charges are based;

(3) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.3; and

(4) Further engagement by the student in conduct warranting expulsion, pursuant to N.J.S.A. 18A:37-2, shall amount to a knowing and voluntary waiver of the student's right to a free public education, in the event that a decision to expel the student is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.4.

(a) The Board shall request from the parent and student written acknowledgement of the notification provided pursuant to N.J.A.C. 6A:16-7.3(a)5.iv subsequent to the removal of the student from his or her educational program, pursuant to N.J.A.C. 6A:16-7.3.

f. A list of witnesses and their statements or affidavits, if any, no later than five days prior to the formal hearing, pursuant to j. below;

g. For a student with a disability, a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the Federal regulations;

h. Information on the student's right to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)7;

i. Either in- or out-of-school educational services that are comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with N.J.A.C. 6A:16-9 or 10.

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(1) The student's educational services shall be provided within five school days of the suspension.

(2) The Board shall make decisions regarding the appropriate educational program and support services for the suspended general education student based on the **New Jersey Student Learning** ~~Core Curriculum Content~~ Standards and the following considerations:

(a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;

(b) The results of relevant testing, assessments, or evaluations of the student;

(c) The student's academic, health, and behavioral records;

(d) The recommendation of the Superintendent, Principal, or other relevant school or community resource;

(e) Considerations of parental input; or

(f) Consultation with the Intervention and Referral Services Team, in accordance with N.J.A.C. 6A:16-8.

(3) Educational services provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.

j. A formal hearing before the Board that shall, at a minimum:

(1) Be conducted by the Board or delegated by the Board to a Board committee, a school administrator, or an impartial hearing officer for the purpose of determining facts or making recommendations.



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(a) Before taking final action, the Board as a whole shall receive and consider either a transcript or detailed report on the hearing.

(2) Include the opportunity for the student to:

(a) Confront and cross-examine witnesses, if there is a question of fact; and

(b) Present his or her own defense, and produce oral testimony or written supporting affidavits.

(3) Take place no later than thirty calendar days following the day the student is suspended from the general education program; and

(4) Result in the Board's decision that shall be based, at a minimum, on the preponderance of competent and credible evidence.

k. A written statement to the student's parent regarding the Board's decision within five school days after the close of the hearing. The statement shall include at a minimum:

(1) The charges considered;

(2) A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the Board at the hearing;

(3) Factual findings relative to each charge and the Board's determination of each charge;

(4) Identification of the educational services to be provided to the student, pursuant to i. above;

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(5) The terms and conditions of the suspension; and

(6) The right to appeal to the Commissioner of Education the Board's decision regarding the student's general education program, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.

l. If at any time it is found that the student did not commit the offense, the student shall be immediately returned to the program from which he or she was removed; and

m. At the completion of a long-term suspension, the Board shall return the general education student to the general education program.

2. An appeal of the Board's decision regarding the general education student's program shall be made to the Commissioner of Education, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.

3. Suspension of a general education student shall not be continued beyond the Board's second regularly scheduled meeting following the suspension, unless the Board so determines, pursuant to N.J.S.A. 18A:37-5.

a. The Board shall determine whether to continue the suspension, pursuant to B.1. above, based on the following criteria:

(1) The nature and severity of the offense;

(2) The Board's removal decision;

(3) The results of relevant testing, assessments, or evaluations of the student; and

(4) The recommendation of the Superintendent, after considering input from the Principal or Director of the alternative education program or home or other in-school or out-of-school instruction program in which the student has been placed.

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b. The Board shall develop and adopt policies and procedures providing for action on the continuation of student suspensions in the event of cancellation of the first or second regular Board meeting pursuant to N.J.S.A. 18A:37-4 and 5. In this unlikely event,

[Option – Select option below or develop a local school district option

✓ a special committee of the Board, which will include the Superintendent of Schools or his/her designee, will be appointed by the Board President to make a decision on the continuation of the suspension. The committee's decision will be implemented subject to ratification of the committee's decision at the next regularly scheduled Board meeting.

_____ _____

_____

_____.]

4. When the Board votes to continue a general education student's suspension, it shall review the case, in consultation with the Superintendent, at each subsequent Board meeting for the purpose of determining:

   a. The status of the student's suspension;

   b. The appropriateness of the suspended student's current educational program; and

   c. Whether the suspended student's current placement, pursuant to i. above, should continue or whether the student should return to the general education program.

5. When the Board votes to continue a general education student's suspension, it shall make, in consultation with the Superintendent, the final determination on:

   a. When the student is prepared to return to the general education program;



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b. Whether the student will remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in B.3.a.(1) through (4) above; or

c. Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.

6. The Board shall provide a general education student suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or services, based on the criteria set forth under B.1.i.(2) above, until the student graduates from high school or reaches the age of twenty, whichever comes first.

a. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14-2 and 4.3, whichever is applicable; or

b. The educational services provided, either in-school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.

7. For a student with a disability who receives a long-term suspension, the Board shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the student's educational placement to an interim or alternate educational setting.

a. All procedural protections set forth in N.J.A.C. 6A:14 and N.J.A.C. 6A:16-7.3 shall be afforded to a student with a disability who is subjected to a long-term suspension.

b. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.

c. The provisions of B.2. through B.6. above shall not apply to students with disabilities.

Adopted:



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[See POLICY ALERT Nos. 101, 140, 147, 166, 170, 176, 203 and 212]

5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the **following:**

1. **The** procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and

2. ~~only after the Board has provided~~ **A**~~a~~n appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.

   a. The educational program or service shall be consistent with the provisions of N.J.A.C. **6A:16-9.2 - Program Criteria** ~~6A:16-9.1 et seq., Alternative Educational Programs, and~~**;** N.J.A.C. 6A:16-10.2~~,~~ - Home or Out-of-School Instruction for General Education Students~~,~~**;** ~~and~~ N.J.A.C. 6A:14-2.**1** et seq.~~,~~ - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.~~3~~**1** et seq.~~,~~ - Special Education, Programs **Options** ~~and Instruction~~, whichever are applicable~~;~~**. or**

   b. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.

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In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

[Charter Schools Only

Except as otherwise provided in N.J.S.A. 18A:37-2a, a student may be expelled from a charter school based on criteria determined by the Board of Trustees, which is consistent with the provisions of N.J.S.A. 18A:37-2, and approved by the Commissioner of Education as part of the school's charter. Any expulsion shall be made upon the recommendation of the charter school Principal, in consultation with the student's teachers.]

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

N.J.S.A. **18A:36A-9;** 18A:37-2**; 18A:37-2a; 18A:37-2b**
N.J.A.C. 6A:16-7.4; 6A:14 et seq.

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POLICY GUIDE

[See POLICY ALERT No. 211]

7446 SCHOOL SECURITY PROGRAM

The safety of students, staff members, and visitors on school grounds is an important concern for the Board of Education.

