

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
December 16, 2013

- I. Call to Order
- II. Roll Call of Members

William Hyncik, Jr., President
William Dudeck, Vice President
Theodore Smith
Sarah Brennan
Dr. Kathleen Serafino

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools
Diane Strober, Assistant Superintendent for Business/Board Secretary
Diane Ziegler, High School Principal
Lisa Fittipaldi, Board Attorney
Robert Zaborowski, 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 November 18, 2013.
 - A. Corrections

On motion of _____, seconded by _____, the minutes of the Regular Meeting and Executive Session held on November 18, 2013 were approved.

IV. Correspondence

V. Old or Unfinished Business

- A. Presentation of Student of the Month – Breana Cox, Grade 11, Cosmetology
- B. Construction Projects – Update – USA Architects - Presentation
 - Building Envelope Study
 - State Grant Applications & Approvals
- C. New Jersey Energy Savings Improvement Program (Honeywell) - Presentation

VI. Report of the Attorney

VII. Committee Reports

- Board of School Estimate – Mr. Dudeck
- Curriculum/Grants – Mr. Smith
- NJSBA (Delegate, State Convention Legislative Committee) – Mr. Dudeck
- SCSBA (Delegate) – Mr. Dudeck
- SCESC (Representative) – Mr. Smith
- SCJIF – (Alternate Commissioner) – Ms. Strober
- Foundation – Mr. Hyncik

VIII. School Communications Report

IX. Superintendent's Report

A. Salary Adjustment

The Superintendent recommends that in accordance with the Contract Agreement previously approved that the Board of Education approve the following salary adjustment for the 2013-14 school year:

<u>NAME</u>	<u>STEP/GUIDE</u>	<u>2013-14 SALARY</u>
Angela Maggs	8-9/A (67%)	\$35,138.82*

*prorated from 11/11/13

B. Employment of Part-Time Hourly Personnel – 2013-14 School Year

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for the 2013-14 school year:

High School

Patty Cantwell-Morales	Locker Room Monitor	\$32.00/day
Peggy Prezioso	Locker Room Monitor	\$32.00/day
Margaret Cross	Locker Room Monitor	\$32.00/day

C. Employment of Substitutes 2013-14 School Year

The Superintendent recommends that the Board of Education approve employment of Ms. Krista Huebsch as a substitute, at a rate of \$100.00/day for the 2013-14 school year.

D. Extra-Curricular Appointments – 2013-14 School Year

The Superintendent recommends that the Board of Education approve the following for extra-curricular activities for the 2013-14 school year as follows:

JaLisa Williamson	Cheerleading Coach	\$1,651.00
Irene Ives	National Technical Honor Society Co-Advisor	\$ 742.50

E. Professional Seminars/Workshops/Travel Reimbursements

The Superintendent recommends that the Board of Education approve requests for district staff and Board of Education members to attend professional seminars, workshops and travel reimbursements as they appear on Addendum #1.

F. Field Trips

The Superintendent recommends that the Board of Education approve field trips for high school students as they appear on Addendum #2.

G. Waiver of Requirements – Special Education Medicaid Initiative (SEMI) Program

The Superintendent recommends that the Board of Education authorize the Chief School Administrator to submit to the Executive County Superintendent of Schools an appropriate waiver of requirements of NJAC 6A:23A-5.3 for the 2014-15 school year.

H. 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.

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

I. 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 #4.

1240/R1240 – Evaluation of Superintendent

3142/R3142 - Nonrenewal of Nontenured Teaching Staff Member

3144/R3144 - Certification of Tenure Charges

4146/R4146 – Nonrenewal of Nontenured Support Staff Member

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Dr. Serafino	___	___

J. Superintendent's Update

- HIB
- SCESC – CTE Career Center
- Tuition Announcement
- Budget Meetings

X. Submission of Bills

It is recommended the Board of Education approve the bills list for December 2013 which is included in the Board packet and will be attached to the regular meeting minutes.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Dr. Serafino	___	___

XI. New Business

XII. Report of the Assistant Superintendent for Business/Board Secretary

A. Reports A148 and A149

It is recommended the Board of Education adopt the monthly financial statement reports for the Assistant Superintendent for Business/Board Secretary for the month of November 2013 and the Treasurer of School Monies for the month of November 2013, 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 #5)

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Dr. Serafino	___	___

B. Donation

It is recommended the Board of Education accept the following donation:

<u>Item</u>	<u>Donor</u>
Various Tools & Supplies (Auto, Plumbing, Electrical, Construction, Welding)	William Dudeck

C. Medical and Prescription Drug Renewal – January 1, 2014 – December 31, 2014

It is recommended the Board of Education approve the renewals for medical and prescription drug programs administered by Horizon Blue Cross/Blue Shield of New Jersey for the January 1, 2014 through December 31, 2014 contract period (as negotiated through broker of record – Conner Strong & Buckalew Companies, Inc.)

2014 Plan	Total Monthly Premium
Direct 8 with Rx	
Single	\$738.67
Parent & Child(ren)	\$1153.41
Husband & Wife	\$1597.23
Family	\$2158.44
Overage Dependent	\$449.11 – 100% dependent paid
Direct 10 with Rx	
Single	\$771.18
Parent & Child(ren)	\$1119.84
Husband & Wife	\$1546.09
Family	\$2088.75
Overage Dependent	\$467.87 – 100% dependent paid
New EPO with Rx*	
Single	\$605.71
Parent & Child(ren)	\$945.80
Husband & Wife	\$1309.73
Family	\$1769.92
Overage Dependent	\$368.27 – 100% dependent paid

D. Resolution – 2013-14/12-A Selection of ESCO for the Implementation of ESIP

It is recommended the Board of Education adopt Resolution 2013-14/12-A as it appears on Addendum #6.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Dr. Serafino	___	___

XIII. Next Meeting

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

January 27, 2014

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 DCR complaint; Litigation and PERC arbitration.
- 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.

Professional Seminars/Workshops/Travel Reimbursements
December 2013

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	December 11, 2013 *	George Lee	NA	\$21.08/mileage	NJ Green Program of Study	Trenton, NJ
2	January 08, 2014	Andrew Coslit Matt Dolegiewitz Janeen Sortor	\$149.00 \$179.00 \$179.00	\$16.89/mileage \$22.48/mileage \$23.80/mileage \$10.00/tolls ea.	Preparing for Common Core State Standards & Assessments	Jersey City, NJ
3	April 10, 2014	Mary Behot Louise Tokarsky- Unda	NA	\$14.38/mileage	Children of the Holocaust: Remembering the Past and Educating for the Future	Morristown, NJ
4	March 21, 2014	Andrew Coslit	\$165.00	\$5.27/mileage	Precalculus Conference: Good Ideas in Teaching Precalculus	Piscataway, NJ
						Back to Top

*Prior approval given by Superintendent

December 2013

<u>Date of Trip</u>	<u>CTE Program / Other</u>	<u>Location</u>	<u>Cost Per Student/Paid by</u>	<u>Transportation Provided/Paid by</u>
12/17/2013	TOPS (Life Skills Program)	Toys R Us Raritan, NJ	\$0.00	Outside Agency/SCVTS
12/20/2013	TOPS (Life Skills Program)	Agape House Somerville, NJ	\$0.00	SCVTS
12/18/2013	Performing Arts The Tap Company	S. Branch Reformed Church Hillsborough, NJ	\$0.00	SCVTS
1/8/2014	AHMS Juniors	Rutgers Piscataway, NJ	\$0.00	SCVTS
1/9/2014	Science League	Hillsborough HS Hillsborough, NJ	\$0.00	SCVTS
1/17/2014	Sophomores (Class Advisor Activity)	Strike and Spare Greenbrook, NJ	\$10.00/Student	SCVTS
1/22/2014	HOSA Club	Martin & Edith Stein (Assisted Living Residence) Somerset, NJ	\$0.00	SCVTS
3/13/2014	Science League	Hillsborough HS Hillsborough, NJ	\$0.00	SCVTS
3/18/2014	Culinary Arts	Hudson County College Jersey City, NJ	\$0.00	Outside Agency/SCVTS
3/21/2014	AHMS Freshmen/Sophomores	National Museum of American Indian US Custom House New York City, NY	\$0.00	SCVTS and Outside Company/SCVTS
4/10/2014	Science League	Hillsborough HS Hillsborough, NJ	\$0.00	SCVTS
5/7/2014	English Students	Mayo Performing Arts Center Morristown, NJ	\$0.00	SCVTS and Outside Company @ 2/SCVTS
5/30/2014	AHMS Freshmen/Sophomores	Museum of Natural History New York City, NY	\$0.00	SCVTS and Outside Company/SCVTS

[Back to Top](#)

POLICY GUIDE

TEACHING STAFF MEMBERS

3221/page 1 of 2

Evaluation of Teachers

Oct 13

M

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

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 holding the position of teacher and holding a valid and effective standard, provisional, or emergency instructional certificate.

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 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.



POLICY GUIDE

TEACHING STAFF MEMBERS

3221/page 2 of 2

Evaluation of Teachers

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 with the responsibilities outlined in N.J.A.C. 6A:10-3.2.

The components of the teacher evaluation rubrics 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:10-6.2.

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:10-6.1 and 6.2

Adopted:



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 1 of 23

Evaluation of Teachers

Oct 13

M

[See POLICY ALERT Nos. 181 and 201]

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 the person conducting an 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 Principal or designee 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 2 of 23

Evaluation of Teachers

“Corrective Action Plan” means a written plan developed by 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.

“Department” means the New Jersey Department of Education.

“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 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.

“Evaluation” means an appraisal of an individual's professional performance in relation to his or her job description, professional standards, and Statewide evaluation criteria that incorporates analysis of multiple measures of student achievement or growth and multiple data sources.

“Evaluation rubrics” 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.

“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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 3 of 23

Evaluation of Teachers

“Individual professional development plan” means a written statement of goals developed by a teaching staff member serving in a supervisory capacity in collaboration with a teaching staff member that: aligns with professional standards for teachers set forth in N.J.A.C. 6A:9-3.3 and the New Jersey Professional Development Standards; derives from the annual evaluation process; identifies professional goals that address specific individual, district or school needs, or both; and grounds professional development activities in objectives related to improving teaching, learning, and student achievement. The individual professional development plan shall include timelines for implementation, responsibilities of the employee and the school district for implementing the plan, and specific support and periodic feedback that the district shall provide.

“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.

“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:9-1.1.

“Post-observation conference” means a meeting, either in-person or remotely, between a 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. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 4 of 23

Evaluation of Teachers

“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” is an academic goal that teachers and evaluators 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, 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:9-1.1.

“Teacher” means a teaching staff member holding the position of teacher and holding a valid and effective standard, provisional, or emergency instructional certificate.

“Teaching staff member” means a member of the professional staff of any district or regional Board of Education, or any county vocational school district Board of Education, holding office, position, or employment of such character that the qualifications for such office, position, or employment require him or her to hold a valid, effective, and appropriate standard, provisional, or emergency certificate issued by the State Board of Examiners. Teaching staff members include the positions of school nurse and school athletic trainer. There are three different types of certificates that teaching staff members work under:

1. An instructional certificate (holders of this certificate are referred to in N.J.A.C. 6A:10-1.1 et seq. as “teachers”);
2. Administrative certificate; and
3. Educational services certificate.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 5 of 23

Evaluation of Teachers

“Unannounced observation” means 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.

“Validity” means the extent to which evidence and theory support an interpretation of scores from a measurement instrument for a particular use of the instrument. In the context of evaluating educator practice, this means the evidence gathered using the instrument supports correct and useful inferences and decisions about the effectiveness of the practice observed.

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 Reports – N.J.A.C. 6A:10-1.4

All information contained in 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 Department from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 6 of 23

Evaluation of Teachers

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.
2. The evaluation rubrics for teachers shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123.b. (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:10-1.1 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).
 - 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.
 - 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 7 of 23

Evaluation of Teachers

- 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 from the implementation of the teaching practice instrument and store the data 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.
 - g. Ensure each Principal in the district certifies any observer who conducts an observation of a teacher for the purpose of evaluation as described in N.J.A.C. 6A:10-2.4(h); N.J.A.C. 6A:10-4.4; and N.J.A.C. 6A:10-5.4, 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;
 - b. Provide training on the teacher practice instrument 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;



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 8 of 23

Evaluation of Teachers

- c. Annually provide updates and refresher training on the teacher practice instrument for any supervisor who will observe teaching practice for the purpose of increasing accuracy and consistency among observers;
- d. Annually require each supervisor who will conduct observations for the purpose of evaluation of a teacher to complete two co-observations during the academic year:
 - (1) At least one co-observation shall be completed by December 1;
 - (2) Co-observers shall use the double observation to calibrate teacher practice instruments, promote accuracy in scoring, and to continually train themselves on the instrument; and
 - (3) A co-observation may count as a 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. A co-observation shall count as one required observation under N.J.A.C. 6A:10-4.4.
- e. The Superintendent shall annually certify to the Department that all supervisors of teachers in the school district who are utilizing educator practice instruments have completed training on the instrument and its application and have demonstrated competency in applying the educator practice instruments.

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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 9 of 23

Evaluation of Teachers

2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups.
3. Beginning in 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 procedures for 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. Evaluation rubrics for all teachers;
 - b. Roles and responsibilities for implementation of evaluation policies and procedures;
 - c. Job descriptions and evaluation criteria based upon school district goals, student achievement, instructional priorities, and the evaluation regulations set forth in this N.J.A.C. 6A:10 et seq.;
 - d. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the processes for observations for the purpose of evaluation and post-observation conference(s) by the teacher's supervisor, or his or her designee;
 - e. The process for preparation of individual professional development plans; and



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 10 of 23

Evaluation of Teachers

- f. The process for preparation of an annual written performance report by the teacher's supervisor or designee, and an annual summary conference between the teacher and his or her supervisor, or the supervisor's designee.
3. The annual summary conference between the supervisor and the teacher shall be held before the written performance report is filed. The conference 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 the teacher practice instrument;
 - b. The progress of the teacher toward meeting the objectives of the individual professional development plan or, whenever applicable, the corrective action plan;
 - c. Available indicators or scores of student achievement or growth such as student growth objective scores and student growth percentile scores, as applicable; and
 - 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 Principal or designee, and shall include, but not be limited to:
 - a. A summative rating based on the evaluation rubric, including 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 the teacher practice instrument;



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 11 of 23

Evaluation of Teachers

- c. An individual professional development plan developed by the supervisor and the teacher or, when applicable, a corrective action plan from the evaluation year being reviewed in the report; and
 - d. A summary of student achievement scores or growth indicators.
 - 6. The teacher and the preparer of the annual written performance report shall sign the report within five teacher working days of the review.
 - 7. The annual summary conference and annual written performance report shall be completed prior to June 30.
 - 8. The Board of Education shall add all written performance reports and supporting data, including, but not limited to, indicators of student progress and growth for a teacher as part of his or her personnel file. 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 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 supervisor.
 - 2. If the summative evaluation rating is calculated before the end of the school year, then the corrective action plan shall be developed and the teacher and his or her supervisor shall meet to discuss the corrective action plan prior to September 15 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 12 of 23

Evaluation of Teachers

3. If the ineffective or partially effective summative evaluation rating is received after the start of the school year following the year of evaluation, then a corrective action plan must be developed, and the teacher and his or her supervisor shall meet to discuss the corrective action plan within 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:9-15.4(c) and 15.7(c) until the next annual summary conference.
5. The content of the corrective action plan shall:
 - a. Address areas in need of improvement identified in the teacher 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).
6. The teacher's supervisor, or his or her designee, 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 post-observation conference, when required by N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-4.4.
7. Progress toward the teacher's goals outlined in the corrective action plan, and data and evidence collected by the supervisor and/or the teacher to determine progress between the time the corrective action plan began and the next annual summary conference, shall be documented in the teacher's personnel file and reviewed at the annual summary conference or the mid-year evaluation.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 13 of 23

Evaluation of Teachers

8. Progress toward the teacher's goals outlined in the corrective action plan may 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.
 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 supervisor.
 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, the mid-year evaluation shall occur before the annual summary conference. The mid-year evaluation shall include, at a minimum:
 - a. One observation in addition to the observations required in N.J.A.C. 6A:10-4.4 for the purpose of evaluation as defined in N.J.A.C. 6A:10-1.2 and described in N.J.A.C. 6A:10-4.4(a), the length of which shall be determined by the Superintendent or the Principal and shall be the same length for all teachers with a corrective action plan; and
 - b. One post-observation conference in addition to the observations required in N.J.A.C. 6A:10-4.4, as defined in N.J.A.C. 6A:10-1.2 and described in N.J.A.C. 6A:10-4.4(b), during which progress toward the teacher's goals outlined in the corrective action plan shall be reviewed.
 11. 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)2.
- 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



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 14 of 23

Evaluation of Teachers

- 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. 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. Beginning in academic year 2015-2016, 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 year, except in case of illness or authorized leave, but may not be appointed more than three consecutive 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:



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 15 of 23

Evaluation of Teachers

- (1) Oversee the mentoring of teachers according to N.J.A.C. 6A:9-8 and support the implementation of the school district mentoring plan;
 - (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 conduct mid-year evaluations 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, educator evaluation and student performance data to support school-level professional development plans described in N.J.A.C. 6A:9-15.5.
- 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:9-8.4.

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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 16 of 23

Evaluation of Teachers

2. Evaluation rubrics for all teachers shall include the requirements described 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:10-4.2; and
 - b. Measures of teacher practice determined through a teacher practice instrument and other measures described in N.J.A.C. 6A:10-4.3 and 4.4.
3. Each measure shall be converted to a percentage weight so all measures make up 100 percent of the evaluation rubric. By April 15 prior to the school year the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each measure. 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 forty 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.
4. Standardized tests, used as a measure of student progress, shall not be the predominant factor in determining a teacher's annual summative rating.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 17 of 23

Evaluation of Teachers

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 measures shall include the following components pursuant to 2. below and, when required by the Department, as described in N.J.A.C. 6A:10-4.1(c):
 - a. The median student growth percentile of all students assigned to a teacher, which shall be calculated as set forth in 3. below; and
 - b. Student growth objective(s), which shall be specific and measurable, based on available student learning data, aligned to the Core Curriculum Content Standards, and based on growth and/or achievement.
 - (1) For teachers who teach subjects or grades not covered by the 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:
 - 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



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 18 of 23

Evaluation of Teachers

- c. Has at least twenty individual student growth percentile scores attributed to his or her name during the academic year of the evaluation. If a teacher does not have at least twenty individual student growth percentile scores in a given academic year, a maximum of three years of student growth percentiles may be used, including the academic year of the latest summative evaluation rating.
3. The Department shall calculate the median student growth percentile for teachers using students assigned to the teacher by the school district.
4. The Department shall periodically collect data that include, but are not limited to, component-level scores. 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 shall then 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.
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 April 15, prior to the school 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 19 of 23

Evaluation of Teachers

- 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. All teachers shall develop, in consultation with their Principal or a teaching staff member appointed by the Principal, 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 and recorded in the teacher's personnel file by November 15, 2013, and by October 15 of subsequent school years.
- e. Adjustments to student growth objectives may be made by the teacher or his or her supervisor only when approved by the Superintendent or designee and shall be recorded in the teacher's personnel file on or before February 15.
- f. The teacher's supervisor and/or a member of the School Improvement Panel shall 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.

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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 20 of 23

Evaluation of Teachers

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 teaching staff member working days following each observation. A pre-conference shall be required pursuant to 3. below.
 - 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 additional information needed for the evaluation of the teacher, and offering areas to improve effectiveness.
 - c. If agreed to by the teacher, post-observation conferences for short observations of tenured teachers who are not on a corrective action plan may be conducted via written communication, including electronic communications.
 - d. A pre-conference, when required, shall occur within seven teaching staff member working days prior to the observation, not including the day of 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 required observation is announced or unannounced. The following additional requirements shall apply:



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 21 of 23

Evaluation of Teachers

- a. Nontenured teachers shall receive a minimum of three observations within 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.
- 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 teaching staff member working days following the observation for the purpose of evaluation.
- e. A written evaluation report shall be signed by the supervisor who conducted the observation and post-observation and the teacher who was observed.
- 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 22 of 23

Evaluation of Teachers

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.

N. Teacher Practice Instrument – N.J.A.C. 6A:10-6.2

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



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3221/page 23 of 23

Evaluation of Teachers

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

Adopted:



POLICY GUIDE

TEACHING STAFF MEMBERS

3222/page 1 of 2

Evaluation of Teaching Staff Members, Excluding
Teachers and Administrators

Oct 13

M

[See **POLICY ALERT Nos. 175 and 201**]

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 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



POLICY GUIDE

TEACHING STAFF MEMBERS

3222/page 2 of 2

Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

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 be completed 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

Adopted:



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3222/page 1 of 14

Evaluation of Teaching Staff Members, Excluding
Teachers and Administrators

Oct 13

M

[See POLICY ALERT Nos. 181 and 201]

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:

“Announced observation” means the person conducting an evaluation for the purpose of evaluation will notify the teaching staff member of the date and the time period the observation will be conducted.

“Annual performance report” means a written appraisal of the teaching staff member's performance prepared by the teaching staff member's 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 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3222/page 2 of 14

Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

“Department” means the New Jersey Department of Education.

“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 the educator practice instrument may be components of the teaching staff member's evaluation rubrics and the scores may be included in the summative evaluation rating for the individual.

“Evaluation” means an appraisal of an individual's professional performance in relation to his or her job description, professional standards, and Statewide evaluation criteria that incorporates analysis of multiple measures of student achievement or growth, as applicable, and multiple data sources.

“Evaluation rubrics” 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3222/page 3 of 14

Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

“Individual professional development plan” means a written statement of goals developed by a teaching staff member serving in a supervisory capacity in collaboration with a teaching staff member, that: aligns with professional standards for teachers set forth in N.J.A.C. 6A:9-3.3 and the New Jersey Professional Development Standards; derives from the annual evaluation process; identifies professional goals that address specific individual, district or school needs, or both; and grounds professional development activities in objectives related to improving teaching, learning, and student achievement. The individual professional development plan shall include timelines for implementation, responsibilities of the employee and the school district for implementing the plan, and specific support and periodic feedback that the district shall provide.

“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.

“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:9-1.1.

“Post-observation conference” means a meeting, either in-person or remotely, between a 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3222/page 4 of 14

Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

“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” is an academic goal that teaching staff members and evaluators may set for groups of students.

“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, 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:9-1.1.

“Teaching staff member” means a member of the professional staff of any district or regional Board of Education, or any county vocational school district Board of Education, holding office, position, or employment of such character that the qualifications for such office, position, or employment require him or her to hold a valid, effective, and appropriate standard, provisional, or emergency certificate issued by the State Board of Examiners. Teaching staff members include the positions of school nurse and school athletic trainer. There are three different types of certificates that teaching staff members work under:

1. An instructional certificate (holders of this certificate are referred to in N.J.A.C. 6A:10-1.1 et seq. as “teachers”);
2. Administrative certificate; and
3. Educational services certificate.

For the purposes of Policy 3222 and this Regulation, “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 and does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, Directors and/or Supervisors.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3222/page 5 of 14

Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

“Unannounced observation” means the person conducting an observation for the purpose of evaluation will not notify the teaching staff member 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 Reports – N.J.A.C. 6A:10-1.4

All information contained in 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 Department 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3222/page 6 of 14

Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

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:10-1.1 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).
 - 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3222/page 7 of 14

Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

- f. Ensure data elements are collected from the implementation of the educator practice instrument and store the data 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.
 - g. Ensure each Principal in the district certifies any observer who conducts an observation of a teaching staff member for the purpose of evaluation as described in N.J.A.C. 6A:10-2.4(h); N.J.A.C. 6A:10-4.4; and N.J.A.C. 6A:10-5.4, 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 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. The Superintendent may be required to annually certify to the Department that all supervisors of teaching staff members in the school district who are utilizing educator practice instruments have completed training on the instrument and its application and have demonstrated competency in applying the educator practice instruments.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3222/page 8 of 14

Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

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.
3. Beginning in 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 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 procedures for 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. Evaluation rubrics for all teaching staff members;
 - b. Roles and responsibilities for implementation of evaluation policies and procedures;



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3222/page 9 of 14

Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

- c. Job descriptions and applicable evaluation criteria based upon school district goals, student achievement, instructional priorities, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
 - d. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the processes for observations for the purpose of evaluation and post-observation conference(s) by the teaching staff member's supervisor, or his or her designee;
 - e. The process for preparation of individual professional development plans; and
 - f. The process for preparation of an annual written performance report by the teaching staff member's supervisor or designee, and an annual summary conference between the teaching staff member and his or her supervisor, or the supervisor's designee.
3. The annual summary conference between the supervisor and the teaching staff member shall be held before the written performance report is filed. The conference 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, which may include the educator practice instrument;
 - b. The progress of the teaching staff member toward meeting the objectives of the individual professional development plan or, when applicable, the corrective action plan;
 - c. Available indicators or scores of student achievement or growth, when applicable, such as student growth objective scores and student growth percentile scores; and
 - d. The preliminary annual written performance report.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3222/page 10 of 14

Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

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 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;
 - c. An individual professional development plan developed by the supervisor and the teaching staff member or, when applicable, a corrective action plan from the evaluation year being reviewed in the report; and
 - d. A summary of student achievement or growth indicators, when applicable.
6. The teaching staff member and the preparer of the annual written performance report shall sign the report within five teaching staff member working days of the review.
7. The annual summary conference and annual written performance report shall be completed prior to June 30.
8. The Board of Education shall add all written performance reports and supporting data, including, but not limited to, indicators of student progress and growth for a teaching staff member, if applicable as part of his or her personnel file. 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3222/page 11 of 14

Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

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 supervisor.
2. If the summative evaluation rating is calculated before the end of the school year, then the corrective action plan shall be developed and the teaching staff member and his or her supervisor shall meet to discuss the corrective action plan prior to September 15 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.
3. If the ineffective or partially effective summative evaluation rating is received after the start of the school year following the year of evaluation, then a corrective action plan must be developed, and the teaching staff member and his or her supervisor shall meet to discuss the corrective action plan within fifteen teaching staff member working days following the school district's receipt of the teaching staff member'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:9-15.4(c) and 15.7(c) until the next annual summary conference.
5. The content of the corrective action plan 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).



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3222/page 12 of 14

Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

6. The teaching staff member's supervisor, or his or her designee, 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 post-observation conference.
7. Progress toward the teaching staff member's goals outlined in the corrective action plan, and data and evidence collected by the supervisor and/or the teaching staff member to determine progress between the time the corrective action plan began and the next annual summary conference, shall be documented in the teaching staff member's personnel file and reviewed at the annual summary conference.
8. Progress toward the teaching staff member's goals outlined in the corrective action plan may 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.
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 supervisor.

I. Teaching Staff Member Observations and Evaluations

1. The Superintendent shall determine the duration of observations required for nontenured teaching staff members 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3222/page 13 of 14

Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

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 teaching staff member working days by a conference between the administrator or supervisor staff member who made the observation and written evaluation and the teaching staff member.
6. The required observations for the purposes of the annual evaluation for nontenured teaching staff members shall take place before April 30 each year. These observations may cover that period between April 30 of one year and April 30 of the succeeding year excepting in the case of the first year of employment where the three observations must have been completed prior to April 30.
7. The number of required observations and the annual evaluation 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.
8. Evaluations for nontenured teaching staff members shall be completed prior to May 15.
9. Evaluations for tenured teaching staff shall be completed prior to June 30.
10. Each evaluation of nontenured and tenured teaching staff members shall be followed by a conference between that teaching staff member and the administrative or supervisory staff member who has made the observation and written evaluation. 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3222/page 14 of 14

Evaluation of Teaching Staff Members, Excluding
Teachers and Administrators

11. 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.

Adopted:



POLICY GUIDE

TEACHING STAFF MEMBERS

3223/page 1 of 2

Evaluation of Administrators, Excluding Principals,
Vice Principals, and Assistant Principals

Oct 13

M

[See POLICY ALERT Nos. 175 and 201]

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 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.



POLICY GUIDE

TEACHING STAFF MEMBERS

3223/page 2 of 2

Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals

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 be completed 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

Adopted:



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3223/page 1 of 14

Evaluation of Administrators, Excluding
Principals, Vice Principals, and
Assistant Principals

Oct 13

M

[See **POLICY ALERT No. 201**]

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.

“Announced observation” means the person conducting an evaluation for the purpose of evaluation will notify the administrator of the date and the time period the observation will be conducted.

“Annual performance report” means a written appraisal of the administrator’s performance prepared by the administrator’s 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3223/page 2 of 14

Evaluation of Administrators, Excluding
Principals, Vice Principals, and
Assistant Principals

“Commissioner” means Commissioner of the New Jersey Department of Education.

“Corrective Action Plan” means a written plan developed by the administrator’s 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.

“Department” means the New Jersey Department of Education.

“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 the educator practice instrument may be components of the administrator’s evaluation rubrics and the scores may be included in the summative evaluation rating for the individual.

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description, professional standards, and Statewide evaluation criteria that incorporates analysis of multiple measures of student achievement or growth, if applicable, and multiple data sources.

“Evaluation rubrics” 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3223/page 3 of 14

Evaluation of Administrators, Excluding
Principals, Vice Principals, and
Assistant Principals

“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” means a written statement of goals developed by a teaching staff member serving in a supervisory capacity in collaboration with a teaching staff member, that: aligns with professional standards for teachers set forth in N.J.A.C. 6A:9-3.3 and the New Jersey Professional Development Standards; derives from the annual evaluation process; identifies professional goals that address specific individual, district or school needs, or both; and grounds professional development activities in objectives related to improving teaching, learning, and student achievement. The individual professional development plan shall include timelines for implementation, responsibilities of the employee and the school district for implementing the plan, and specific support and periodic feedback that the district shall provide.

“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.

“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 the Superintendent or designee.

“Post-observation conference” means a meeting, either in-person or remotely, between a Superintendent or designee 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3223/page 4 of 14

Evaluation of Administrators, Excluding
Principals, Vice Principals, and
Assistant Principals

“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” is an academic goal that administrators and evaluators may set for groups of students.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Superintendent or designee” means the Superintendent or the authorized and appropriately certified staff member as defined in 18A:1-1, employed in the school district in a supervisory role and capacity to evaluate the administrator.

“Supervisor” means an appropriately certified staff member, as defined in N.J.S.A. 18A:1-1, 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:9-1.1, designated by the Superintendent of Schools to evaluate the administrator.