[Select the Program Utilized by the School District

✓ School Resource Officer Program

The Board of Education authorizes a School Resource Officer Program in partnership with the ~~municipality and local law enforcement.~~ The Program is designed for municipal officials, law enforcement officers, and school authorities to work together to identify major problems faced by their schools and to create a more secure school environment through the presence of law enforcement officers within the school district. A School Resource Officer assigned to the school district shall remain an employee of the ~~municipality and its Police Department.~~

The School Resource Officer may be a full-time Police Officer or a Class Three Special Law Enforcement Officer employed by the municipality in accordance with the provisions of N.J.S.A. 40A:14-146.11. A Class Three Special Law Enforcement Officer is authorized to exercise full powers and duties similar to those of a permanent regularly appointed full-time police officer while providing security at a public school during hours when school is normally in session or when occupied by students or school staff members. The use of a firearm by a Class Three Officer is authorized pursuant to the provisions of N.J.S.A. 40A:14-146.14. A Class Three Officer shall not carry a firearm except when engaged in the actual performance of the Officer's official duties as a School Resource Officer and when specifically authorized by the ~~Chief of Police~~ or in the absence of the Chief, a designee. The Board of Education and the ~~municipality~~ shall enter into a partnership agreement that sets forth the respective obligations of the ~~municipality~~, local law enforcement, and the school district. The agreement shall include, but is not limited to, the following terms: the number of ~~police~~ officers assigned to the school district; the school(s) to be covered; the days of police coverage in the school district; the process for the ~~Police~~ Department to assign and the process for the Board of Education to approve a School Resource Officer(s); the duties of the assigned School Resource Officer(s); the reporting requirements for the School Resource Officer; and the financial obligations of the parties. The School Resource Officer Program Agreement shall be approved by the Board of Education.

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POLICY GUIDE

A School Resource Officer who is a full-time Police Officer or a Class Three Special Law Enforcement Officer must comply with all statutes and codes regarding their law enforcement status and all other statutory and administrative code responsibilities.

✓ School District Employed Security Officers – (Unarmed)

The Board of Education authorizes the employment of school district security officers. The district's security officers will be required to wear Board-approved uniforms and shall work in cooperation with the school administration to provide security services on school grounds. The security officers will be provided the necessary equipment to perform the security functions assigned by the administration. The district's security officers will not carry a gun. The Superintendent of Schools will ensure all school district security officers receive appropriate training for the responsibilities of the position.

___ School District Employed Security Officers – (Unarmed and/or Armed)

The Board of Education authorizes the employment of school district security officers. The district's security officers will be required to wear Board-approved uniforms and shall work in cooperation with the school administration to provide security services on school grounds. The security officers will be provided the necessary equipment to perform the security functions assigned by the administration. The Superintendent of Schools may recommend for Board approval a school security officer who was a law enforcement officer who retired in good standing and has a valid permit to carry a handgun issued pursuant to N.J.S.A. 2C:58-4, and a permit to possess a handgun in a school building or on school grounds during his/her workday provided the employee meets the exception to N.J.S.A. 2C:39-5 outlined in N.J.S.A. 2C:39-6(l).

In order for a school security officer to be authorized to carry a handgun in a school building or on school grounds, the school security officer must provide the Superintendent of Schools with documentation supporting compliance with the requirements of N.J.S.A. 2C:39-6(l), including, but not limited to, a copy of an identification card issued by the Superintendent of the State Police permitting the retired officer to carry a handgun in accordance with N.J.S.A. 2C:39-6(l)(4). The identification card shall be valid for one year from the date of issuance, valid through the State, not transferable to any other person, and shall be carried at all

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times on the person of the retired law enforcement officer while the officer is carrying a handgun. The retired law enforcement officer shall produce the identification card for review on the demand of any law enforcement officer or authority.

The Superintendent of Schools will contact the Superintendent of the State Police to confirm the issuance of the identification card permitting the retired officer to carry a handgun in accordance with N.J.S.A. 2C:39-6(l)(4). The Superintendent of Schools will also submit the identification card to the school district's insurance company to ensure the Board of Education has the appropriate insurance for a school security officer to carry a handgun in accordance with this Policy. The school security officer's authorization to carry a handgun in school buildings and on school grounds will be dependent upon receipt of written confirmation from the school district's insurance company that sufficient insurance coverage, as determined by the Board, will be provided to the school district and school employees should any liability arise from the school security officer's handgun. The inability to obtain sufficient insurance coverage may independently form the basis for denial of a school security officer's authorization to carry a handgun in school buildings and on school grounds.

The appointment and authorization for a school security officer to carry a handgun in school buildings and on school grounds must be recommended by the Superintendent and approved by the Board of Education. Any authorization will only be for the time period the New Jersey State Police issued identification card is valid and under no circumstances will the authorization exceed one year. The Superintendent of Schools, if recommending a school staff member be authorized to carry a handgun in school buildings and on school grounds, will provide the Board of Education with a copy of all the information submitted by the school security officer in support of the application, any documentation from law enforcement agencies, and information from the district's insurance company. The Board of Education may approve the Superintendent's recommendation after review of the documentation, and upon such approval, the Superintendent of Schools will provide written authorization to the school security officer along with any conditions on the authority to carry a handgun in school buildings or on school grounds. The Superintendent of Schools or designee will inform local law enforcement officials of any school district security officer(s) authorized to carry a handgun in school buildings or on school grounds. A school security officer authorized to carry a handgun is not authorized to carry a handgun in school buildings or on school grounds beyond the hours of the officer's workday or work assignment.

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POLICY GUIDE

~~A school security officer approved and authorized by the Board of Education to carry a handgun in school buildings and on school grounds must comply with all applicable New Jersey laws, including but not limited to: N.J.S.A. 2C:39-4; N.J.S.A. 2C:39-5; N.J.S.A. 2C:39-6; and N.J.S.A. 2C:58-4.]~~

This Policy will be reviewed and approved by the Board attorney for compliance with applicable statutes and administrative code provisions before initial adoption and subsequent re-adoptions by the Board.

N.J.S.A. 2C:39-4; 2C:39-5; 2C:39-6; 2C:58-4; 40A:14-146.10; 40A:14-146.11; 40A:14-146.14

Adopted:

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POLICY GUIDE

[See POLICY ALERT No. 212]

7424 BED BUGS

The Board of Education is concerned for students who may have bed bugs in their home with the potential for these students to bring bed bugs into the school building. Bed bugs can be transmitted from one location to another in backpacks, clothing, books, and other items. A bed bug infestation is unlikely in a school and the Board adopts this Policy as a proactive action to prevent infestation and to stop bed bugs from spreading within the school setting if a bed bug is transmitted into a school.

Bed bugs are parasitic insects that feed exclusively on blood and are mainly active at night, but are not exclusively nocturnal. A common bed bug prefers human blood and typically feeds on their hosts without being noticed. Bed bugs are not known to transmit disease, but cause reasonable distress and health concerns for many people. The presence of bed bugs in a home does not mean the home is unclean, bed bugs can be found in any home.

Bed bugs typically do not infest people as they hide during the day and come out during the night. Bed bugs are attracted to humans primarily by carbon dioxide, warmth, and by some chemicals. Bed bugs prefer exposed skin, preferably the face, neck, and arms of a sleeping person. Bed bug bites may lead to a range of skin manifestations from no visible effects to prominent blisters. The bite usually produces a swelling with no red spots, but when many bugs feed on a small area, reddish spots may appear after the swelling subsides. Effects also may include skin rashes, psychological effects, and allergic symptoms.