“Teaching staff member” means a member of the professional staff of any district or regional Board of Education, or any county vocational school district Board of Education, holding office, position, or employment of such character that the qualifications for such office, position, or employment require him or her to hold a valid, effective, and appropriate standard, provisional, or emergency certificate issued by the State Board of Examiners. Teaching staff members include the positions of school nurse and school athletic trainer. There are three different types of certificates that teaching staff members work under:

1. An instructional certificate (holders of this certificate are referred to in N.J.A.C. 6A:10-1.1 et seq. as “teachers”);
2. Administrative certificate; and
4. Educational services certificate.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3223/page 5 of 14

Evaluation of Administrators, Excluding
Principals, Vice Principals, and
Assistant Principals

“Unannounced observation” means the person conducting an observation for the purpose of evaluation will not notify the administrator 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 Reports – N.J.A.C. 6A:10-1.4

All information contained in 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 Department 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 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3223/page 6 of 14

Evaluation of Administrators, Excluding
Principals, Vice Principals, and
Assistant Principals

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:10-1.1 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).
 - 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3223/page 7 of 14

Evaluation of Administrators, Excluding
Principals, Vice Principals, and
Assistant Principals

- f. Ensure data elements are collected from the implementation of the educator practice instrument and store the data 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.
 - g. Ensure each Principal in the district or the Superintendent certifies any observer who conducts an observation of an administrator for the purpose of evaluation as described in N.J.A.C. 6A:10-2.4(h); N.J.A.C. 6A:10-4.4; and N.J.A.C. 6A:10-5.4 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 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. The Superintendent may be required to annually certify to the Department that all supervisors of administrators in the school district who are utilizing educator practice instruments have completed training on the instrument and its application and have demonstrated competency in applying the educator practice instruments.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3223/page 8 of 14

Evaluation of Administrators, Excluding
Principals, Vice Principals, and
Assistant Principals

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.
3. Beginning in 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 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 procedures for 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. Evaluation rubrics for all administrators;
 - b. Roles and responsibilities for implementation of evaluation policies and procedures;



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3223/page 9 of 14

Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals

- c. Job descriptions and applicable evaluation criteria based upon school district goals, student achievement, instructional priorities, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
 - d. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the processes for observations for the purpose of evaluation and post-observation conference(s) by the Superintendent or designee;
 - e. The process for preparation of individual professional development plans; and
 - f. The process for preparation of an annual written performance report by the Superintendent or designee, and an annual summary conference between the administrator and the Superintendent or designee.
3. The annual summary conference between the Superintendent or designee and the administrator shall be held before the written performance report is filed. The conference shall include, but not be limited to, a review of the following:
- a. The performance of the administrator based upon the job description and, when applicable, the scores or evidence compiled using the administrator's evaluation rubric, which may include the educator practice instrument;
 - b. The progress of the administrator toward meeting the objectives of the individual professional development plan or, when applicable, the corrective action plan;
 - c. Available indicators or scores of student achievement or growth, when applicable, such as student growth objective scores and student growth percentile scores; and
 - d. The preliminary annual written performance report.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3223/page 10 of 14

Evaluation of Administrators, Excluding
Principals, Vice Principals, and
Assistant Principals

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 designee 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;
 - c. An individual professional development plan developed by the Superintendent or designee and the administrator or, when applicable, a corrective action plan from the evaluation year being reviewed in the report; and
 - d. A summary of student achievement or growth indicators, when applicable.
6. The administrator and the preparer of the annual written performance report shall sign the report within five administrator working days of the review.
7. The annual summary conference and annual written performance report shall be completed prior to June 30.
8. The Board of Education shall add all written performance reports and supporting data, including, but not limited to, indicators of student progress and growth for an administrator, if applicable as part of his or her personnel file. 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3223/page 11 of 14

Evaluation of Administrators, Excluding
Principals, Vice Principals, and
Assistant Principals

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 designee.
2. If the summative evaluation rating is calculated before the end of the school year, then the corrective action plan shall be developed and the administrator and the Superintendent or designee shall meet to discuss the corrective action plan prior to September 15 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.
3. If the ineffective or partially effective summative evaluation rating is received after the start of the school year following the year of evaluation, then a corrective action plan must be developed, and the administrator and the Superintendent or designee shall meet to discuss the corrective action plan within fifteen administrator working days following the school district's receipt of the administrator'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:9-15.4(c) and 15.7(c) until the next annual summary conference.
5. The content of the corrective action plan 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).



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3223/page 12 of 14

Evaluation of Administrators, Excluding
Principals, Vice Principals, and
Assistant Principals

6. The Superintendent or designee, 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 post-observation conference.
7. Progress toward the administrator's goals outlined in the corrective action plan, and data and evidence collected by the Superintendent or designee and/or the administrator to determine progress between the time the corrective action plan began and the next annual summary conference, shall be documented in the administrator's personnel file and reviewed at the annual summary conference.
8. Progress toward the administrator's goals outlined in the corrective action plan may 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.
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 designee.

I. Administrator Observations and Evaluations

12. The Superintendent shall determine the duration of observations required for nontenured administrators 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3223/page 13 of 14

Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals

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 Superintendent or designee who made the observation and written evaluation and the administrator.
6. The required observations for the purposes of the annual evaluation for nontenured administrators shall take place before April 30 each year. These observations may cover that period between April 30 of one year and April 30 of the succeeding year excepting in the case of the first year of employment where the three evaluations must have been completed prior to April 30.
7. The number of required observations and the annual evaluation for nontenured administrators may be reduced proportionately when an individual administrator's term of service is less than one academic year.
8. Evaluations for nontenured administrators shall be completed prior to May 15.
9. Evaluations for tenured administrators shall be completed prior to June 30.
10. Each evaluation of nontenured and tenured administrator shall be followed by a conference between that administrator and the Superintendent or designee who has made the observation and written evaluation. 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3223/page 14 of 14

Evaluation of Administrators, Excluding
Principals, Vice Principals, and
Assistant Principals

11. 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.

Adopted:



POLICY GUIDE

TEACHING STAFF MEMBERS

3224/page 1 of 2

Evaluation of Principals, Vice Principals,
and Assistant Principals

Oct 13

M

[See POLICY ALERT No. 201]

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 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.



POLICY GUIDE

TEACHING STAFF MEMBERS

3224/page 2 of 2

Evaluation of Principals, Vice Principals, and Assistant Principals

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 designee 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 designee, 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:10-6.3.

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:10-6.1 and 6.3

Adopted:



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 1 of 21

Evaluation of Principals, Vice Principals,
and Assistant Principals

Oct 13

M

[See POLICY ALERT No. 201]

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:

“Announced observation” means the person conducting an evaluation for the purpose of evaluation will notify the Principal, Vice Principal, or Assistant Principal of the date and the time period the observation will be conducted.

“Annual performance report” means a written appraisal of the Principal’s, Vice Principal’s, or Assistant Principal’s performance prepared by the Superintendent or designee 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 2 of 21

Evaluation of Principals, Vice Principals,
and Assistant Principals

“Corrective Action Plan” means a written plan developed by the Superintendent or 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.

“Department” means the New Jersey Department of Education.

“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 the principal practice instrument are components of the evaluation rubrics and the scores are included in the summative evaluation rating for the individual.

“Evaluation” means an appraisal of an individual's professional performance in relation to his or her job description, professional standards, and Statewide evaluation criteria that incorporates analysis of multiple measures of student achievement or growth and multiple data sources.

“Evaluation rubrics” 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 3 of 21

Evaluation of Principals, Vice Principals, and Assistant Principals

“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” means a written statement of goals developed by a teaching staff member serving in a supervisory capacity in collaboration with a teaching staff member, that: aligns with professional standards for teachers set forth in N.J.A.C. 6A:9-3.3 and the New Jersey Professional Development Standards; derives from the annual evaluation process; identifies professional goals that address specific individual, district or school needs, or both; and grounds professional development activities in objectives related to improving teaching, learning, and student achievement. The individual professional development plan shall include timelines for implementation, responsibilities of the employee and the school district for implementing the plan, and specific support and periodic feedback that the district shall provide.

“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.

“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 designee 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.

“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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 4 of 21

Evaluation of Principals, Vice Principals, and Assistant Principals

“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” is an academic goal that teachers and evaluators 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.

“Superintendent or designee” means the Superintendent or the authorized and appropriately certified teaching staff member as defined in 18A:1-1, employed in the school district in a supervisory role and capacity to evaluate a Principal, Vice Principal, or Assistant Principal.

“Teaching staff member” means a member of the professional staff of any district or regional Board of Education, or any county vocational school district Board of Education, holding office, position, or employment of such character that the qualifications for such office, position, or employment require him or her to hold a valid, effective, and appropriate standard, provisional, or emergency certificate issued by the State Board of Examiners. Teaching staff members include the positions of school nurse and school athletic trainer. There are three different types of certificates that teaching staff members work under:

1. An instructional certificate (holders of this certificate are referred to in N.J.A.C. 6A:10-1.1 et seq. as “teachers”);
2. Administrative certificate; and
3. Educational services certificate.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 5 of 21

Evaluation of Principals, Vice Principals,
and Assistant Principals

“Unannounced observation” means the person conducting an observation for the purpose of evaluation will not notify the Principal, Vice Principal, or Assistant Principal of the date or time the observation will be conducted.

“Validity” means the extent to which evidence and theory support an interpretation of scores from a measurement instrument for a particular use of the instrument. In the context of evaluating educator practice, this means the evidence gathered using the instrument supports correct and useful inferences and decisions about the effectiveness of the practice observed.

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 Reports – N.J.A.C. 6A:10-1.4

All information contained in 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 Department from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 6 of 21

Evaluation of Principals, Vice Principals, and Assistant Principals

- 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:10-1.1 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).
 - 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 7 of 21

Evaluation of Principals, Vice Principals, and Assistant Principals

- 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 from the implementation of the principal practice instrument and store the data 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.
 - g. Ensure each Principal in the district or the Superintendent certifies any observer who conducts an observation of a teaching staff member for the purpose of evaluation as described in N.J.A.C. 6A:10-2.4(h); N.J.A.C. 6A:10-4.4; and N.J.A.C. 6A:10-5.4, 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 instrument:
- 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



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 8 of 21

Evaluation of Principals, Vice Principals, and Assistant Principals

training for any Principals, Vice Principals, and Assistant Principals 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 principal practice instrument;

- b. Provide training on the principal practice instrument for the Superintendent or designee 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; except the Superintendent or designee using the principal practice instrument for the first time in 2013-2014 shall be provided training before October 31, 2013;
- c. Annually provide updates and refresher training on the principal practice instrument for any supervisor who will observe principal practice for the purpose of increasing accuracy and consistency among observers;
- d. The Superintendent shall annually certify to the Department that all evaluators of Principals, Vice Principals, and Assistant Principals in the school district who are utilizing principal practice instruments have completed training on the instrument and its application and have demonstrated competency in applying the 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



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 9 of 21

Evaluation of Principals, Vice Principals, and Assistant Principals

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.
3. Beginning in 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 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 procedures 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. Evaluation rubrics for Principals, Vice Principals, and Assistant Principals;
 - b. Roles and responsibilities for implementation of evaluation policies and procedures;
 - c. Job descriptions and evaluation criteria based upon school district goals, student achievement, instructional priorities, and the evaluation regulations set forth in N.J.A.C. 6A:10-1.1 et seq.;



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 10 of 21

Evaluation of Principals, Vice Principals, and Assistant Principals

- d. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the processes for observations for the purpose of evaluation and post-observation conference(s) by the Superintendent or designee;
 - e. The process for preparation of individual professional development plans; and
 - f. The process for preparation of an annual written performance report by the Superintendent or designee, and an annual summary conference between the Principal, Vice Principal, or Assistant Principal and the Superintendent or designee.
3. The annual summary conference between the Superintendent or designee and the Principal, Vice Principal, or Assistant Principal shall be held before the written performance report is filed. The conference 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 the principal practice instrument;
 - b. The progress of the Principal, Vice Principal, or Assistant Principal toward meeting the objectives of the individual professional development plan or, when applicable, the corrective action plan;
 - c. Available indicators or scores of student achievement or growth such as student growth objective scores and student growth percentile scores, as applicable; and
 - d. The preliminary annual written performance report.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 11 of 21

Evaluation of Principals, Vice Principals, and Assistant Principals

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 designee and shall include, but not be limited to:
 - a. A summative rating based on the evaluation rubric, including 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 the principal practice instrument;
 - c. An individual professional development plan developed by the Superintendent or designee and the Principal, Vice Principal, or Assistant Principal or, when applicable, a corrective action plan from the evaluation year being reviewed in the report; and
 - d. A summary of student achievement scores or growth indicators.
6. The Principal, Vice Principal, or Assistant Principal and the preparer of the annual written performance report shall sign the report within five Principal, Vice Principal, or Assistant Principal working days of the review.
7. The annual summary conference and the annual written performance report shall be completed by June 30.
8. The Board of Education shall add all written performance reports and supporting data, including, but not limited to, indicators of student progress and growth for a Principal, Vice Principal, or Assistant Principal as part of his or her personnel file. 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 12 of 21

Evaluation of Principals, Vice Principals, and Assistant Principals

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 designee.
2. If the summative evaluation rating is calculated before the end of the school year, then the corrective action plan shall be developed and the Principal, Vice Principal, or Assistant Principal and the Superintendent or designee shall meet to discuss the corrective action plan prior to September 15 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.
3. If the ineffective or partially effective summative evaluation rating is received after the start of the school year following the year of evaluation, then a corrective action plan must be developed, and the Principal, Vice Principal, or Assistant Principal and the Superintendent or designee shall meet to discuss the corrective action plan within fifteen 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.
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:9-15.4(c) and 15.7(c) until the next annual summary conference.
5. The content of the corrective action plan shall:
 - a. Address areas in need of improvement identified in the principal evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 13 of 21

Evaluation of Principals, Vice Principals, and Assistant Principals

- 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).
- 6. The Superintendent or designee and the Principal, Vice Principal, or Assistant Principal on a corrective action plan shall discuss the 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.
- 7. Progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan, and data and evidence collected by the Superintendent or designee and/or the employee to determine progress between the time the corrective action plan began and the next annual summary conference, shall be documented in the Principal's, Vice Principal's, or Assistant Principal's personnel file and reviewed at the annual summary conference or the mid-year evaluation.
- 8. Progress toward the goals outlined in the corrective action plan may 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.
- 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 designee.
- 10. The Superintendent, or his or her designee, 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 before February 15; if the corrective action plan was created after the start of the academic year, the mid-year evaluation shall occur before the annual summary conference. The mid-year evaluation shall include, at a minimum:



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 14 of 21

Evaluation of Principals, Vice Principals, and Assistant Principals

- a. One observation in addition to the observations required in N.J.A.C. 6A:10-5.4 for the purpose of evaluation as defined in N.J.A.C. 6A:10-1.2 and described in N.J.A.C. 6A:10-5.4; and
 - b. One post-observation conference in addition to the observations required in N.J.A.C. 6A:10-5.4 as defined in N.J.A.C. 6A:10-1.2, during which progress toward the Principal, Vice Principal, or Assistant Principal's goals outlined in the corrective action plan shall be reviewed.
- 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.
 3. Each measure shall be converted to a percentage weight so all measures make up 100 percent of the evaluation rubric. By April 15 prior to each school year the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each measure. 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 median student growth percentile measure as described in N.J.A.C. 6A:10-5.2(c), the measure shall be at least twenty percent and no greater than forty percent of evaluation rubric rating as determined by the Department.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 15 of 21

Evaluation of Principals, Vice Principals, and Assistant Principals

- 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 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.
 - 4. Standardized assessments, used as a measure of student progress, shall not be the predominant factor in determining a Principal's annual summative rating.
 - 5. 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:
 - 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



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 16 of 21

Evaluation of Principals, Vice Principals,
and Assistant Principals

- c. Administrator goals set by Principals, Vice Principals, and Assistant Principals in consultation with the Superintendent or designee 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 Principal, 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. The school district may assign Vice Principals and Assistant Principals who are employed in more than one school to the school or schools as appropriate for the percentage of time spent in each school.
3. The Department shall calculate the school-wide student growth percentile for Principals, Vice Principals, and Assistant Principals, which includes school-wide mathematics and school-wide English Language Arts scores.
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 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.
 - 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 17 of 21

Evaluation of Principals, Vice Principals,
and Assistant Principals

5. Administrator goals for Principals, Vice Principals, or Assistant Principals shall be developed and measured according to the following procedures:
 - a. The Superintendent 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 April 15 prior to the school year 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 the Superintendent or designee, each administrator goal. 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 or designee do not agree upon the student growth objectives, the Superintendent or designee shall make the final determination.
 - c. Administrator goals and the criteria for assessing performance based on those objectives shall be determined and recorded in the Principal's, Vice Principal's, or Assistant Principal's personnel file by November 15, 2013, and by October 15 for all subsequent school years.
 - d. The administrator goal score shall be calculated by the Superintendent or designee 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 18 of 21

Evaluation of Principals, Vice Principals, and Assistant Principals

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 measure determined through a Commissioner-approved principal practice instrument; and
 - b. 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.
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 designee 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 designee, 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 19 of 21

Evaluation of Principals, Vice Principals,
and Assistant Principals

4. Post-observation conferences shall include the following procedures:
 - a. A Superintendent or designee who 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.
 - 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 evaluation report shall be signed by the Superintendent or designee 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.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 20 of 21

Evaluation of Principals, Vice Principals, and Assistant Principals

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) for Principals, Vice Principals, and Assistant Principals who are on a corrective action plan.

M. Principal Practice Instrument – N.J.A.C. 6A:10-6.3

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 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 four categories: ineffective, partially effective, effective, and highly effective;
 - c. Be based on multiple sources of evidence collected throughout the year;
 - d. Incorporate an assessment of the Principal's leadership for implementing a rigorous curriculum and assessments aligned to the Core Curriculum Content Standards;



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3224/page 21 of 21

Evaluation of Principals, Vice Principals,
and Assistant Principals

- 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:



P1240 Evaluation of Superintendent (M) (Revised)
R1240 Evaluation of Superintendent (M) (Revised)
P3142 Nonrenewal of Nontenured Teaching Staff Member (Revised)
R3142 Nonrenewal of Nontenured Teaching Staff Member (Revised)
P3144 Certification of Tenure Charges (Revised)
R3144 Certification of Tenure Charges (Revised)
P4146 Nonrenewal of Nontenured Support Staff Member (Revised)
R4146 Nonrenewal of Nontenured Support Staff Member (Revised)

TEACHNJ Statute and AchieveNJ Administrative Code Policies and Regulations for Teaching Staff Member Evaluations:

P3221 Evaluation of Teachers (M) (New)
R3221 Evaluation of Teachers (M) (New)
P3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (New)
R3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (New)
P3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (New)
R3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (New)
P3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M) (New)
R3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M) (New)

This POLICY ALERT replaces and/or adds Policy and/or Regulation Guides in the following sections: 1000, 3000, and 4000.

Please note the comments below are organized as follows:

0000 NAME OF POLICY

This paragraph describes a development at the State or Federal level.

This paragraph describes the effect of the development on local Board policy. Local policy is **MANDATED** by law or monitoring standards, (these policies will be designated with a small **M** in the upper right hand corner), **RECOMMENDED** by sound management practices, or merely **SUGGESTED** as may be appropriate to meet your district needs.

These policy and regulation guides should be used to update the Policy and Regulation Manuals of the school district. If your district manual(s) contain any of the policies or regulations contained in this Policy Alert, they must be updated for your district manual(s) to remain current and in compliance with law. It does not matter whether or not the policy or regulation is MANDATED, all policies and regulations in district manuals contained in this alert should be updated.

Subscribers to Strauss Esmay's Policy Alert & Support System (PASS) receive new and/or revised policies and regulations in paper copy and electronically either through email or download from Strauss Esmay's website, www.straussesmay.com. For your convenience, the revised policies and regulations have changes indicated by ~~strike-throughs~~ to denote required text deletions and **bolded text** to indicate new material. The **Policy Alerts** tab on our website contains two different folders: one titled "Alert in one Word document" with ~~strike-throughs~~ and **bolded text**; and the second titled "[Alert in one Word document - NO BOLDS OR STRIKETHROUGHS](#)" with ~~strike-throughs~~ and **bolded text** removed for a clean document. The File Maker Pro download requires File Maker Pro software installed on your computer and will run on IBM, Apple Macintosh, or compatibles. On the electronic download versions, the text should be changed to regular print in 12 font Courier, Courier (WL), or Times New Roman for DistrictOnline clients and ~~strike-throughs~~ should be deleted when the policy or regulation is prepared for your print manual. Policy and regulation guides enclosed in this mailing are double sided as a cost containment and paper conservation measure.

1240 – Evaluation of Superintendent (M) (Revised)

AchieveNJ administrative code, N.J.A.C. 6A:10-7.1 – Evaluation of Chief School Administrators, requires revisions to Policy and Regulation Guides 1240. Policy Guide 1240 is consistent with the AchieveNJ administrative code and should replace the district's existing Policy Guide 1240. Regulation Guide 1240 provides recommended procedures for the annual summary conference and annual written performance report and should replace the district's existing Regulation Guide 1240. Some of the procedures proposed in the Regulation Guide are not specifically outlined in the new AchieveNJ administrative code and are included in the Regulation Guide in an attempt to avoid some issues that may come up during the Superintendent's evaluation process. The procedures as outlined in the Regulation Guide were drafted to provide the Superintendent multiple opportunities to provide information and data to the Board for consideration in the annual written performance report. The procedures in the Regulation Guide may be revised by the district provided the revisions are consistent with the new AchieveNJ administrative code, N.J.A.C. 6A:10-7.1. Policy and Regulation Guides 1240 are mandated and the Board's adoption of the Policy and Regulation Guide is required.

Policy Guide 1240 is **MANDATED**
Regulation Guide 1240 is **MANDATED**

3142 – Nonrenewal of Nontenured Teaching Staff Members (Revised)

AchieveNJ administrative code recodified N.J.A.C. 6A:32-4.6 - Procedure for Appearance of Nontenured Teaching Staff Members Before a District Board of Education Upon Receipt of a Notice of Non-reemployment to N.J.A.C. 6A-10-8.1 requiring several minor revisions to Policy and Regulation Guides 3142. The Regulation Guide has been revised to provide the Superintendent and the Board two options on how the Superintendent informs the Board regarding the nonrenewal of nontenured teaching staff members. The existing Regulation Guide recommended one of the two options be used while this updated Regulation Guide indicates either option may be used. One option is the Superintendent informing the Board with a written notice and reasons for each recommendation not to renew before May 15. The second option provides for the Superintendent to conduct an executive session with the Board prior to May 15 to review the Superintendent's recommendations and reasons for each recommendation. These two options in the Regulation Guide provide greater flexibility to the Superintendent and Board.

Policy Guide 3142 is **RECOMMENDED**

Regulation Guide 3142 is **RECOMMENDED**

3144 – Certification of Tenure Charges (Revised)

A new AchieveNJ subchapter, N.J.A.C. 6A:3-5 – Charges Under Tenure Employees' Hearing Act, requires revisions to Policy and Regulation Guides 3144. Significant changes in the TEACHNJ statutes and AchieveNJ administrative code concern filing of tenure charges for inefficiency. N.J.S.A. 18A:6-17.3 **requires** the Superintendent to file tenure charges of inefficiency when a teacher, Principal, Vice Principal, or Assistant Principal receives substandard evaluation ratings in two consecutive years (See Policy Guide 3144.12 in Policy Alert 200). Another significant change involves tenure hearings being conducted in an expedited manner by Arbitrators rather than Administrative Law Judges in the Office of Administrative Law (OAL). These statute and code changes have been incorporated into revised Policy and Regulation Guides 3144. TEACHNJ and AchieveNJ do not require the Board adopt a policy or regulation on this issue; however, it is recommended a Board adopt these guides and include them in their Policy and Regulation Manual.

Policy Guide 3144 is **RECOMMENDED**

Regulation Guide 3144 is **RECOMMENDED**

4146 – Nonrenewal of Nontenured Support Staff Members (Revised)

AchieveNJ administrative code recodified N.J.A.C. 6A:32-4.6, Procedure for Appearance of Nontenured Teaching Staff Members Before a District Board of Education Upon Receipt of a Notice of Non-reemployment to N.J.A.C. 6A-10-8.1. Several minor revisions were made to Policy and Regulation Guides 3142. Policy and Regulation Guides 4146 – Nonrenewal of Nontenured Support Staff Members are very similar to Policy and Regulation Guides 3142 - Nonrenewal of Nontenured Teaching Staff Members as most districts follow the same timelines and process for the nonrenewal of nontenured teaching staff members and nontenured support staff members. The nonrenewal procedures outlined in N.J.S.A. 18A:27-4.1 are the same for nontenured teaching (certificated) staff and nontenured support (non-certificated) staff. However, a Commissioner’s decision in 2009, *James A. Hensel v. Board of Education of the Township of Voorhees, Camden County*, DKT. No. 230-8/0, held, among other issues, the May 15 date to notify nontenured staff members of their contract renewal for the next school year as outlined in N.J.S.A. 18A:27-10 only applies to nontenured teaching staff members and not support staff. The Commissioner, in *Hensel*, held the contract renewal notification date for a non-teaching (non-certificated) staff member was the timeline in the language of the governing collective bargaining agreement. Policy and Regulation Guides 4146 have been revised indicating the contract renewal date for nontenured support staff members shall be “in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.”

Regulation Guide 4146 has also been revised to provide the Superintendent and the Board two options on how the Superintendent informs the Board regarding nontenured support staff members that are not recommended for renewal by the Superintendent. The existing Regulation Guide recommended one of the two options be used while this updated Regulation Guide indicates either option may be used. One option is the Superintendent informing the Board with a written notice and reasons for each recommendation not to renew before May 15. The second option provides for the Superintendent to conduct an executive session with the Board prior to May 15 to review the Superintendent’s recommendations and reasons for each recommendation. These two options in the Regulation Guide provide greater flexibility to the Superintendent and Board.

Policy Guide 4146 is **RECOMMENDED**
Regulation Guide 4146 is **RECOMMENDED**

TEACHNJ Statute and AchieveNJ Administrative Code

Teaching Staff Member Evaluations

N.J.A.C. 6A:10 – Educator Effectiveness is the chapter in the Administrative Code (AchieveNJ) implementing the TEACHNJ Act. TEACHNJ, among other important initiatives, reformed the State’s educator evaluation system for certificated school district staff, with extensive changes in teacher, Principal, Vice Principal, and Assistant Principal evaluations. The AchieveNJ administrative code was adopted when published in the New Jersey Register on October 7, 2013. Strauss Esmay Associates has been working on developing new Policy and Regulation Guides for several months prior to the final adoption.

N.J.A.C. 6A:10-1.1 et seq. includes new educator evaluation requirements for four categories of “teaching staff members” as defined in the Administrative Code. N.J.A.C. 6A:10-1.2 defines “teaching staff members” as all staff members required to hold an instructional, administrative, or educational services certificate issued by the State Board of Examiners. Many provisions of AchieveNJ only apply to classroom teachers, Principals, Vice Principals, and Assistant Principals and do not apply to educational services staff members, guidance counselors, child study team members, specialists, and other teaching staff members working under an educational services certificate *or* directors, supervisors, and other administrators working under an administrative certificate. Defining the provisions of N.J.A.C. 6A:10-1.1 that apply to the various categories of teaching staff members was very complicated.

Upon extensive consideration, it appeared the best approach to provide policy and regulation guidance to school districts would be to develop separate evaluation policy and regulation guides for the four categories of teaching staff members:

1. Policy and Regulation Guide 3221 – Evaluation of Teachers
2. Policy and Regulation Guide 3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
3. Policy and Regulation Guide 3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
4. Policy and Regulation Guide 3224 – Evaluation of Principals, Vice Principals, and Assistant Principals

These four Policy and Regulation Guides provide the minimum evaluation requirements for all teaching staff members.

The following policies and regulations do not apply to the evaluation system used in Charter Schools. These new Policy and Regulation Guides 3221, 3222, 3223, and 3224 should replace the district’s existing Policy and Regulation Guides 3221, 3222, 3223, 3223.1, and 3223.2. Below is an explanation of each new Policy and Regulation Guide:

3221 – Evaluation of Teachers (M) (New)

Policy and Regulation Guides 3221 provide the evaluation procedures for classroom teachers. The following provisions of N.J.A.C. 6A:10 regard classroom teachers:

N.J.A.C. 6A:10-1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4 except 2.4(h), 2.5 except 2.5(l), 3.1, 3.2, 4.1, 4.2, 4.3, 4.4, 6.1 and 6.2.

The details of the new requirements of TEACHNJ and AchieveNJ for a teacher whose annual evaluation is subject to student growth percentiles and/or student growth objectives are outlined in Policy and Regulation Guides 3221. The Regulation Guide provides the details of the evaluation process. The only discretionary issue in this Regulation Guide concerns a code provision that requires a teacher on a corrective action plan (CAP) - Section H.10.a. to receive an additional observation. The AchieveNJ code indicates the Superintendent may determine the length of this additional observation. It is recommended the additional observation for all teachers with a CAP be the same length of time as determined by the Superintendent. Therefore, in the event the district files tenure charges against a tenured teacher for inefficiency the district can assert all teachers under a CAP received the same length of time for the required additional observation. The Policy and Regulation Guides include all the details and minimum evaluation requirements of TEACHNJ and AchieveNJ for teachers. The Policy and Regulation Guides must be approved by the Board and are mandated.

Policy Guide 3221 is **MANDATED**

Regulation Guide 3221 is **MANDATED**

3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (New)

Policy and Regulation Guides 3222 provide the evaluation procedures for teaching staff members excluding teachers, Principals, Vice Principals, Assistant Principals, and other administrators. These teaching staff members identified in Policy and Regulation Guides 3222 include educational services staff members, guidance counselors, child study team members, specialists, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate. This Policy and Regulation Guide refers to these positions as “teaching staff members.” The following provisions of N.J.A.C. 6A:10 regard these teaching staff member positions:

N.J.A.C. 6A:10-1.1, 1.2, 1.3, 1.4, 2.1, 2.2 except 2.2(b)4., 2.3, 2.4, and 2.5, except 2.5(j), (k), and (l).

The details of the new requirements of TEACHNJ and AchieveNJ for a teaching staff member as defined in Policy and Regulation Guides 3222 are outlined in this Policy and Regulation Guide. The Regulation Guide provides the details of the evaluation process. TEACHNJ did not require all the evaluation requirements for this group of teaching staff members as required for teachers, Principals, Vice Principals, and Assistant Principals. Therefore, the AchieveNJ administrative code does not have the detailed evaluation requirements for this group of teaching staff members. The statutory and code requirements for this group of teaching staff members include the four-year tenure timeline, three observations required for nontenured teaching staff, the four specific rating categories, individualized professional development planning, corrective action plans for teaching staff members rated partially effective or ineffective, and an efficient and fair

arbitration process for tenure revocation. The evaluation procedures as outlined in N.J.A.C. 6A:10-4.1, 4.2, 4.3 and 4.4 for classroom teachers do not apply to this group of teaching staff members. Therefore, the components of the teacher evaluation rubric requirements of N.J.A.C. 6A:10-4.1, the comprehensive student achievement requirements of N.J.A.C. 6A:10-4.2, and the detailed teacher observation requirements of N.J.A.C. 6A:10-4.4 are not required evaluation components for this group of tenured and nontenured teaching staff members. N.J.A.C. 6A:10-2.4(h) incorporates by reference N.J.S.A. 18A:27-3.1 and outlines the requirements for observations and evaluations for this group of teaching staff members. The provisions of N.J.A.C. 6A:10-2.4(h) and N.J.S.A. 18A:27-3.1 are detailed in Regulation Guide 3222 – Section I. The Policy and Regulation Guide requires at least one observation for this group of tenured teaching staff members – See Regulation Guide 3222 – Section I.3. A district may increase the number of observations for these tenured teaching staff members, if desired. The Department of Education recommends indicators of student achievement, such as SGOs, be incorporated into the evaluation process for this group of teaching staff members, but this is not required. This Policy and Regulation Guide permits indicators of student achievement be considered, but does not require a district to incorporate indicators of student achievement into the evaluation process. The Policy and Regulation Guides include all the details and minimum requirements of TEACHNJ and AchieveNJ for this group of teaching staff members. The Policy and Regulation Guides must be approved by the Board and are mandated.

Policy Guide 3222 is **MANDATED**
Regulation Guide 3222 is **MANDATED**

3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (New)

Policy and Regulation Guides 3223 provide the evaluation procedures for administrators, excluding Principals, Vice Principals, and Assistant Principals. These administrator positions include supervisors, directors, or any other administrative position in the district working under an administrative certificate. The following provisions of N.J.A.C. 6A:10 regard these positions:

N.J.A.C. 6A:10-1.1, 1.2, 1.3, 1.4, 2.1, 2.2 except 2.2(b)4., 2.3, 2.4, and 2.5, except 2.5(j), (k), and (l).