Any staff member who observes what may be bed bug bites on a student shall send the student to the school nurse. The school nurse shall examine the student to determine if there are any bed bugs present on the student or if the bites may be bed bug bites. The school nurse will inform the Principal and contact the student's parent on the results of the examination.

In the event the school nurse observes what appears to be a bed bug on the student or on the student's possessions, the school nurse will inform the Principal who will arrange for a licensed pest management professional to complete an inspection of the student's classroom(s) to determine if bed bugs are present in the classroom area. If a licensed pest management professional cannot complete an inspection within twenty-four hours of the request from the school district, the district custodial staff will vacuum the student's classroom(s) with a vacuum cleaner using a new vacuum cleaner bag and when finished the staff member shall

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seal the bag and discard it in a receptacle outside the school building. If the vacuum does not have a bag, the contents of the vacuum shall be emptied into a secure plastic bag, sealed, and discarded into a receptacle outside the school building. The Principal shall determine if the classroom(s) should be occupied by staff and students until the inspection by a licensed pest management professional is conducted.

In the event the inspection determines bed bugs are in the school, the area(s) where bed bugs have been found or could be found will be treated by a licensed pest management professional.

The parent of any student who is found to have a live bed bug on them will be contacted by the school nurse and the parent will be required to pick-up their child to arrange for the child to return home to change clothes and to inspect any items the student brings to school. Upon the student's return to school, the student will be required to report to the school nurse who will examine the child and the child's possessions. If there are no signs of bed bugs on the student or in or on the student's possessions, the student will be able to resume their school day. The school nurse may determine to examine the child subsequent to their initial return to school to ensure the student and possessions are free of bed bugs. In the event the nurse finds live bed bugs on the student or in or on the student's possessions upon the student's initial return to school, or upon any subsequent examination by the school nurse, the school nurse will contact the parent and require the parent to pick-up the student from school.

The Principal, in consultation with the school nurse, will determine if the parents of other students should be informed of the presence of bed bugs in an area of the school where their child may have been or is during the school day. This determination will be made on a case-by-case basis. Parents of other students may not be informed if bed bugs are found on a student or in or on the student's possessions, and are not found in the school building. The school district will comply with all notification requirements and other requirements of the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.

Any student suspected of having bed bugs in their home or on or in their possessions will be treated with discretion, dignity, and respect. The district will offer the student counseling, if needed. The Principal or designee will work sensitively with parents of any student living in an infested home to develop strategies for preventing the further spread of bed bugs.

Adopted:



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REGULATION GUIDE

[See POLICY ALERT No. 212]

R 7424 BED BUGS

The following procedures are established in implementation of Policy 7424 – Bed Bugs.

A. Observation of Possible Bed Bug Bites or Bed Bugs on a Student

1. A staff member who observes what he/she believes may be bed bug bites on a student or bed bugs on the student or in or on the student's possessions shall send the student to the school nurse.

2. The school nurse shall examine the student to determine if the student has bed bug bites or if there are any bed bugs present on the student or in or on the student's possessions.

3. If the school nurse determines the student does not have bed bug bites or bed bugs on them or in or on their possessions, the student will be returned to resume their school day.

B. Confirmation of Bed Bug Bites or Bed Bugs on a Student

1. If the school nurse believes the student has bed bug bites or finds bed bugs on the student or in or on the student's possessions, the school nurse will contact the Principal or designee.

2. The Principal or designee will arrange for a licensed pest management professional to complete an inspection of the student's classroom(s) to determine if bed bugs are present.

3. If a licensed pest management professional cannot complete an inspection within twenty-four hours of the request from the school district, the district custodial staff will vacuum the student's classroom(s) with a vacuum cleaner using a new vacuum cleaner bag.

4. When vacuuming is completed by district custodial staff, the staff member shall seal the bag and discard it in a receptacle outside the school building. If the vacuum does not have a bag, the contents of the vacuum shall be emptied into a secure plastic bag, sealed, and discarded into a receptacle outside the school building. The vacuum will also be treated.



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5. The Principal shall determine if the classroom(s) should be occupied by staff and students until the inspection by a licensed pest management professional is conducted.

C. Inspection by Licensed Pest Management Professional

1. If an inspection by the licensed pest management professional determines bed bugs are not present in the classroom(s) inspected, the school program shall resume use of the classroom(s) if the Principal previously decided the classroom(s) should not be occupied by staff or students.

2. If an inspection by the licensed pest management professional determines bed bugs are in the classroom(s), the area(s) will be treated by a licensed pest management professional. Any treatment shall be in accordance with the provisions of the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.

D. Communication with Student's Parent

1. The school nurse will contact the student's parent on the results of the examination.

2. A parent of a student who is believed to have a live bed bug(s) on them or in or on their possessions will be required to arrange for their child to be picked-up from school to return home to change clothes and for the parent to inspect any possessions the student brings to school. The nurse may provide the parent with information regarding bed bugs.

a. Upon the student's return to school after being sent home to change clothes and an inspection of their possessions they bring to school, the student will be required to report to the school nurse who will examine the child and the child's possessions before the child can resume the school day.

(1) If there are no signs of bed bugs on the student or in or on the student's possessions upon being examined by the school nurse after the child returns to school, the student will be able to resume their school day.

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b. The school nurse may examine the student and the student's possessions subsequent to their initial return to school to ensure the student and possessions are free of bed bugs.

(1) In the event the nurse finds live bed bugs on the student or in or on the student's possession after the student's initial return to school or upon any subsequent examination by the school nurse, the school nurse will contact the parent and require the parent to pick-up the student from school.

3. A parent of a student who is believed to have bed bug bites, but no evidence of bed bugs on them or in or on their possessions, will be informed of such results and the student may be required to be examined by the school nurse subsequent to the initial examination to ensure bed bugs are not on the student or in or on their possessions they bring to school.

E. School Communications

1. The Principal, in consultation with the school nurse, will determine if the parents of other students should be informed if bed bugs are found in an area of the school. This determination will be made on a case-by-case basis.

a. Parents of other students need not be informed if bed bugs are found on a student or in or on the student's possessions, and are not found in the school building.

F. Compliance with Applicable Laws

1. The Principal or designee will ensure the school district complies with all notification requirements and any other legal requirements, including the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.