The details of the new requirements of TEACHNJ and AchieveNJ for an administrator as defined in Policy and Regulation Guide 3223 are outlined in this Policy and Regulation Guide. The Regulation Guide provides the details of the evaluation process. All the evaluation requirements in TEACHNJ for teachers, Principals, Vice Principals, and Assistant Principals do not apply to this group of administrators. Therefore, the AchieveNJ administrative code does not have all the evaluation requirements for this group of administrators. The statutory and code requirements for this group of administrators include the four-year tenure timeline, three observations required for nontenured teaching staff, four rating categories, individualized professional development planning, corrective action plans for administrators rated partially effective or ineffective, and an efficient and fair arbitration process for tenure revocation. However, the evaluation procedures as outlined in N.J.A.C. 6A:10-5.1, 5.2, 5.3, and 5.4 for Principals, Vice Principals, and Assistant Principals, do not apply to this group of administrators. The components of the principal evaluation rubric requirements of N.J.A.C. 6A:10-4.1, the student achievement components of principal evaluation rubrics requirements of N.J.A.C. 6A:10-5.2, and the detailed observation requirements of N.J.A.C. 6A:10-5.4 are not required evaluation components for this group of tenured and nontenured administrators. N.J.A.C. 6A:10-2.4(h) incorporates by reference N.J.S.A. 18A:27-3.1 and outlines the requirements for observations

and evaluation requirements for this group of administrators. The provisions of N.J.A.C. 6A:10-2.4(h) and N.J.S.A. 18A:27-3.1 are detailed in Regulation Guide 3223 – Section I. The Policy and Regulation Guide requires at least one observation for this group of tenured administrators – See Regulation Guide 3223 – Section I.3. However, a district may increase the number of observations for these tenured administrators, if desired. The Department of Education recommends indicators of student achievement, such as SGOs, to be incorporated into the evaluation process for this group of administrators, but this is not required. This Policy and Regulation Guide permits, but does not require, indicators of student achievement be considered. The Policy and Regulation Guide include all the details and minimum requirements of TEACHNJ and AchieveNJ for this group of administrators. The Policy and Regulation Guides must be approved by the Board and are mandated.

Policy Guide 3223 is **MANDATED**
Regulation Guide 3223 is **MANDATED**

3224 – Evaluation of Principals, Vice Principals, and Assistant Principals (M) (New)

Policy and Regulation Guides 3222 provide the evaluation procedures Principals, Vice Principals, Assistant Principals, and other administrators. The following provisions of N.J.A.C. 6A:10 regard Principals, Vice Principals, and Assistant Principals:

N.J.A.C. 6A:10-1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4 except 2.4(h), 2.5 except 2.5(j) and (k), 5.1, 5.2, 5.3, 5.4, 6.1, and 6.3.

The details of the new requirements of TEACHNJ and AchieveNJ for a Principal, Vice Principal, and Assistant Principal are outlined in Policy and Regulation Guide 3224. The Guides designate the “Superintendent or designee” as the authorized and appropriately certified teaching staff member as the evaluator of a Principal, Vice Principal, or Assistant Principal. Regulation Guide 3224 is very detailed as to the evaluation requirements for Principals, Vice Principals, and Assistant Principals. The Policy and Regulation Guide includes all the details and minimum requirements of TEACHNJ and AchieveNJ for Principals, Vice Principals, and Assistant Principals. The Policy and Regulation Guides must be approved by the Board and are mandated.

Policy Guide 3224 is **MANDATED**
Regulation Guide 3224 is **MANDATED**

© Copyright 2013 by Strauss Esmay Associates, LLP, 1886 Hinds Road, Suite 1, Toms River, NJ 08753 (732-255-1500). This publication is designed to provide accurate and reliable information in regard to the subject matter covered. It is sold with the understanding that the publisher is not engaged in rendering legal services. If legal advice is required, an attorney should be consulted.

[Back to Top](#)

POLICY GUIDE

ADMINISTRATION

1240/page 1 of 3

Evaluation of Superintendent

Oct 13

M

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

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.



POLICY GUIDE

ADMINISTRATION

1240/page 2 of 3

Evaluation of 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 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:

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 a majority of the Board of Education's total membership by July 1 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:10-7.1(c)2;
3. Recommendations for professional growth and development;
4. 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 working days after the report's completion.

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



POLICY GUIDE

ADMINISTRATION

1240/page 3 of 3

Evaluation of Superintendent

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.

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 written performance reports and supporting data, including, but not limited to, indicators of student progress and growth. All information contained in 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 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:10-7.1 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:10-7.1 et seq.

Adopted:



REGULATION GUIDE

ADMINISTRATION

R 1240/page 1 of 4

Evaluation of Superintendent

Oct 13

M

[See POLICY ALERT Nos. 151 and 201]

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 Annual Written Performance Report.
 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 Annual Written Performance Report 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.



REGULATION GUIDE

ADMINISTRATION

R 1240/page 2 of 4

Evaluation of Superintendent

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 Annual Written Performance Report 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:10-7.1(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



REGULATION GUIDE

ADMINISTRATION

R 1240/page 3 of 4

Evaluation of Superintendent

- 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 Annual Written Performance Report after the annual summary conference.
3. The draft of the Annual Written Performance Report 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 Annual Written Performance Report 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 Annual Written Performance Report. The draft of the Annual Written Performance Report 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 Annual Written Performance Report 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 Annual Written Performance Report 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 Annual Written Performance Report, the Superintendent shall be provided an opportunity to discuss with the full membership of the Board reconsideration of the disputed provision(s).



REGULATION GUIDE

ADMINISTRATION
R 1240/page 4 of 4
Evaluation of Superintendent

6. A majority of the Board's full membership shall approve the draft of the Annual Written Performance Report before presenting the final Annual Written Performance Report to the Superintendent.
 7. The Superintendent may submit a written response to the final Annual Written Performance Report, 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:



POLICY GUIDE

TEACHING STAFF MEMBERS

3142/page 1 of 2

Nonrenewal of Nontenured Teaching Staff Member

Oct 13

[See POLICY MEMO No. 47]

[See POLICY ALERT Nos. 123, 124, 137, 144, 166, 175 and 201]

3142 NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

The Board of Education recognizes its obligation to employ only those ~~professional~~ staff members best trained and equipped to meet the educational needs of the ~~students~~ **pupils** of this district. The Board shall discharge that obligation by retaining in service only those nontenured teaching staff members who meet those standards. The Board ~~will~~ **shall** renew the employment contract of a teaching staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. **A nontenured teaching staff member who is not recommended for renewal by the Superintendent is deemed nonrenewed.**

When the nontenured teaching staff member's performance does not meet the standards of the district, the Superintendent shall recommend not to renew the teaching staff member's contract. ~~A nontenured teaching staff member who is not recommended for renewal by the Superintendent shall be deemed nonrenewed.~~ Prior to notifying the **nontenured teaching** staff member of the nonrenewal, the Superintendent will notify the Board of the recommendation not to renew the **nontenured teaching** staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board in a written notice or in executive session at a full Board Meeting. In the event the Board is notified in executive session, the Superintendent will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the **nontenured teaching** staff member their employment will be discussed in executive session in order for the **nontenured teaching** staff member to exercise their statutory right to request a public discussion.

The Superintendent shall notify each **nontenured** teaching staff member to whom reemployment will not be offered of such nonrenewal in writing on or before May 15. Any teaching staff member who received written notice a contract will not be offered may, within fifteen days of **receiving such** notification, request in writing a statement of the reasons for nonrenewal. The Superintendent will provide a written statement of reasons within thirty days after the receipt of any such request.



POLICY GUIDE

TEACHING STAFF MEMBERS

3142/page 2 of 2

Nonrenewal of Nontenured Teaching Staff Member

Whenever the nontenured teaching staff member has requested in writing and received a written statement of reasons for non-reemployment, the nontenured teaching staff member shall have the right to an informal appearance before the Board to permit the staff member an opportunity to convince the members of the Board to offer reemployment. The staff member must request the appearance before the Board within ten calendar days of the nontenured teaching staff member's receipt of the statement of reasons. The informal appearance before the Board shall be held in accordance with the provisions of N.J.A.C. 6A:10-8.1.

The Board is not required to offer reemployment or vote on reemployment after an informal ~~hearing~~ **appearance** with a nontenured teaching staff member who was not recommended for reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the **nontenured** teaching staff member reemployment after ~~an~~ **the informal appearance before the Board hearing**. **The nontenured teaching staff member will be notified of the Board's final determination within three days following the informal appearance before the Board.**

N.J.S.A. 18A:27-3.1 ~~et seq.~~; **18A:27-3.2**; 18A:27-4.1; 18A:27-10 et seq.
N.J.A.C. ~~6A:32-4.5; 6A:32-4.6~~ **6A:10-8.1**

Adopted:



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3142/page 1 of 6

Nonrenewal of Nontenured Teaching Staff Member

Oct 13

[See POLICY ALERT Nos. 124, 137, 144, 166, 175 and 201]

R 3142 NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

A. Evaluations

1. Each nontenured teaching staff member shall be evaluated in strict compliance with statute, N.J.S.A. 18A:27-3.1, rules of the State Board of Education, N.J.A.C. 6A:32-4.1 **6A:10-1.1** et seq., and the policies and procedures of this district. ~~At least three evaluations shall be conducted annually and at least one evaluation shall be conducted in each semester.~~
2. ~~Evaluations shall set forth both the strengths and weaknesses of the teaching staff member in order to provide an accurate assessment of his/her performance and to encourage the improvement of that performance.~~
3. ~~Supervisors shall constructively point out performance deficiencies and offer assistance to nontenured teaching staff members in the improvement of professional skills.~~

B. Nonrenewal Recommendation

1. When a nontenured teaching staff member's performance does not meet the standards of the district, the Principal **or the nontenured teacher's immediate supervisor** shall recommend to the Superintendent ~~, no later than _____,~~ that the teaching staff member should not be reemployed in the following school year.
2. The nontenured teaching staff member shall be informed by the Superintendent of Schools, in writing, that employment for the next succeeding school year will not be offered. This written notice shall be provided to the **nontenured teaching** staff member on or before May 15.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3142/page 2 of 6

Nonrenewal of Nontenured Teaching Staff Member

3. A recommendation by the Superintendent for nonrenewal may be based upon the **nontenured** teaching staff member's evaluations, job performance, or any factor affecting his/her employment in this district. ~~Nonrenewal shall not be recommended for any reasons that are trivial and insubstantial; unsupported by facts; based upon the teaching staff member's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability, if any; or is based upon the teaching staff member's exercise of his/her protected right of free expression and association. Expressions or associations that interfere with the operation of the district may not rise to the level of protected activity.~~
4. Nontenured teaching staff members' contracts can only be renewed upon the Superintendent's recommendation and a majority vote of the full Board. The Board may not withhold its approval for arbitrary and capricious reasons.

C. Nonrenewal Action

{Select Option 1 or 2}

Option 1

1. **The Superintendent will notify Board members of the recommendation not to renew a nontenured teaching staff member's contract before notifying the nontenured teaching staff member of the recommendation to not renew. The Superintendent will may notify the Board mMembers of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation in a written notice to the Board ne-prior to May 15. In the alternative, the Superintendent may notify the Board members of the recommendation not to renew a nontenured teaching staff member in an executive session. Using this option, later than May 10.**

OR



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3142/page 3 of 6

Nonrenewal of Nontenured Teaching Staff Member

Option 2

1. ~~t~~The **Superintendent and the** Board will meet in executive session **prior to May 15** ~~no later than May 10~~ to review the Superintendent's recommendation(s) for **nonrenewal** ~~nonemployment~~ of nontenured teaching staff members. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those **nontenured teaching staff members** ~~employees~~ whose possible nonrenewal will be discussed at the meeting. If any such employee requests ~~that the discussion take place in public~~, the recommendation for his/her nonrenewal will be severed from **any other nonrenewal recommendation** ~~the rest~~ and **will be** scheduled for discussion at a public meeting **prior to May 15** ~~to be held no later than May 10~~.
2. A nontenured teaching staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board's vote is not required on the Superintendent's recommendation(s) to not renew a nontenured **teaching staff member's contract**.

D. Notice of Nonrenewal

1. Notice of the Superintendent's decision not to renew shall be given to each nontenured teaching staff member not recommended for renewal on or before May 15 in accordance with N.J.S.A. 18A:27-10. The Board may delegate the Superintendent or the Board Secretary to give **the** written notice of nonrenewal.
2. **The nonrenewal** ~~n~~Notice shall be in writing and provided to the nontenured teaching staff member not recommended for renewal on or before May 15. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the **nontenured teaching staff member's** ~~employee's~~ address of record.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3142/page 4 of 6

Nonrenewal of Nontenured Teaching Staff Member

E. Request for Statement of Reasons

1. A nonrenewed teaching staff member will be given a written statement of the reasons for which he/she was not renewed provided the **teaching** staff member's request for a statement of reasons has been received by the Superintendent within fifteen calendar days after the teaching staff member received written notice of his/her nonrenewal. N.J.S.A. 18A:27-3.2.
2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the employee's evaluations and the employee has been given a copy of those evaluations, the statement of reasons may incorporate the evaluations by reference.
3. The statement of reasons **will** ~~may~~ be prepared by the Superintendent ~~or the Board Secretary~~ and shall be delivered to the employee who requested it within thirty calendar days after the receipt of the employee's request.

F. Nonrenewal Appearance

1. A teaching staff member who has requested a statement of reasons for **non-reemployment pursuant to N.J.S.A. 18A:27-3.2**, ~~his/her nonrenewal~~ will be granted an informal appearance before the Board to discuss those reasons, provided that he/she had submitted to the Superintendent _____ a written request for such an appearance no later than ten calendar days after **the nontenured teaching staff member's receipt of** ~~he/she has received~~ the written statement of reasons. ~~N.J.A.C. 6A:32-4.6(a)~~ N.J.A.C. 6A:10-8.1(a).



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3142/page 5 of 6

Nonrenewal of Nontenured Teaching Staff Member

2. A date ~~shall be set for the~~ an informal appearance, ~~which shall be held~~ **shall be scheduled** within thirty calendar days ~~from~~ of the **teaching staff member's** ~~employee's~~ receipt of the Board's statement of reasons. The appearance shall be conducted at an executive session for which notice has been given in accordance with N.J.S.A. 10:4-13. The Board will determine a reasonable length of time to be devoted to the appearance, **depending upon each instance's specific circumstances** ~~taking into account the circumstances of the nonrenewal and the statement of the reasons given to the employee. N.J.A.C. 6A:32-4.6(a).~~ The proceeding of an informal appearance before the Board may be conducted pursuant to N.J.S.A. 10:4-12(b)(8).
3. The teaching staff member requesting the appearance shall be given written notice, no later than **forty-eight** ~~_____~~ hours in advance of the meeting at which it is scheduled, of the date, time, place, and duration of the appearance.
4. The purpose of the appearance shall be to permit the nonrenewed teaching staff member to convince the members of the Board to offer reemployment. To those ends, the appearance shall be informally conducted. This appearance provides a mechanism by which the nontenured teaching staff member, whose renewal has not been recommended by the Superintendent, can appeal to the Board, on which the Superintendent sits as a non-voting member pursuant to N.J.S.A. 18A:17-20. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board presiding and the appearance **shall** ~~will not be~~ ~~become~~ an adversary proceeding.
5. The teaching staff member may be represented by an attorney or by one individual of his/her choosing. He/She may present witnesses to testify on ~~in~~ his/her behalf. Witnesses **do not need** ~~not be sworn to present testimony~~ under oath, and their statements **may** ~~will~~ be recorded. The Board will **simply** ~~hear~~ witnesses and **will** ~~shall~~ not cross-examine them. Witnesses will be called into the meeting to address the Board one at a time and shall be excused from the meeting after making their statements.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3142/page 6 of 6

Nonrenewal of Nontenured Teaching Staff Member

G. Final Determination

1. A nontenured teaching staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured teaching staff member. However, after an informal appearance before the Board, the Superintendent may make a recommendation for reemployment to the voting members of the Board. The voting members of the Board, by a majority vote of the full Board in public session, must approve the reemployment based on the Superintendent's recommendation.
2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the teaching staff member reemployment after **the informal appearance before the Board** ~~an informal hearing~~.
3. The final determination will be delivered to the teaching staff member, in writing, no later than three days **following** ~~after~~ the informal appearance. The Board may delegate the Superintendent or the Board Secretary to deliver the final determination.