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7/10 11:32am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 12 Month Period Ending 06/30/2017

ASSETS AND RESOURCES

--- A S S E T S ---			
101	Cash in bank		$3,070,064.79
	Accounts receivable:		
132	Interfund	$22,047.00	
141	Intergovernmental - State	$141,020.32	
143	Intergovernmental - Other	$10,207.70	
			$173,275.02
--- R E S O U R C E S ---			
301	Estimated Revenues	$14,758,205.00	
302	Less Revenues	($14,880,511.26)	
			($122,306.26)
	Total assets and resources		$3,121,033.55

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 12 Month Period Ending 06/30/2017

LIABILITIES AND FUND EQUITY

--- L I A B I L I T I E S ---					
421	Accounts Payable				$127,220.45
	TOTAL LIABILITIES				$127,220.45
F U N D B A L A N C E					
--- A p p r o p r i a t e d ---					
753	Reserve for encumbrances - Current Year			$106,384.63	
754	Reserve for encumbrance - Prior Year			$5,280.00	
	Reserved fund balance:				
760	Reserved Fund Balance			$1,633,589.23	
601	Appropriations		$15,522,496.79		
602	Less : Expenditures	$14,610,368.38			
603	Encumbrances	$111,664.63	($14,722,033.01)		
				$800,463.78	
	Total Appropriated			$2,545,717.64	
--- U n a p p r o p r i a t e d ---					
770	Fund Balance			$833,095.46	
303	Budgeted Fund Balance			($385,000.00)	
	TOTAL FUND BALANCE				$2,993,813.10
	TOTAL LIABILITIES AND FUND EQUITY				$3,121,033.55

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 12 Month Period Ending 06/30/2017

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	$15,522,496.79	$14,722,033.01	$800,463.78
Revenues	($14,758,205.00)	($14,880,511.26)	$122,306.26
	$764,291.79	($158,478.25)	$922,770.04
Less: Adjust for prior year encumb.	($379,291.79)	($379,291.79)	
Budgeted Fund Balance	$385,000.00	($537,770.04)	$922,770.04
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	$385,000.00	($537,770.04)	$922,770.04
Fund 18 (Restricted ED JOBS)	$0.00	$0.00	$0.00
TOTAL Budgeted Fund Balance	$385,000.00	($537,770.04)	$922,770.04

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/30/2017

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	$13,329,643.00	$13,451,949.26		($122,306.26)
3XXX	From State Sources	$1,428,562.00	$1,428,562.00		.00
	TOTAL REVENUE/SOURCES OF FUNDS	$14,758,205.00	$14,880,511.26		($122,306.26)

*** EXPENDITURES ***		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	$1,806,598.10	$1,768,181.21	.00	$38,416.89
11-3XX-100-XXX	Voc. Programs - Local - Instruction	$3,818,933.89	$3,634,868.79	.00	$184,065.10
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	$83,539.50	$69,352.87	.00	$14,186.63
11-402-100-XXX	School-Spons. Athletics - Instruction	$113,589.80	$109,042.04	.00	$4,547.76
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-211-XXX	Attendance and Social Work Services	$23,322.20	$23,322.20	.00	.00
11-000-213-XXX	Health Services	$198,207.00	$187,176.95	$6,975.37	$4,054.68
11-000-216-XXX	Speech, OT,PT & Related Svcs	$10,944.00	$1,786.00	.00	$9,158.00
11-000-218-XXX	Guidance	$831,032.27	$808,927.02	.00	$22,105.25
11-000-219-XXX	Child Study Teams	$231,980.67	$221,618.04	.00	$10,362.63
11-000-221-XXX	Improvement Of Inst./Other Support Improvement of Inst. Serv.	$170,776.80	$166,221.48	.00	$4,555.32
11-000-222-XXX	Educational Media Serv/School Library	$53,997.00	$37,643.72	.00	$16,353.28
11-000-223-XXX	Instructional Staff Training Services	$70,943.12	$60,323.22	.00	$10,619.90
11-000-230-XXX	Supp. Serv.-General Administration	$667,994.82	$603,404.64	$53,798.26	$10,791.92
11-000-240-XXX	Supp. Serv.-School Administration	$889,533.89	$867,820.87	.00	$21,713.02
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	$991,083.16	$981,172.50	.00	$9,910.66
11-000-261-XXX	Allowable Maint. for School Facilities	$1,266,733.56	$1,181,153.67	$19,895.00	$65,684.89
11-000-262-XXX	Custodial Services	$1,124,648.51	$913,114.87	.00	$211,533.64
11-000-263-XXX	Care and Upkeep of Grounds	$25,150.00	$7,316.25	.00	$17,833.75
11-000-266-XXX	Security	$75,652.80	$73,453.74	.00	$2,199.06
11-000-270-XXX	Student Transportation Services	$106,450.88	$80,740.47	.00	$25,710.41
11-000-291-XXX	Allocated and Unallocated Benefits	$2,587,584.24	$2,446,828.09	$30,996.00	$109,760.15
	TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS	$15,148,696.21	$14,243,468.64	$111,664.63	$793,562.94

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/30/2017

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	$353,412.58	$346,511.74	$0.00	$6,900.84
12-000-4XX-XXX Facilities acquisition & constr. serv.	$20,388.00	$20,388.00	.00	.00
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	$373,800.58	$366,899.74	$0.00	$6,900.84
TOTAL GENERAL FUND EXPENDITURES	$15,522,496.79	$14,610,368.38	$111,664.63	$800,463.78

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 12 Month Period Ending 06/30/2017

		ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---				
1210	Local Tax Levy	$11,922,443.00	$11,922,443.00	.00
1310	Tuition- From LEA's	$525,000.00	$504,203.75	$20,796.25
1XXX	Miscellaneous	$882,200.00	$1,025,302.51	($143,102.51)
	TOTAL	$13,329,643.00	$13,451,949.26	($122,306.26)
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	$293,914.00	$293,914.00	.00
3176	Equalization	$580,221.00	$580,221.00	.00
3177	Categorical Security	$64,725.00	$64,725.00	.00
3178	Adjustment Aid	$475,042.00	$475,042.00	.00
3XXX	Other State Aids	$14,660.00	$14,660.00	$0.00
	TOTAL	$1,428,562.00	$1,428,562.00	$0.00
	TOTAL REVENUES/SOURCES OF FUNDS	$14,758,205.00	$14,880,511.26	($122,306.26)

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
*** G E N E R A L C U R R E N T E X P E N S E ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	$1,566,212.66	$1,564,764.14	$0.00	$1,448.52
11-140-100-106 Other Salaries for Instruction	$81,904.61	$81,904.61	.00	.00
11-140-100-320 Purchased Prof.-Ed. Services	$18,200.00	$399.00	.00	$17,801.00
11-140-100-500 Other Purchased Services	$35,717.00	$31,115.98	.00	$4,601.02
11-140-100-610 General Supplies	$56,316.63	$52,122.67	.00	$4,193.96
11-140-100-640 Textbooks	$32,347.20	$31,346.31	.00	$1,000.89
11-140-100-800 Other Objects	$8,300.00	$973.00	.00	$7,327.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	$3,000.00	$1,947.50	$0.00	$1,052.50
11-150-100-320 Purchased Prof.-Ed. Services	$4,500.00	$3,608.00	.00	$892.00
11-150-100-500 Other Purchased Services	$100.00	.00	.00	$100.00
TOTAL	$1,806,598.10	$1,768,181.21	$0.00	$38,416.89
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	$2,968,582.47	$2,924,865.41	$0.00	$43,717.06
11-310-100-106 Other Salaries for Instruction	$78,125.00	$69,114.64	.00	$9,010.36
11-310-100-320 Purchased Prof.-Ed. Services	$379,999.17	$376,383.17	.00	$3,616.00
11-310-100-500 Other Purchased Services	$71,711.78	$52,542.46	.00	$19,169.32
11-310-100-610 General Supplies	$280,606.47	$179,263.10	.00	$101,343.37
11-310-100-640 Textbooks	$25,259.00	$20,817.16	.00	$4,441.84
11-310-100-800 Other Objects	$14,650.00	$11,882.85	.00	$2,767.15
Total	$3,818,933.89	$3,634,868.79	$0.00	$184,065.10
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	$46,525.00	$46,229.00	.00	$296.00
11-401-100-500 Purchased Services	$11,239.50	$11,239.50	.00	.00
11-401-100-600 Supplies and Materials	$22,275.00	$10,653.70	.00	$11,621.30
11-401-100-800 Other Objects	$3,500.00	$1,230.67	.00	$2,269.33
TOTAL	$83,539.50	$69,352.87	$0.00	$14,186.63
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	$73,857.80	$73,857.80	.00	.00
11-402-100-500 Purchased Services	$8,601.00	$9,750.00	.00	($1,149.00)
11-402-100-600 Supplies and Materials	$9,637.00	$9,358.24	.00	$278.76
11-402-100-800 Other Objects	$21,494.00	$16,076.00	.00	$5,418.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	$113,589.80	$109,042.04	$0.00	$4,547.76
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prevention Officer/Coordinators	$23,322.20	$23,322.20	.00	.00
TOTAL	$23,322.20	$23,322.20	$0.00	$0.00
--- Health services ---				
11-000-213-100 Salaries	$165,500.00	$165,152.11	.00	$347.89
11-000-213-300 Purchased Prof. & Tech. Svc.	$21,000.00	$11,923.15	$6,975.37	$2,101.48
11-000-213-500 Other Purchased Services	$1,100.00	$300.00	.00	$800.00
11-000-213-600 Supplies and Materials	$9,507.00	$9,507.00	.00	.00
11-000-213-800 Other Objects	$1,100.00	$294.69	.00	$805.31
TOTAL	$198,207.00	$187,176.95	$6,975.37	$4,054.68
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	$10,944.00	$1,786.00	.00	$9,158.00
TOTAL	$10,944.00	$1,786.00	$0.00	$9,158.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	$346,160.41	$344,807.76	.00	$1,352.65
11-000-218-105 Sal Secr. & Clerical Asst.	$107,044.40	$106,451.32	.00	$593.08
11-000-218-110 Other Salaries	$298,792.96	$298,792.96	.00	.00
11-000-218-390 Other Purch. Prof. & Tech Svc.	$61,077.50	$39,871.38	.00	$21,206.12
11-000-218-500 Other Purchased Services	$14,357.00	$15,770.99	.00	($1,413.99)
11-000-218-600 Supplies and Materials	$3,500.00	$3,232.61	.00	$267.39
11-000-218-800 Other Objects	$100.00	.00	.00	$100.00
TOTAL	$831,032.27	$808,927.02	$0.00	$22,105.25
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	$137,584.10	$137,908.20	.00	($324.10)
11-000-219-105 Sal Secr. & Clerical Asst.	$60,279.40	$59,880.57	.00	$398.83
11-000-219-199 Unused Vac. Payment to Term/Ret Staff	$2,728.64	$2,728.64	.00	.00
11-000-219-320 Purchased Prof. - Ed. Services	$2,000.00	$1,025.00	.00	$975.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	$7,200.00	$199.00	.00	$7,001.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-500 Other Purchased Services	$15,015.00	$14,864.30	.00	$150.70
11-000-219-600 Supplies and Materials	$5,673.53	$4,278.34	.00	$1,395.19
11-000-219-800 Other Objects	$1,500.00	$733.99	.00	$766.01
TOTAL	$231,980.67	$221,618.04	$0.00	$10,362.63
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-104 Salaries Other Prof. Staff	$108,804.50	$107,222.03	.00	$1,582.47
11-000-221-105 Sal Secr. & Clerical Asst.	$56,272.30	$56,234.24	.00	$38.06
11-000-221-500 Other Purchased Services	$2,500.00	$1,924.44	.00	$575.56
11-000-221-600 Supplies and Materials	$1,300.00	$584.77	.00	$715.23
11-000-221-800 Other Objects	$1,900.00	$256.00	.00	$1,644.00
TOTAL	$170,776.80	$166,221.48	$0.00	$4,555.32
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	$31,652.00	$31,687.00	.00	($35.00)
11-000-222-300 Purchased Prof. & Tech Svc.	$3,310.00	$850.00	.00	$2,460.00
11-000-222-500 Other Purchased Services	$4,300.00	$245.00	.00	$4,055.00
11-000-222-600 Supplies and Materials	$10,700.00	$4,861.72	.00	$5,838.28
11-000-222-800 Other Objects	$4,035.00	.00	.00	$4,035.00
TOTAL	$53,997.00	$37,643.72	$0.00	$16,353.28
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	$45,000.00	$44,729.20	.00	$270.80
11-000-223-390 Other Purch. Prof. & Tech Svc.	$5,000.00	$1,875.93	.00	$3,124.07
11-000-223-500 Other Purchased Services	$18,943.12	$13,718.09	.00	$5,225.03
11-000-223-600 Supplies and Materials	$2,000.00	.00	.00	$2,000.00
TOTAL	$70,943.12	$60,323.22	$0.00	$10,619.90
--- Support services-general administration ---				
11-000-230-100 Salaries	$319,680.10	$319,680.10	$0.00	$0.00
11-000-230-331 Legal Services	$62,711.72	$77,558.19	$45,000.00	($59,846.47)
11-000-230-332 Audit Fees	$35,400.00	$35,300.00	.00	$100.00
11-000-230-334 Architectural/Engineering Services	$12,800.00	$8,692.35	$5,280.00	($1,172.35)
11-000-230-339 Other Purchased Prof. Svc.	$17,500.00	$880.00	$880.00	$15,740.00
11-000-230-530 Communications/Telephone	$38,150.00	($1,049.93)	$2,638.26	$36,561.67
11-000-230-585 BOE Other Purchased Prof. Svc.	$2,834.36	$2,252.36	.00	$582.00
11-000-230-590 Other Purchased Services	$135,076.64	$134,236.10	$0.00	$840.54