Issued:



POLICY GUIDE

TEACHING STAFF MEMBERS

3144/page 1 of 3

Certification of Tenure Charges

Oct 13

[See POLICY MEMO No. 27]

[See POLICY ALERT Nos. 86, 172, 190 and 201]

3144 CERTIFICATION OF TENURE CHARGES

Tenure charges may be instituted against a tenured ~~teaching~~ staff member of the district in accordance with the provisions of N.J.A.C. 6A:3-5.1 et seq. In all instances of the filing and certification of tenure charges, **except charges filed against a teacher, Principal, Assistant Principal, or Vice Principal** ~~other than~~ for reasons of inefficiency pursuant to N.J.S.A. 18A:6-17.3, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(b) shall be observed. In the event the tenure charges are charges of inefficiency pursuant to N.J.S.A. 18A:6-17.3, except in the case of ~~Building~~ Principals, Assistant Principals, and Vice Principals in school districts under full State intervention, where procedures are governed by the provisions of N.J.S.A. 18A:7A-45 and such rules as may be promulgated to implement it, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(c) shall be observed.

Filing and service of petition of appeal as outlined in N.J.A.C. 6A:3-1.3, shall not apply in a case of charges **filed with** ~~preferred before~~ the Commissioner of Education against an employee of a Board of Education or of a school district under full State intervention pursuant to the ~~Tenure Employees' Hearing Act~~. In place of the usual petition, the Board of Education or the State District Superintendent shall file the written charges and the required certificate of determination with the Commissioner together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

In accordance with N.J.S.A. 34:13A-24, fines and suspensions imposed as minor discipline shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10 where the negotiated agreement between the Board of Education and the majority representative of the employees in the appropriate collective bargaining unit provides for such discipline. In these cases, tenure charges shall not be filed ~~in order~~ to impose minor discipline on a person serving under tenure.



POLICY GUIDE

TEACHING STAFF MEMBERS

3144/page 2 of 3

Certification of Tenure Charges

The Board of Education or the State District Superintendent shall determine whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting. In the event the Board of Education or the State District Superintendent finds ~~that such~~ probable cause exists and that the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall file, **within fifteen days**, ~~such~~ written charges with the Commissioner. The charge(s) shall be stated with specificity as to the action or behavior underlying the charges or the nature of the alleged inefficiency and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

The certificate of determination ~~which that~~ accompanies the written charges shall contain a certification **by the Board Secretary or the State District Superintendent** including that a determination was made of the charges and the evidence in support of the charges are sufficient, if true in fact, to warrant dismissal or a reduction in salary; of the date, place, and time of the meeting at which such determination was made and whether or not the employee was suspended and, if so, whether such suspension was with or without pay; that such determination was made by a majority vote of the **whole number of members of the full Board of Education** or by the State District Superintendent in accordance with N.J.S.A. 18A:7A-39; ~~and in the case of a charge of inefficiency, that the employee was given at least ninety days prior written notice of the nature and particulars of the alleged inefficiency.~~

An individual against whom tenure charges are certified shall file a written response to the charges in accordance with the provisions of N.J.A.C. 6A:3-5.3 et seq. The Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary in accordance with the provisions of N.J.A.C. 6A:3-5.5 ~~et seq.~~ Any withdrawal, settlement, or mooting of tenure charges shall be in accordance with the provisions of N.J.A.C. 6A:3-5.6.



POLICY GUIDE

TEACHING STAFF MEMBERS

3144/page 3 of 3

Certification of Tenure Charges

Certification of tenure charges for ~~teaching staff members, janitors, and secretaries in a~~ Charter School **employees** shall be governed by N.J.A.C. 6A:11-6.1 et seq.

N.J.S.A. 18A:6-8.3; 18A:6-10; 18A:6-11; 18A:6-13; 18A:6-14; 18A:6-16;
18A:25-6; 18A:25-7

N.J.A.C. 6A:3-5.1; 6A:3-5.2; 6A:3-5.3; 6A:3-5.5; 6A:3-5.6; 6A:9-17.4; 6A:9-17.5

Adopted:



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3144/page 1 of 12

Certification of Tenure Charges

Oct 13

[See POLICY ALERT Nos. 190, 192 and 201]

R 3144 CERTIFICATION OF TENURE CHARGES

~~Filing of Written Charges and Certificate of Determination~~

A. Definition

1. For the purposes of Policy 3144 and this Regulation, “day” means business day when the period specified is less than seven days, and calendar day when the period specified is seven days or more; provided however, that calculations do not include the day of the action from which they are computed but do not include the last day of the period being computed unless such day falls on a Saturday, Sunday or holiday, in which case the last day shall be deemed the next business day immediately following. Filings received after the close of business (4:15 p.m.) shall be deemed filed on the next business day.

B. ~~Procedures and Timelines~~ **Filing of Written Charges and Certificate of Determination – N.J.A.C. 6A:3-5.1**

1. **N.J.A.C. 6A:3-1.3 - Filing and Service of Petition of Appeal shall not apply in a case of tenure charges filed with the Commissioner against an employee of a Board of Education or a school district under full State intervention. In place of the usual petition, the Board or the State District Superintendent shall file written charges and the required certificate of determination with the Commissioner, together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or the State District Superintendent and proof of service upon the employee and the employee’s representative, if known. Such service shall be at the same time and in the same manner as charges are filed with the Commissioner.**
 - a. **In accordance with N.J.S.A. 34:13A-24, fines and suspensions imposed as minor discipline shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10 where the negotiated**



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3144/page 2 of 12

Certification of Tenure Charges

agreement between a Board of Education and the majority representative of the employees in the appropriate collective bargaining unit provides for such discipline. In these cases, tenure charges shall not be filed to impose minor discipline on a person serving under tenure.

24. In all instances of the filing and certification of tenure charges, **except charges filed against a teacher, Principal, Assistant Principal, or Vice Principal for reasons of efficiency pursuant to N.J.S.A. 18A:6-17.3** ~~other than for reasons of inefficiency~~, the following procedures and timelines shall be observed:
- a. Charges shall be stated with specificity as to the action or behavior underlying the charges and shall be filed in writing with the Secretary of the Board of Education or the State District Superintendent, accompanied by a supporting statement of evidence, both of which shall be executed under oath by the ~~person or persons~~ **person(s)** instituting such charges.
 - b. ~~Charges along~~ **Along** with the required sworn statement of evidence, **charges** shall be transmitted to the affected tenured employee and the employee's representative, if known, within three working days of the date they were filed with the Secretary of the Board of Education or the State District Superintendent. Proof of mailing or hand delivery shall constitute proof of transmittal.
 - c. The affected tenured employee shall have an opportunity to submit to the Board of Education or the State District Superintendent a written statement of position and a written statement of evidence, both of which shall be executed under oath with respect thereto within fifteen days of receipt of the tenure charges.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3144/page 3 of 12

Certification of Tenure Charges

- d. Upon receipt of the tenured employee's written statements of position and evidence under oath, or upon expiration of the allotted fifteen-day time period, the Board of Education shall determine by a majority vote of its full membership, or the State District Superintendent shall determine, within forty-five days whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary. **In accordance with the provisions of N.J.S.A. 18A:6-13, if the Board of Education does not make a determination within forty-five days after receipt of the written charges, the charges shall be deemed to be dismissed and no further proceeding or action shall be taken.**
- e. The Board of Education or the State District Superintendent shall **provide**, within three working days, ~~provide~~ written notification of the determination to the employee against whom the charges has been made, in person or by certified mail to the last known address of the employee and the employee's representative, if known.
- f. ~~In the event~~ **If** the Board of Education or the State District Superintendent finds ~~that such~~ probable cause exists and the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall **file**, within fifteen days, ~~file such~~ written charges with the Commissioner. The charges shall be stated with specificity as to the action or behavior underlying the charges and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board **of Education** or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.
- g. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3144/page 4 of 12

Certification of Tenure Charges

32. ~~In the event~~ If the tenure charges are charges of inefficiency pursuant to N.J.S.A. 18A:6-17.3, except in the case of Building Principals and Vice Principals in school districts under full State intervention, where procedures are governed by the provisions of N.J.S.A. 18A:7A-45 and such rules as may be promulgated to implement it, the following procedures and timelines shall be observed:
- a. ~~Initial charges of inefficiency shall be stated with specificity as to the nature of the inefficiency alleged and filed by the appropriate administrator with the Secretary of the Board of Education or the State District Superintendent along with a statement of evidence in support thereof executed under oath. In the event the charges are against the Chief School Administrator, they shall be filed, along with the required statement of evidence, by a designated Board member(s) upon the direction of the Board of Education as ascertained by majority vote of the full Board.~~
 - b. ~~The Board of Education, through its Board Secretary, or the State District Superintendent, upon receipt of the charges of inefficiency and the written statement of evidence in support thereof shall cause a copy of same to be transmitted to the affected employee and the employee's representative, if known, within three working days. Proof of mailing or hand delivery shall constitute proof of transmittal.~~
 - e. ~~The Board of Education, through its Board Secretary, or the State District Superintendent shall direct that the employee be informed in writing that, unless such inefficiencies are corrected within the minimal ninety day period, or any longer period provided by the Board of Education or State District Superintendent, the Board or the State District Superintendent intends to certify those charges of inefficiency to the Commissioner pursuant to N.J.S.A. 18A:6-11.~~



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3144/page 5 of 12

Certification of Tenure Charges

- d. ~~Concurrent with notifying the employee of such charges of inefficiency, the Board of Education or the State District Superintendent shall direct that there be a modification of the individual professional development plan mandated by N.J.A.C. 6A:32-4.3 or 4.4, to assure that such plan addresses the specific charges of inefficiency and complies with the timelines established for correction.~~
- e. ~~Upon completion of the minimal ninety-day period for improvement, or such longer period as may be provided by the Board of Education or the State District Superintendent, the administrator(s) responsible for bringing such charges to the attention of the Board or the State District Superintendent shall notify the Board or the State District Superintendent in writing of what charges, if any, have not been corrected. In the event the charges are against a Chief School Administrator, the Board of Education shall determine by majority vote of the full Board what charges, if any, have not been corrected.~~
- f. ~~The Board of Education or the State District Superintendent, upon receipt of the written notification or upon the Board's determination in the case of a Chief School Administrator, shall notify the affected employee in writing that all of the inefficiencies have been corrected or, in the alternative, which of the inefficiencies have not been corrected. The time from the expiration of the minimal ninety day period, or such longer period as may be provided by the Board of Education or the State District Superintendent, to the notification of the employee by the Board of Education or the State District Superintendent shall not exceed thirty calendar days.~~
- g. ~~In the event that certain charges of inefficiency have not been corrected, the affected employee shall have an opportunity to respond within fifteen days of the receipt of said notification of inefficiency by filing a statement of evidence under oath in opposition to those charges.~~



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3144/page 6 of 12

Certification of Tenure Charges

- ~~h. Upon receipt of such written statement of evidence under oath or upon expiration of the allotted fifteen day time period, the Board of Education shall determine by a majority vote of its full membership, or the State District Superintendent shall determine, within forty five days, whether there is probable cause to credit the evidence in support of the charges and that such charges, if credited, are sufficient to warrant a dismissal or reduction in salary.~~
- ~~i. In the event the Board of Education or the State District Superintendent finds that such probable cause exists and that the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall, within fifteen days, file such written charges with the Commissioner. The charge(s) shall be stated with specificity as to the nature of the inefficiency alleged, and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.~~
- a. When the conditions described in N.J.S.A. 18A:6-17.3.a(1) or (2) and as outlined in Policy 3144.12 have been satisfied, the Superintendent shall promptly file with the Secretary of the Board a charge of inefficiency.**
- b. The charges of inefficiency shall be transmitted to the affected tenured employee and the employee's representative, if known, within three working days of the date the charges were filed with the Secretary of the Board or State District Superintendent. Proof of mailing or hand delivery shall constitute proof of transmittal.**



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3144/page 7 of 12

Certification of Tenure Charges

- c. The affected tenured employee shall have an opportunity within ten days of receipt to submit to the Board or State District Superintendent a written statement of position under oath demonstrating how the school district failed to comply with evaluation procedures.
 - d. Within thirty days of the filing, the Board or State District Superintendent shall forward a written charge to the Commissioner unless the Board or the State District Superintendent determines the evaluation process has not been followed. Such determination shall be made by a majority vote of the Board's full membership or by the State District Superintendent.
 - e. Upon receipt of the charge, the Commissioner or his or her designee shall examine the charge. The charge shall again be served upon the employee at the same time it is forwarded to the Commissioner and proof of service shall be included with the filed charge. The individual against whom the charge is filed shall have ten days to submit to the Commissioner a written response to the charge.
 - f. Within five days of the individual's deadline to submit a written response to the charge, the Commissioner shall appoint an arbitrator to hear the case and refer the case to the arbitrator, unless he/she determines the evaluation process has not been followed.
 - g. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting.
43. The provisions of N.J.A.C. 6A:3-5.1 ~~this section~~ shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3144/page 8 of 12

Certification of Tenure Charges

C. Format of Certificate of Determination

1. The certificate of determination ~~which~~ **that** accompanies the written charges shall contain a certification by the Board of Education Secretary or the State District Superintendent:
 - a. ~~That~~ **The** Board of Education or the State District Superintendent has determined the charges and the evidence in support of the charges are sufficient, if true in fact, to warrant dismissal or a reduction in salary;
 - b. Of the date, place, and time of the meeting at which such determination was made and whether ~~or not~~ the employee was suspended and, if so, whether such suspension was with or without pay; **and**
 - c. ~~That such~~ **The** determination was made by a majority vote of the **whole number of members of the full Board of Education** or by the State District Superintendent in accordance with N.J.S.A. 18A:7A-39; ~~and~~.
 - d. ~~In the case of a charge of inefficiency, that the employee was given at least ninety days prior written notice of the nature and particulars of the alleged inefficiency.~~
2. The provisions of N.J.A.C. 6A:3-5.2 ~~this section~~ shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.

D. Filing and Service of Answer to Written Charges – N.J.A.C. 6A:3-5.3

1. **Except as specified in N.J.A.C. 6A:3-5.1(c)5,** An individual against whom tenure charges are certified shall have fifteen days from the date such charges are filed with the Commissioner to file a written response to the charges. Except as to the time for filing, the answer shall conform to the requirements of N.J.A.C. 6A:3-1.5(a) through (d).



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3144/page 9 of 12

Certification of Tenure Charges

- a. Consistent with N.J.A.C. 6A:3-1.5(g), nothing in N.J.A.C. 6A:3-5.3 precludes the filing of a motion to dismiss in lieu of an answer to the charges, provided ~~that such~~ **the** motion is filed within the time allotted for the filing of an answer. Briefing on the motions shall be in the manner and within the time fixed by the Commissioner, or by the ~~Administrative Law Judge (ALJ)~~ **arbitrator** if the motion is to be briefed following transmittal to ~~an arbitrator~~ **the Office of Administrative Law (OAL)**.
2. Upon written application by the person against whom charges are filed, the Commissioner may extend the time period for the filing of an answer upon a finding of good cause shown consistent with the provisions of N.J.S.A. 18A:6-16. Such application shall be received prior to the expiration of the fifteen-day answer period, **or the ten-day answer period specified in N.J.A.C. 6A:3-5.1(c)**, and a copy shall be served upon the charging Board of Education or the State District Superintendent. The Board of Education or State District Superintendent shall promptly notify the Commissioner of any opposition to the request.
 - a. A request for extension ~~which that~~ is ~~not filed within~~ **received after** the fifteen-day period allotted for ~~an~~ answer to tenure charges, **or after the ten-day period allotted in N.J.A.C. 6A:3-5.1(c)** will be considered only in the event of demonstrated emergency or other unforeseeable circumstance such that the request could not have been made within the requisite filing period.
3. ~~Where~~ **If** no answer is filed within the requisite time period and no request for extension is made, or ~~such~~ **if** the request is denied by the Commissioner, or ~~where~~ the charged employee submits an answer or other responsive filing indicating the employee does not contest the charges, the charges shall be deemed admitted by the charged employee.
4. The provisions of N.J.A.C. ~~6A:3-5.3 this section~~ shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3144/page 10 of 12

Certification of Tenure Charges

E. Determination of Sufficiency and Transmittal for Hearing – N.J.A.C. 6A:3-5.5

1. **Except as specified in N.J.A.C. 6A:3-5.1(c),** ~~Within fifteen ten~~ days of receipt of the charged party's answer or expiration of the time for its filing, the Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary. ~~Where~~ **If** the charges are determined insufficient, they shall be dismissed and the parties shall be notified accordingly. ~~Where~~ **If** the charges are determined sufficient, the matter shall, ~~within ten days of such determination,~~ be transmitted **immediately** to the ~~OAL~~ **an arbitrator** for further proceedings, unless the Commissioner retains the matter pursuant to N.J.A.C. 6A:3- ~~1.11 or~~ 1.12.
 - a. A notice of transmittal shall be issued to the parties by the Department of Education on the same date as the matter is transmitted to **an arbitrator** ~~the OAL~~.
2. Where a party to a tenure matter so requests, the Commissioner may agree to hold the matter in abeyance at any time prior to transmittal to **an arbitrator** ~~the OAL~~. Thereafter, requests to hold the matter in abeyance shall be directed to the **arbitrator** ~~OAL Clerk or the ALJ in accordance with the rules of the OAL~~. Any request for abeyance, whether directed to the Commissioner or the **arbitrator** ~~OAL~~, shall be consistent with the intent of N.J.S.A. 18A:6-16 as amended by P.L. 1998, c.42.

F. Withdrawal, Settlement, or Mooting of Tenure Charges – N.J.A.C. 6A:3-5.6

1. Once tenure charges are certified to the Commissioner, ~~such charges~~ **they** may be withdrawn or settled only with the ~~Commissioner's~~ approval. Any proposed withdrawal or settlement, whether submitted to the Commissioner or to the **arbitrator** ~~ALJ~~, shall address the following standards established by the State Board of Education in the matter entitled *In re Cardonick*, State Board decision of April 6, 1983 (1990 *School Law Decisions* (S.L.D.) 842, 846):



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3144/page 11 of 12

Certification of Tenure Charges

- a. Accompaniment by documentation as to the nature of the charges;
 - b. Explication of the circumstances justifying settlement or withdrawal;
 - c. Consent of both the charged and charging parties;
 - d. Indication ~~that~~ the charged party entered into the agreement with a full understanding of his or her rights;
 - e. A showing ~~that~~ the agreement is in the public interest; and
 - f. ~~Where~~ **If** the charged party is a teaching staff member, a showing ~~that~~ the teaching staff member has been advised of the Commissioner's duty to refer tenure determinations resulting in loss of position to the State Board of Examiners for possible suspension or revocation of certificate.
2. A settlement agreement shall not propose terms that would restrict access to information or records deemed public by law or result in misrepresentation of the reason for an employee's separation from service. ~~Where~~ **If** tenure charges have been certified to the Commissioner by a Board of Education, any proposed settlement shall indicate, by signature of the Board Attorney or inclusion of a Board of Education resolution authorizing settlement, that the Board of Education has consented to the terms of the settlement.
 3. A proposed withdrawal or settlement of tenure charges shall be submitted to the Commissioner prior to transmittal of such charges to the **arbitrator OAL**; thereafter, it shall be submitted to the **arbitrator ALJ** ~~in accordance with applicable rules of the OAL.~~
 4. **If** ~~Where~~ tenure proceedings against a teaching staff member are concluded prior to adjudication because the charged party has unilaterally resigned or retired, the Commissioner may refer the matter to the State Board of Examiners for action against the charged party's certificate as it deems appropriate, when such referral is warranted under the provisions governing resignation or retirement prior to conclusion of tenure charges as set forth in N.J.A.C. 6A:9-17.4.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3144/page 12 of 12

Certification of Tenure Charges

5. **If ~~Where~~** a proposed settlement requires the tenured employee to relinquish a certificate issued by the State Board of Examiners, upon approval of the settlement agreement, the Commissioner shall forward the matter to the State Board of Examiners for proceedings in accordance with N.J.A.C. 6A:9-17.11.

Issued:



POLICY GUIDE

SUPPORT STAFF MEMBERS

4146/page 1 of 2

Nonrenewal of Nontenured Support Staff Member

Oct 13

[See POLICY ALERT Nos. 137, 144, 166 and 201]

4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

The Board will renew the employment contract of a nontenured support staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval for arbitrary and capricious reasons. A nontenured support staff member who is not recommended for renewal by the Superintendent is deemed nonrenewed.

When the nontenured support staff member's performance does not meet the standards of the district, the Superintendent shall recommend not to renew the support staff member's contract. Prior to notifying the **nontenured** support staff member of the nonrenewal, the Superintendent will notify the Board of the recommendation not to renew the support staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board in a written notice or in executive session at a full Board meeting. In the event the Board is notified in executive session, the Superintendent will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the **nontenured support** staff member their employment will be discussed in executive session in order for the support staff member to exercise their statutory right to request a public discussion.

The Superintendent shall notify each **nontenured** support staff member to whom reemployment will not be offered in writing **in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties on or before May 15.** ~~Paraprofessionals continuously employed since the preceding September 30 as a school aide or classroom aide in a school district that receives funding under Title I of the Federal Elementary and Secondary Education Act of 1965 shall be notified of renewal or nonrenewal on or before May 15 in each year in accordance with the provisions of N.J.S.A. 18A:27-10.2.~~

A ~~The~~ **nontenured** support staff member whose contract is not renewed **shall have** ~~has~~ the right to a written statement ~~of for~~ the reasons for nonrenewal, provided the request for the statement of reasons is made within fifteen days of the Superintendent's written notification of nonrenewal to the support staff member. The statement of reasons shall be provided to ~~a the~~ **nontenured support** staff member within thirty days after the receipt of the request.



POLICY GUIDE

SUPPORT STAFF MEMBERS

4146/page 2 of 2

Nonrenewal of Nontenured Support Staff Member

Whenever a nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment, the nontenured support staff member shall have the right to an informal appearance before the Board to permit the support staff member an opportunity to convince the members of the Board to offer reemployment, provided that a request for such an appearance is received within ten days after the support staff member receives the statement of reasons provided by the Superintendent. The informal appearance before the Board shall be held in accordance with the provisions of N.J.A.C. 6A:10-8.1.

The Board is not required to offer reemployment or vote on reemployment after an informal ~~hearing~~ **appearance** with a **nontenured** support staff member who was not recommended for reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the **nontenured** support staff member reemployment after the **informal appearance before employee has had the opportunity to meet informally with the Board. The support staff member will be notified of the Board's final determination within three days following the informal appearance before the Board.**

The provisions as outlined in Policy and Regulation 4146 may be revised or adjusted by the Superintendent of Schools to be in accordance with the terms and timelines of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties provided the terms are not contrary to any statute, administrative code, or any management rights of the Board.

This policy does not apply to the contract renewal of the Treasurer of School Moneys, Board Auditor, Board Attorney or Board Secretary, except a Board Secretary who performs business administration functions.

N.J.S.A. 18A:27-4.1.

Adopted:



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4146/page 1 of 6

Nonrenewal of Nontenured Support Staff Member

Oct 13

[See POLICY ALERT Nos. 137, 144, 166 and 201]

R 4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

A. Evaluations

1. Each nontenured support staff member shall be evaluated _____
at least one time each school year.
2. Evaluations shall set forth both the strengths and weaknesses of the **nontenured** support ~~teaching~~ staff member in order to provide an accurate assessment of his/her performance and to encourage the improvement of that performance.
3. Supervisors shall constructively point out performance deficiencies and offer assistance to nontenured support staff members in the improvement of professional skills.

B. Nonrenewal Recommendation

1. When a nontenured support staff member's performance does not meet the standards of the district, the _____ **support staff member's immediate supervisor** shall recommend to the Superintendent, no later than **April 1** _____, that the support staff member should not be reemployed in the following school year.
2. The nontenured support staff member shall be informed by the Superintendent of Schools, in writing, that employment for the next succeeding school year will not be offered. This written notice shall be provided to the **nontenured** support staff member **in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties** ~~on or before May 15.~~



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4146/page 2 of 6

Nonrenewal of Nontenured Support Staff Member

3. A recommendation by the Superintendent for nonrenewal may be based upon the **nontenured** support staff member's evaluations, job performance, or any factor affecting his/her employment in this district. ~~Nonrenewal shall not be recommended for any reasons that are trivial and insubstantial; unsupported by facts; based upon the support staff member's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability, if any; or is based upon the support staff member's exercise of his/her protected right of free expression and association. Expressions or associations that interfere with the operation of the district may not rise to the level of protected activity.~~
4. A ~~n~~**N**ontenured support staff member's contracts can only be renewed upon the Superintendent's recommendation and a majority vote of the full Board. The Board may not withhold its approval for arbitrary and capricious reasons.

C. Nonrenewal Action

{Select Option 1 or 2}

Option 1

1. The Superintendent will notify the Board ~~m~~**M**embers of the recommendation not to renew ~~the a~~ **a nontenured** support staff member's contract **before notifying the support staff member of the recommendation to not renew. The Superintendent may notify the Board members of the recommendation not to renew the nontenured support staff member's contract** and the reasons for the recommendation in a written notice to the Board ~~no later than May 10. In the alternative, the Superintendent may notify the Board members of the recommendation not to renew a nontenured support staff member in executive session. Using this option,~~

OR



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4146/page 3 of 6

Nonrenewal of Nontenured Support Staff Member

Option 2

1. ~~t~~The Board will meet in executive session ~~no later than May 10~~ to review the Superintendent's recommendation(s) for **nonrenewal nonemployment** of nontenured support staff members. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than **forty-eight** _____ hours in advance of the meeting, to those **nontenured support staff members** employees whose possible nonrenewal will be discussed at the meeting. If any such employee requests ~~that~~ the discussion take place in public, the recommendation for his/her nonrenewal will be severed from **any other nonrenewal recommendation** ~~the rest~~ and will be scheduled for discussion at a public meeting ~~to be held no later than May 10~~.
2. A nontenured support staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured support staff member's **contract**.

D. Notice of Nonrenewal

1. Notice of the **Superintendent's** decision not to renew shall be given to ~~the~~ **each** nontenured support staff member not recommended for renewal **in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties** ~~on or before May 15~~. The Board may delegate the Superintendent or the Board Secretary to give the written notice of nonrenewal.
2. ~~The nonrenewal n~~Notice shall be in writing and provided to the nontenured teaching staff member **not recommended for renewal in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties** ~~on or before May 15~~. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the **nontenured support staff member's** ~~employee's~~ address of record.



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4146/page 4 of 6

Nonrenewal of Nontenured Support Staff Member

E. Request for Statement of Reasons

1. A nonrenewed support staff member will be given a written statement of the reasons for which he/she was not renewed provided the **support** staff member's request for a statement of reasons has been received by the **Superintendent** _____ within fifteen calendar days after the support ~~teaching~~ staff member has received written notice of his/her nonrenewal.
2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the employee's evaluations and the employee has been given a copy of those evaluations, the statement of reasons may incorporate the evaluations by reference.
3. The statement of reasons may be prepared by the Superintendent or the Board Secretary and shall be delivered to the employee who requested it within thirty calendar days after the receipt of the employee's request.

F. Nonrenewal Appearance

1. A support staff member who has requested a statement of reasons for his/her nonrenewal will be granted an informal appearance before the Board to discuss those reasons, provided that he/she had submitted to the **Superintendent** _____ a written request for such an appearance no later than ten calendar days after ~~the support staff member's receipt of he/she has received~~ the written statement of reasons.
2. A date ~~shall be set for the an informal appearance, which shall be held~~ **shall be scheduled** within thirty calendar days ~~from~~ of the **support staff member's** ~~employee's~~ receipt of the Board's statement of reasons. The appearance shall be conducted at an executive session for which notice has been given in accordance with N.J.S.A. 10:4-13. The Board will determine a reasonable



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4146/page 5 of 6

Nonrenewal of Nontenured Support Staff Member

length of time to be devoted to the appearance, **depending upon each instance's specific circumstances.** ~~taking into account the circumstances of the nonrenewal and the statement of the reasons given to the employee.~~ The proceeding of an informal appearance before the Board may be conducted pursuant to N.J.A.C. 10:4-12(b)(8).

3. The support staff member requesting the appearance shall be given written notice, no later than **forty-eight** hours in advance of the meeting at which it is scheduled, of the date, time, place, and duration of the appearance.
4. The purpose of the appearance shall be to permit the nonrenewed support staff member to convince the members of the Board to offer reemployment. To those ends, the appearance shall be informally conducted. This appearance provides a mechanism by which the nontenured support staff member, whose renewal has not been recommended by the Superintendent, can appeal to the Board, on which the Superintendent sits as a non-voting member pursuant to N.J.S.A. 18A:17-20. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board presiding and the appearance **shall** ~~will~~ not be ~~become~~ an adversary proceeding.
5. The support staff member may be represented by an attorney or by one individual of his/her choosing. He/She may present witnesses to testify on in his/her behalf. Witnesses **do not need** ~~not be sworn to present testimony~~ under oath, and their statements ~~will~~ **may** be recorded. The Board will ~~simply~~ hear witnesses and ~~will~~ **shall** not cross-examine them. Witnesses will be called into the meeting to address the Board one at a time and shall be excused from the meeting after making their statements.

G. Final Determination

1. **A nontenured support staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board vote is required on the Superintendent's recommendation(s) to not renew a nontenured support staff**



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4146/page 6 of 6

Nonrenewal of Nontenured Support Staff Member

member. However, ~~a~~After the ~~an~~ **informal** appearance before the Board, the Superintendent may make a recommendation for reemployment to the voting members of the Board. The voting members of the Board, by a majority vote of the full Board in public session, must approve the reemployment based on the Superintendent's recommendation. ~~The Board may not withhold its approval for arbitrary and capricious reasons. A nontenured support staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured support staff member.~~

2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the **nontenured** support staff member reemployment after **the informal appearance before the Board** ~~an informal hearing~~.
3. The final determination will be delivered to the nontenured support staff member, in writing, no later than three days **following** after the informal appearance. The Board may delegate the Superintendent or the Board Secretary to deliver the final determination.