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-61X General Supplies	$10,000.00	$2,074.86	.00	$7,925.14
11-000-230-630 BOE In-House Training/Meeting Supplies	$1,000.00	$143.28	.00	$856.72
11-000-230-890 Misc. Expenditures	$25,842.00	$16,887.58	.00	$8,954.42
11-000-230-895 BOE Membership Dues and Fees	$7,000.00	$6,749.75	.00	$250.25
TOTAL	$667,994.82	$603,404.64	$53,798.26	$10,791.92
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	$634,934.57	$634,934.57	.00	.00
11-000-240-105 Sal Secr. & Clerical Asst.	$181,448.32	$175,279.12	.00	$6,169.20
11-000-240-11X Other Salaries	$6,900.00	.00	.00	$6,900.00
11-000-240-500 Other Purchased Services	$33,600.00	$25,438.26	.00	$8,161.74
11-000-240-600 Supplies and Materials	$26,911.00	$26,428.92	.00	$482.08
11-000-240-800 Other Objects	$5,740.00	$5,740.00	.00	.00
TOTAL	$889,533.89	$867,820.87	$0.00	$21,713.02
--- Central Services ---				
11-000-251-100 Salaries	$337,176.00	$337,174.32	.00	$1.68
11-000-251-330 Purchased Prof. Srvs.	$11,003.00	$7,451.01	.00	$3,551.99
11-000-251-340 Purchased Technical Srvs.	$28,301.00	$25,028.00	.00	$3,273.00
11-000-251-592 Misc Pur Serv(400-500 seriess)	$3,000.00	$3,191.80	.00	($191.80)
11-000-251-600 Supplies and Materials	$25,508.41	$25,508.41	.00	.00
11-000-251-89X Other Objects	$5,110.86	$3,758.50	.00	$1,352.36
TOTAL	$410,099.27	$402,112.04	$0.00	$7,987.23
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	$390,494.00	$390,421.68	.00	$72.32
11-000-252-500 Other Pur Serv. (400-500 seriess)	$30,811.00	$29,499.89	.00	$1,311.11
11-000-252-600 Supplies and Materials	$159,678.89	$159,138.89	.00	$540.00
TOTAL	$580,983.89	$579,060.46	$0.00	$1,923.43
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	$607,457.97	$595,696.77	.00	$11,761.20
11-000-261-420 Cleaning, Repair & Maint. Svc.	$558,354.88	$482,989.99	$19,895.00	$55,469.89
11-000-261-610 General Supplies	$88,268.94	$89,889.14	.00	($1,620.20)
11-000-261-800 Other Objects	$12,651.77	$12,577.77	.00	$74.00
TOTAL	$1,266,733.56	$1,181,153.67	$19,895.00	$65,684.89
11-000-262-107 Salaries of Non-Instructional Aids	$7,000.00	$4,699.68	.00	$2,300.32

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2017

		Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-420	Cleaning, Repair & Maint. Svc.	$412,765.48	$400,567.52	.00	$12,197.96
11-000-262-490	Other Purchased Property Svc.	$59,000.00	$58,218.77	.00	$781.23
11-000-262-520	Insurance	$128,608.00	$115,263.36	.00	$13,344.64
11-000-262-621	Energy (Natural Gas)	$83,212.88	$65,936.41	.00	$17,276.47
11-000-262-622	Energy (Electricity)	$434,062.15	$268,429.13	.00	$165,633.02
	TOTAL	$1,124,648.51	$913,114.87	$0.00	$211,533.64
--- Care and Upkeep of Grounds ---					
11-000-263-420	Cleaning, Repair, & Maintenance Serv.	$22,150.00	$7,316.25	.00	$14,833.75
11-000-263-610	General Supplies	$3,000.00	.00	.00	$3,000.00
	TOTAL	$25,150.00	$7,316.25	$0.00	$17,833.75
--- Security ---					
11-000-266-100	Salaries	$75,652.80	$73,453.74	.00	$2,199.06
	TOTAL	$75,652.80	$73,453.74	$0.00	$2,199.06
--- Student transportation services ---					
11-000-270-162	Sal.pupil trans(Other than Bet Home & Sch)	$47,060.13	$48,475.38	.00	($1,415.25)
11-000-270-420	Cleaning, Repair & Maint. Svc.	$3,045.00	$1,086.15	.00	$1,958.85
11-000-270-512	Contr Svc(other btw home & sch)-vendors	$29,350.00	$4,722.75	.00	$24,627.25
11-000-270-517	Contract Svc (reg std) - ESCs	$17,965.75	$26,147.50	.00	($8,181.75)
11-000-270-593	Misc. Purchased Svc.- Transp.	$5,000.00	$308.69	.00	$4,691.31
11-000-270-610	General Supplies	$2,030.00	.00	.00	$2,030.00
11-000-270-800	Misc. Expenditures	$2,000.00	.00	.00	$2,000.00
	TOTAL	$106,450.88	$80,740.47	$0.00	$25,710.41
--- Benefits ---					
11-XXX-XXX-210	Group Insurance	$11,491.42	$11,888.06	.00	($396.64)
11-XXX-XXX-220	Social Security Contributions	$277,043.00	$278,416.71	.00	($1,373.71)
11-XXX-XXX-241	Other Retirement Contrb. - PERS	$307,360.00	$295,645.58	.00	$11,714.42
11-XXX-XXX-250	Unemployment Compensation	$39,005.00	$32,691.74	.00	$6,313.26
11-XXX-XXX-260	Workman's Compensation	$188,909.00	$181,306.31	.00	$7,602.69
11-XXX-XXX-270	Health Benefits	$1,651,725.82	$1,542,418.99	.00	$109,306.83
11-XXX-XXX-280	Tuition Reimbursement	$46,000.00	$40,025.10	$30,996.00	($25,021.10)
11-XXX-XXX-290	Other Employee Benefits	$62,000.00	$55,550.60	.00	$6,449.40
11-XXX-XXX-299	Unused Vac. Payment to Term/Ret Staff	$4,050.00	$8,885.00	.00	($4,835.00)
	TOTAL	$2,587,584.24	$2,446,828.09	$30,996.00	$109,760.15

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
Total Undistributed expenditures	$9,326,034.92	$8,662,023.73	$111,664.63	$552,346.56
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	$15,148,696.21	$14,243,468.64	$111,664.63	$793,562.94
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	$15,148,696.21	$14,243,468.64	$111,664.63	$793,562.94

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2017

		Appropriations	Expenditures	Encumbrances	Available Balance
*** C A P I T A L O U T L A Y ***					
	Special education - instruction				
12-310-100-730	Regular Voc.programs	$800.00	$719.00	.00	$81.00
	Undistributed expenses				
12-000-21X-730	Support services-Related & Extraord.	$8,000.00	$7,995.00	.00	$5.00
12-000-252-730	Admin. Info. Tech.	$44,000.00	$37,185.16	.00	$6,814.84
12-000-261-730	Undist. Exp.-Required Maint. Schl Facilities	$198,669.58	$198,669.58	.00	.00
	Undistributed exp. - student transportation				
12-000-270-733	School buses - regular	$101,943.00	$101,943.00	.00	.00
	TOTAL	$353,412.58	$346,511.74	$0.00	$6,900.84
--- Facilities acquisition and construction services ---					
12-000-400-800	Other objects	$20,388.00	$20,388.00	.00	.00
	Facilits. Acqstn. Const. Sevr. -- TOTAL --	$20,388.00	$20,388.00	$0.00	$0.00
	TOTAL	$20,388.00	$20,388.00	$0.00	$0.00
	TOTAL CAPITAL OUTLAY EXPENDITURES	$373,800.58	$366,899.74	$0.00	$6,900.84
*** EDUCATION STABILIZATION FUND **					
*** GOVERNMENT SERVICES FUND **					
*** EDUCATION JOBS FUND **					
TOTAL GENERAL FUND EXPENDITURES		$15,522,496.79	$14,610,368.38	$111,664.63	$800,463.78

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Somerset County Vocational Board of Ed.

For 12 Month Period Ending 06/30/2017

I, Raelene Catterson **, Board Secretary/Business Administrator certify that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.**

_____ June 30, 2017

Board Secretary/Business Administrator **Date**

Accounts that are not included in Details of the REPORT OF THE SECRETARY

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
11-999-999-999- -	PAYROLL NET PAY ADJ	$ 0.00	$ 0.00	$ 0.00	$ 0.00

7/10 11:32am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 12 Month Period Ending 06/30/17

ASSETS AND RESOURCES

--- A S S E T S ---

101	Cash in bank		($103,409.78)
	Accounts receivable:		
141	Intergovernmental - State	($0.22)	
			($0.22)

--- R E S O U R C E S ---

301	Estimated Revenues	$1,611,644.61	
302	Less Revenues	($1,106,762.61)	
			$504,882.00
	Total assets and resources		$401,472.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 12 Month Period Ending 06/30/17

LIABILITIES AND FUND EQUITY

--- L I A B I L I T I E S ---

411	Intergovernmental accounts payable - State	$2,980.04
421	Accounts Payable	$41,916.87
	TOTAL LIABILITIES	$44,896.91

F U N D B A L A N C E

--- A p p r o p r i a t e d ---

601	Appropriations		$1,605,527.99	
602	Less: Expenditures	$1,255,069.52		
			($1,255,069.52)	
				$350,458.47
	TOTAL FUND BALANCE			$350,458.47
	TOTAL LIABILITIES AND FUND EQUITY			$395,355.38

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/30/17

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	$114,786.26	$114,786.26		.00
3XXX	From State Sources	$1,027,172.35	$551,722.35		$475,450.00
4XXX	From Federal Sources	$469,686.00	$440,254.00		$29,432.00
	TOTAL REVENUE/SOURCES OF FUNDS	$1,611,644.61	$1,106,762.61		$504,882.00

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:	$114,773.23	$114,506.32	.00	$266.91
STATE PROJECTS:				
Vocational education	$680,695.35	$330,717.31	.00	$349,978.04
Other special projects	$346,477.00	$346,263.48	$0.00	$213.52
TOTAL STATE PROJECTS	$1,027,172.35	$676,980.79	$0.00	$350,191.56
FEDERAL PROJECTS:				
NCLB Title I	$60,701.00	$60,701.00	.00	.00
NCLB Title II - Part A/D	$10,286.00	$10,286.00	.00	.00
I.D.E.A. Part B (Handicapped)	$111,999.00	$111,999.00	.00	.00
Vocational Education	$280,596.41	$280,596.41	.00	.00
TOTAL FEDERAL PROJECTS	$463,582.41	$463,582.41	$0.00	$0.00
*** TOTAL EXPENDITURES ***	$1,605,527.99	$1,255,069.52	$0.00	$350,458.47

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
SPECIAL REVENUE - FUND 20
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 12 Month Period Ending 06/30/17

		ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---				
1XXX	Other Revenue from Local Sources	$114,786.26	$114,786.26	$0.00
	Total Revenues from Local Sources	$114,786.26	$114,786.26	$0.00
--- STATE SOURCES ---				
3XXX	Other State Aids	$1,027,172.35	$551,722.35	$475,450.00
	Total Revenue from State Sources	$1,027,172.35	$551,722.35	$475,450.00
--- FEDERAL SOURCES ---				
4411-16	Title I	$60,701.00	$60,701.00	.00
4451-55	Title II	$10,286.00	$10,286.00	.00
4420-29	I.D.E.A. Part B (Handicapped)	$111,999.00	$88,838.00	$23,161.00
4430-39	Vocational Education	$286,700.00	$280,429.00	$6,271.00
	Total Revenues from Federal Sources	$469,686.00	$440,254.00	$29,432.00
	TOTAL REVENUES/SOURCES OF FUNDS	$1,611,644.61	$1,106,762.61	$504,882.00

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Somerset County Vocational Board of Ed.

For 12 Month Period Ending 06/30/17

I, Raelene Catterson **, Board Secretary/Business Administrator certify that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.**

_____ June 30, 2017

Board Secretary/Business Administrator **Date**

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

7/10 11:32am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 12 Month Period Ending 06/30/17

ASSETS AND RESOURCES

--- A S S E T S ---

101	Cash in bank		$107,018.04
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	$2,290,477.48	
			$2,290,477.48

--- R E S O U R C E S ---

301	Estimated Revenues	$3,040,477.45	
302	Less Revenues	($2,575,620.64)	
			$464,856.81
	Total assets and resources		$2,862,352.33

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 12 Month Period Ending 06/30/17

LIABILITIES AND FUND EQUITY

F U N D B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year			$188,687.00	
754	Reserve for encumbrances - Prior Year			$205,513.57	
601	Appropriations		$3,266,634.10		
602	Less : Expenditures	$2,629,759.22			
603	Encumbrances	$394,200.57	($3,023,959.79)		
				$242,674.31	
	Total Appropriated			$636,874.88	

--- U n a p p r o p r i a t e d ---

770	Fund balance			$94,955.51	
303	Budgeted Fund Balance			$2,130,521.94	
	TOTAL FUND BALANCE				$2,862,352.33
	TOTAL LIABILITIES AND FUND EQUITY				$2,862,352.33

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/30/17

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
Other	$3,040,477.45	$2,575,620.64		$464,856.81
TOTAL REVENUE/SOURCES OF FUNDS	$3,040,477.45	$2,575,620.64		$464,856.81

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-334 Agricullture/Engineering	$262,630.50	$261,926.50	$704.00	.00
30-000-4XX-390 Other purchased prof. & tech. serv.	$55,985.04	$47,334.47	$8,560.00	$90.57
30-000-4XX-450 Construction services	$2,948,018.56	$2,320,498.25	$384,936.57	$242,583.74
Total fac.acq.and constr. serv.	$3,266,634.10	$2,629,759.22	$394,200.57	$242,674.31
TOTAL EXPENDITURES	$3,266,634.10	$2,629,759.22	$394,200.57	$242,674.31
*** TOTAL EXPENDITURES AND TRANSFERS	$3,266,634.10	$2,629,759.22	$394,200.57	$242,674.31

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Somerset County Vocational Board of Ed.

For 12 Month Period Ending 06/30/17

I, Raelene Catterson **, Board Secretary/Business Administrator certify that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.**

_____ June 30, 2017

Board Secretary/Business Administrator **Date**

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

Report of the Treasurer
to the Board of Education

Somerset County Vocational
All Funds
For Month Ended: June 30, 2017

CASH REPORT

FUNDS Governmental Funds	Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	$3,117,847.10	$1,496,904.54	-$1,544,686.85	$3,070,064.79
Special Revenue Fund (20)	-$76,509.53	$60,423.00	-$87,323.25	-$103,409.78
Capital Project Fund (30)	-$160,801.96	$196,288.99	$71,531.01	$107,018.04
Total Governmental Funds	$2,880,535.61	$1,753,616.53	-$1,560,479.09	$3,073,673.05
Summer Savings	$139,349.48	$15,754.16	-$90.14	$155,013.50
Enterprise Fund (60) Cafeteria	$14,350.02	$9,392.58	-$12,542.02	$11,200.58
Payroll Fund (70)	$0.00	$566,732.47	-$566,732.47	$0.00
Agency Fund (90)	$0.00	$409,054.35	-$409,054.35	$0.00
Total Trust & Agency	$153,699.50	$1,000,933.56	-$988,418.98	$166,214.08
Grand Total for all Funds	$3,034,235.11	$2,754,550.09	-$2,548,898.07	$3,239,887.13
				$3,239,887.13

Prepared and submitted by:

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Michelle Fresco, Treasurer of School Monies

7/13/2017
Date

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Somerset County Vocational Board of Ed.
Expense Account Adjustment Analysis By Account#

va_exaa1.082406
06/30/2017

Current Cycle : June

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
			Current Appropriation Adjustments					
11-000-218-390-05-0000	PURCH. PROF. SVS	June Transfers	0060	06/30/2017	RCATTERSON	$16,500.00	($16,500.00)	$0.00
11-000-218-500-05-0000	PURCH SERVICES	June Transfers	0060	06/30/2017	RCATTERSON	$13,157.00	$2,394.00	$15,551.00
11-000-219-104-05-0001	SUMMER WORK/EXTRA WORK	June Transfers	0060	06/30/2017	RCATTERSON	$2,922.10	$494.30	$3,416.40
11-000-221-105-04-0001	SUBSTITUTES/O.T.	June Transfers	0060	06/30/2017	RCATTERSON	$514.80	$194.48	$709.28
11-000-222-100-03-0001	SUBSTITUTES/O.T.	June Transfers	0060	06/30/2017	RCATTERSON	$1,100.00	$100.00	$1,200.00
11-000-230-331-08-0000	LEGAL SERVICES	June Transfers	0060	06/30/2017	RCATTERSON	$62,711.72	$59,846.47	$122,558.19
11-000-230-334-08-0000	ARCHITECTURAL FEES	June Transfers	0060	06/30/2017	RCATTERSON	$0.00	$1,172.35	$1,172.35
11-000-230-530-08-0001	ONLINE/PROVIDER SERVICES	June Transfers	0060	06/30/2017	RCATTERSON	$23,150.00	($12,442.04)	$10,707.96
11-000-230-590-08-0000	OTHER PURCH SERV (400-50	June Transfers	0060	06/30/2017	RCATTERSON	$133,076.64	$236.46	$133,313.10
11-000-240-500-03-0001	DISPLAY ADS - HS	June Transfers	0060	06/30/2017	RCATTERSON	$19,700.00	$593.45	$20,293.45
11-000-251-592-08-0000	TRAVEL-BUSINESS OFFICE	June Transfers	0060	06/30/2017	RCATTERSON	$3,000.00	$191.80	$3,191.80
11-000-261-100-02-0001	SALARY - MAINT. O/T/	June Transfers	0060	06/30/2017	RCATTERSON	$35,000.00	($11,761.20)	$23,238.80
11-000-261-420-02-0018	CONTIN. MAINT REP H.S.	June Transfers	0060	06/30/2017	RCATTERSON	$51,763.63	($21,095.55)	$30,668.08
11-000-261-420-02-0020	CONTIN. REPAIR - EQUIP.	June Transfers	0060	06/30/2017	RCATTERSON	$36,550.00	($17,652.99)	$18,897.01
11-000-261-420-02-0021	CONTIN REPAIR EQUIP BLDG	June Transfers	0060	06/30/2017	RCATTERSON	$73,870.00	$5,403.34	$79,273.34
11-000-261-610-02-0000	MAINT SUPPL - B&G	June Transfers	0060	06/30/2017	RCATTERSON	$60,444.03	$1,620.20	$62,064.23
11-000-262-420-02-0001	WASTE REMOVAL	June Transfers	0060	06/30/2017	RCATTERSON	$20,000.00	($12,197.96)	$7,802.04
11-000-262-520-08-0000	INSURANCE	June Transfers	0060	06/30/2017	RCATTERSON	$75,008.00	($13,344.64)	$61,663.36
11-000-262-621-02-0000	ENERGY - NATURAL GAS	June Transfers	0060	06/30/2017	RCATTERSON	$83,212.88	($17,276.47)	$65,936.41
11-000-262-622-02-0000	ENERGY - ELECTRICITY	June Transfers	0060	06/30/2017	RCATTERSON	$434,062.15	($2,999.21)	$431,062.94
11-000-270-162-02-0001	SUBSTITUTES/OT	June Transfers	0060	06/30/2017	RCATTERSON	$7,800.93	$1,415.25	$9,216.18
11-000-270-517-03-0000	CONTRACT. SERV.(REG. STU	June Transfers	0060	06/30/2017	RCATTERSON	$15,365.75	$8,613.00	$23,978.75
11-000-291-210-08-0000	GROUP INSURANCE	June Transfers	0060	06/30/2017	RCATTERSON	$11,491.42	$396.64	$11,888.06
11-000-291-220-08-0000	SOCIAL SECURITY	June Transfers	0060	06/30/2017	RCATTERSON	$277,043.00	$1,373.71	$278,416.71
11-000-291-270-08-0000	MEDICAL PREMIUM	June Transfers	0064	06/30/2017	RCATTERSON	$1,293,797.14	($15,000.00)	$1,278,797.14
		June Transfers	0065	06/30/2017	RCATTERSON	$1,278,797.14	($15,000.00)	$1,263,797.14
			Total For Account #	**11-000-291-270-08-0000**			**($30,000.00)**	
11-000-291-270-08-0003	DENTAL INSURANCE	June Transfers	0060	06/30/2017	RCATTERSON	$111,930.68	$3,242.54	$115,173.22
11-000-291-280-08-0000	TUITION REIMBURSEMENT	June Transfers	0060	06/30/2017	RCATTERSON	$46,000.00	$25,021.10	$71,021.10
11-000-291-299-08-0000	UNUSED SICK PAY RETIRED	June Transfers	0060	06/30/2017	RCATTERSON	$4,050.00	$4,835.00	$8,885.00
11-000-310-930-08-0000	UNDIST. - FOOD SERVICES	June Transfers	0065	06/30/2017	RCATTERSON	$0.00	$15,000.00	$15,000.00

Somerset County Vocational Board of Ed.
Expense Account Adjustment Analysis By Account#

Current Cycle : June

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
11-140-100-101-03-0001	SUBSTITUTES	June Transfers	0060	06/30/2017	RCATTERSON	$30,147.31	$352.69	$30,500.00
11-140-100-610-03-0000	SUPPLIES - HS	June Transfers	0060	06/30/2017	RCATTERSON	$2,250.00	$3,154.83	$5,404.83
11-140-100-610-07-0000	SUPPLIES - ALT. SCHOOL	June Transfers	0060	06/30/2017	RCATTERSON	$2,880.06	$22.00	$2,902.06
11-310-100-101-05-0001	SUBSTITUTES/OT	June Transfers	0060	06/30/2017	RCATTERSON	$12,494.48	$101.10	$12,595.58
11-310-100-101-11-0000	VOC SAL. - TEACHERS	June Transfers	0060	06/30/2017	RCATTERSON	$1,925,036.51	$1,000.00	$1,926,036.51
11-310-100-101-11-0002	EXTRA HOURS	June Transfers	0060	06/30/2017	RCATTERSON	$11,000.00	$2,346.35	$13,346.35
11-402-100-500-03-0000	ATH. TRAINER SVS	June Transfers	0060	06/30/2017	RCATTERSON	$4,501.00	$1,149.00	$5,650.00
					Total Current Appr.			***($15,000.00)***

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