[Back to Top](#)

Issued:



12/6 11:10am

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 General Fund - Fund 10 (including 16, 17 & 18)
 Interim Balance Sheet
 For 5 Month Period Ending 11/30/2013

=====
 ASSETS AND RESOURCES
 =====

--- A S S E T S ---

101	Cash in bank		\$1,510,670.78
121	Tax levy receivable		\$7,352,807.00
	Accounts receivable:		
132	Interfund	\$18,926.00	
141	Intergovernmental - State	\$1,012,329.68	
142	Intergovernmental - Federal	\$4,236.52	
143	Intergovernmental - Other	(\$1,775.82)	
			\$1,033,716.38
	Other Current Assets		\$0.00

--- R E S O U R C E S ---

301	Estimated Revenues	\$13,967,006.00	
302	Less Revenues	(\$13,342,598.36)	
			\$624,407.64
	Total assets and resources		\$10,521,601.80

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10 (including 16, 17 & 18)
Interim Balance Sheet
For 5 Month Period Ending 11/30/2013

=====

LIABILITIES AND FUND EQUITY

=====

--- L I A B I L I T I E S ---

421	Accounts Payable	\$4,236.52
	Other current liabilities	\$3,050.00
TOTAL LIABILITIES		\$7,286.52

=====

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	\$7,150,206.38
754	Reserve for encumbrance - Prior Year	\$174,798.88
	Reserved fund balance:	
760	Reserved Fund Balance	\$546,053.84
601	Appropriations	\$14,565,464.80
602	Less : Expenditures	\$5,317,422.69
603	Encumbrances	\$7,325,005.26 (\$12,642,427.95)
		\$1,923,036.85
	Total Appropriated	\$9,794,095.95

--- U n a p p r o p r i a t e d ---

770	Fund Balance	\$764,782.33
303	Budgeted Fund Balance	(\$44,563.00)

TOTAL FUND BALANCE	\$10,514,315.28
--------------------	-----------------

TOTAL LIABILITIES AND FUND EQUITY	\$10,521,601.80
-----------------------------------	-----------------

=====

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$14,565,464.80	\$12,642,427.95	\$1,923,036.85
Revenues	(\$13,967,006.00)	(\$13,342,598.36)	(\$624,407.64)
	\$598,458.80	(\$700,170.41)	\$1,298,629.21
Less: Adjust for prior year encumb.	(\$553,895.80)	(\$553,895.80)	
	\$44,563.00	(\$1,254,066.21)	\$1,298,629.21

=====

Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	\$44,563.00	(\$1,254,066.21)	\$1,298,629.21
Fund 16 (Restricted ARRA-ESF)	\$0.00	\$0.00	\$0.00
Fund 17 (Restricted ARRA-GSF)	\$0.00	\$0.00	\$0.00
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00

TOTAL Budgeted Fund Balance	\$44,563.00	(\$1,254,066.21)	\$1,298,629.21
-----------------------------	-------------	------------------	----------------

=====

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 5 Month Period Ending 11/30/2013

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$12,553,104.00	\$11,928,696.36		\$624,407.64
3XXX	From State Sources	\$1,413,902.00	\$1,413,902.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$13,967,006.00	\$13,342,598.36		\$624,407.64
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,479,562.00	\$493,660.33	\$880,258.18	\$105,643.49
11-230-X00-XXX	Basic Skills - Remedial Instruction	\$97,157.70	\$30,980.50	\$64,753.20	\$1,424.00
11-240-X00-XXX	Bilingual Education - Instruction	\$61,588.10	\$17,878.97	\$42,765.13	\$944.00
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,761,346.94	\$1,150,665.92	\$1,949,901.86	\$660,779.16
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$55,405.00	\$10,020.61	\$41,033.14	\$4,351.25
11-402-100-XXX	School-Spons. Athletics - Instruction	\$63,441.00	\$27,753.13	\$28,583.57	\$7,104.30
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-213-XXX	Health Services	\$187,749.39	\$64,183.51	\$102,612.58	\$20,953.30
11-000-218-XXX	Guidance	\$524,859.54	\$163,038.88	\$357,726.44	\$4,094.22
11-000-219-XXX	Child Study Teams	\$179,299.68	\$70,052.00	\$104,718.36	\$4,529.32
11-000-221-XXX	Improvement Of Inst./Other Support				
	Improvement of Inst. Serv.	\$310,919.42	\$111,187.60	\$152,772.16	\$46,959.66
11-000-222-XXX	Educational Media Serv/School Library	\$181,565.15	\$66,600.79	\$74,503.13	\$40,461.23
11-000-223-XXX	Instructional Staff Training Services	\$113,123.00	\$46,043.98	\$25,980.83	\$41,098.19
11-000-230-XXX	Supp. Serv.-General Administration	\$537,473.57	\$231,416.73	\$262,678.87	\$43,377.97
11-000-240-XXX	Supp. Serv.-School Administration	\$553,435.74	\$238,854.87	\$303,139.24	\$11,441.63
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$755,872.48	\$334,396.38	\$380,017.51	\$41,458.59
11-000-261-XXX	Allowable Maint. for School Facilities	\$1,336,952.51	\$752,393.12	\$545,765.44	\$38,793.95
11-000-262-XXX	Custodial Services	\$1,310,557.00	\$483,717.05	\$739,905.85	\$86,934.10
11-000-263-XXX	Care and Upkeep of Grounds	\$15,500.00	.00	.00	\$15,500.00
11-000-266-XXX	Security	\$88,583.06	\$36,711.00	\$51,872.06	.00
11-000-270-XXX	Student Transportation Services	\$120,591.06	\$14,536.51	\$48,134.34	\$57,920.21
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,574,704.17	\$873,695.77	\$1,135,879.37	\$565,129.03
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$14,309,686.51	\$5,217,787.65	\$7,293,001.26	\$1,798,897.60
		=====	=====	=====	=====

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 5 Month Period Ending 11/30/2013

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
 *** CAPITAL OUTLAY ***				
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$194,381.00	\$40,419.00	\$32,004.00	\$121,958.00
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$194,381.00	\$40,419.00	\$32,004.00	\$121,958.00
	=====	=====	=====	=====
 *** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$61,397.29	\$59,216.04	.00	\$2,181.25
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$61,397.29	\$59,216.04	\$0.00	\$2,181.25
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	\$14,565,464.80	\$5,317,422.69	\$7,325,005.26	\$1,923,036.85
	=====	=====	=====	=====

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 5 Month Period Ending 11/30/2013

		ESTIMATED	ACTUAL	UNREALIZED
		_____	_____	_____
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,452,904.00	\$11,452,904.00	.00
1310	Tuition- From LEA's	\$592,800.00	\$147,240.00	\$445,560.00
1XXX	Miscellaneous	\$507,400.00	\$328,552.36	\$178,847.64
		_____	_____	_____
	TOTAL	\$12,553,104.00	\$11,928,696.36	\$624,407.64
		=====	=====	=====
--- 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	\$366,426.00	\$366,426.00	.00
3XXX	Other State Aids	\$108,616.00	\$108,616.00	\$0.00
		_____	_____	_____
	TOTAL	\$1,413,902.00	\$1,413,902.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$13,967,006.00	\$13,342,598.36	\$624,407.64
		=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 5 Month Period Ending 11/30/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,195,639.66	\$377,345.64	\$787,684.16	\$30,609.86
11-140-100-106 Other Salaries for Instruction	\$39,363.84	\$11,577.60	\$27,786.24	.00
11-140-100-320 Purchased Prof.-Ed. Services	\$40,000.00	.00	.00	\$40,000.00
11-140-100-500 Other Purchased Services	\$5,584.00	\$2,441.96	\$201.85	\$2,940.19
11-140-100-610 General Supplies	\$165,180.00	\$99,166.68	\$59,440.56	\$6,572.76
11-140-100-640 Textbooks	\$13,661.50	\$3,128.45	\$229.37	\$10,303.68
11-140-100-800 Other Objects	\$18,103.00	.00	\$2,886.00	\$15,217.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,030.00	\$0.00	\$2,030.00	\$0.00
TOTAL				
	\$1,479,562.00	\$493,660.33	\$880,258.18	\$105,643.49
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$93,157.70	\$26,980.50	\$64,753.20	\$1,424.00
11-230-100-610 General Supplies	\$4,000.00	\$4,000.00	.00	.00
TOTAL				
	\$97,157.70	\$30,980.50	\$64,753.20	\$1,424.00
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$61,588.10	\$17,878.97	\$42,765.13	\$944.00
TOTAL				
	\$61,588.10	\$17,878.97	\$42,765.13	\$944.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,709,024.13	\$798,106.29	\$1,621,745.33	\$289,172.51
11-310-100-106 Other Salaries for Instruction	\$54,900.00	\$11,005.09	\$43,894.91	.00
11-310-100-320 Purchased Prof.-Ed. Services	\$203,020.00	.00	\$13,200.00	\$189,820.00
11-310-100-500 Other Purchased Services	\$52,332.00	\$6,890.86	\$7,888.91	\$37,552.23
11-310-100-610 General Supplies	\$414,169.64	\$246,792.87	\$50,702.75	\$116,674.02
11-310-100-640 Textbooks	\$33,582.12	\$2,755.42	\$22,553.92	\$8,272.78
11-310-100-800 Other Objects	\$12,992.25	\$4,815.22	\$1,850.00	\$6,327.03
Total				
	\$3,480,020.14	\$1,070,365.75	\$1,761,835.82	\$647,818.57
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$269,145.80	\$77,523.36	\$187,362.24	\$4,260.20
11-320-100-500 Other Purchased Services	\$1,015.00	\$600.00	\$44.10	\$370.90
11-320-100-610 General Supplies	\$11,166.00	\$2,176.81	\$659.70	\$8,329.49

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 5 Month Period Ending 11/30/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
Total	\$281,326.80	\$80,300.17	\$188,066.04	\$12,960.59
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$42,209.00	\$7,419.33	\$34,789.67	.00
11-401-100-600 Supplies and Materials	\$13,196.00	\$2,601.28	\$6,243.47	\$4,351.25
TOTAL	\$55,405.00	\$10,020.61	\$41,033.14	\$4,351.25
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$43,000.00	\$16,409.33	\$21,697.67	\$4,893.00
11-402-100-500 Purchased Services	\$15,000.00	\$11,287.80	\$3,712.20	.00
11-402-100-600 Supplies and Materials	\$5,441.00	\$56.00	\$3,173.70	\$2,211.30
TOTAL	\$63,441.00	\$27,753.13	\$28,583.57	\$7,104.30
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$153,153.39	\$54,258.29	\$98,895.10	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$22,969.00	\$1,625.00	\$3,398.52	\$17,945.48
11-000-213-600 Supplies and Materials	\$11,221.00	\$8,300.22	\$318.96	\$2,601.82
11-000-213-800 Other Objects	\$406.00	.00	.00	\$406.00
TOTAL	\$187,749.39	\$64,183.51	\$102,612.58	\$20,953.30
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$418,218.52	\$120,554.60	\$297,663.92	.00
11-000-218-105 Sal Sec. & Clerical Asst.	\$105,626.02	\$41,479.50	\$60,062.52	\$4,084.00
11-000-218-600 Supplies and Materials	\$1,015.00	\$1,004.78	.00	\$10.22
TOTAL	\$524,859.54	\$163,038.88	\$357,726.44	\$4,094.22
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$75,453.38	\$27,250.92	\$46,871.71	\$1,330.75
11-000-219-105 Sal Sec. & Clerical Asst.	\$92,172.30	\$38,256.33	\$53,915.97	.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,076.00	\$2,133.00	\$2,943.00	.00
11-000-219-500 Other Purchased Services	\$1,015.00	\$788.90	\$226.10	.00
11-000-219-600 Supplies and Materials	\$2,030.00	\$831.85	\$761.58	\$436.57
11-000-219-800 Other Objects	\$3,553.00	\$791.00	.00	\$2,762.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 5 Month Period Ending 11/30/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
TOTAL	\$179,299.68	\$70,052.00	\$104,718.36	\$4,529.32
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$90,300.00	\$38,384.14	\$51,893.41	\$22.45
11-000-221-104 Salaries Other Prof. Staff	\$76,900.00	\$32,704.80	\$44,185.80	\$9.40
11-000-221-105 Sal Secr. & Clerical Asst.	\$133,060.42	\$38,520.13	\$53,556.29	\$40,984.00
11-000-221-500 Other Purchased Services	\$5,076.00	\$1,263.50	\$2,727.90	\$1,084.60
11-000-221-600 Supplies and Materials	\$2,538.00	.00	\$407.76	\$2,130.24
11-000-221-800 Other Objects	\$3,045.00	\$315.03	\$1.00	\$2,728.97
TOTAL	\$310,919.42	\$111,187.60	\$152,772.16	\$46,959.66
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$65,549.15	\$9,139.05	\$19,042.60	\$37,367.50
11-000-222-177 Salaries of Technology Coordinators	\$86,760.00	\$36,886.70	\$49,873.29	\$0.01
11-000-222-500 Other Purchased Services	\$4,060.00	\$2,592.10	\$746.00	\$721.90
11-000-222-600 Supplies and Materials	\$21,136.00	\$17,092.94	\$4,043.06	.00
11-000-222-800 Other Objects	\$4,060.00	\$890.00	\$798.18	\$2,371.82
TOTAL	\$181,565.15	\$66,600.79	\$74,503.13	\$40,461.23
--- Instructional Staff Training Services ---				
11-000-223-104 Salaries Other Prof. Staff	\$50,400.00	\$40,535.40	\$9,864.60	.00
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$41,847.00	.00	\$10,000.00	\$31,847.00
11-000-223-500 Other Purchased Services	\$18,846.00	\$3,550.15	\$6,044.66	\$9,251.19
11-000-223-600 Supplies and Materials	\$2,030.00	\$1,958.43	\$71.57	.00
TOTAL	\$113,123.00	\$46,043.98	\$25,980.83	\$41,098.19
--- Support services-general administration ---				
11-000-230-100 Salaries	\$280,855.07	\$117,849.07	\$162,930.00	\$76.00
11-000-230-331 Legal Services	\$76,133.00	\$27,538.52	\$48,594.48	.00
11-000-230-332 Audit Fees	\$33,500.00	\$33,380.00	.00	\$120.00
11-000-230-339 Other Purchased Prof. Svc.	\$3,045.00	\$3,045.00	.00	.00
11-000-230-530 Communications/Telephone	\$76,132.00	\$20,265.34	\$36,600.22	\$19,266.44
11-000-230-590 Other Purchased Services	\$13,000.00	\$3,414.84	\$69.12	\$9,516.04
11-000-230-61X General Supplies	\$11,166.00	.00	\$7,839.44	\$3,326.56
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,553.00	\$781.25	.00	\$2,771.75
11-000-230-890 Misc. Expenditures	\$32,354.50	\$18,392.96	\$6,645.61	\$7,315.93
11-000-230-895 BOE Membership Dues and Fees	\$7,735.00	\$6,749.75	.00	\$985.25

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 5 Month Period Ending 11/30/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$537,473.57	\$231,416.73	\$262,678.87	\$43,377.97
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$338,500.00	\$143,213.61	\$194,963.76	\$322.63
11-000-240-105 Sal Secr. & Clerical Asst.	\$166,213.62	\$66,950.20	\$96,944.42	\$2,319.00
11-000-240-11X Other Salaries	\$7,022.93	\$1,460.00	\$5,562.93	.00
11-000-240-500 Other Purchased Services	\$26,704.00	\$15,873.40	\$5,548.50	\$5,282.10
11-000-240-600 Supplies and Materials	\$10,450.19	\$8,362.16	\$119.63	\$1,968.40
11-000-240-800 Other Objects	\$4,545.00	\$2,995.50	.00	\$1,549.50
TOTAL	\$553,435.74	\$238,854.87	\$303,139.24	\$11,441.63
--- Central Services ---				
11-000-251-100 Salaries	\$334,155.73	\$140,715.13	\$193,440.60	.00
11-000-251-330 Purchased Prof. Svcs.	\$29,000.00	\$26,447.76	\$1,917.54	\$634.70
11-000-251-340 Purchased Technical Svcs.	\$17,000.00	\$8,376.00	.00	\$8,624.00
11-000-251-600 Supplies and Materials	\$13,489.69	\$6,077.18	\$6,214.13	\$1,198.38
11-000-251-890 Other Objects	\$6,091.00	\$2,150.30	\$535.70	\$3,405.00
TOTAL	\$399,736.42	\$183,766.37	\$202,107.97	\$13,862.08
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$254,136.06	\$104,417.73	\$149,718.33	.00
11-000-252-500 Other Pur Serv. (400-500 series)	\$85,000.00	\$38,975.04	\$18,439.83	\$27,585.13
11-000-252-600 Supplies and Materials	\$17,000.00	\$7,237.24	\$9,751.38	\$11.38
TOTAL	\$356,136.06	\$150,630.01	\$177,909.54	\$27,596.51
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$604,866.80	\$259,598.66	\$340,782.64	\$4,485.50
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$685,541.71	\$463,269.20	\$195,824.83	\$26,447.68
11-000-261-610 General Supplies	\$36,393.00	\$26,285.27	\$8,694.85	\$1,412.88
11-000-261-800 Other Objects	\$10,151.00	\$3,239.99	\$463.12	\$6,447.89
TOTAL	\$1,336,952.51	\$752,393.12	\$545,765.44	\$38,793.95
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$360,000.00	\$149,186.31	\$208,563.59	\$2,250.10
11-000-262-490 Other Purchased Property Svc.	\$60,000.00	\$13,469.06	\$43,331.94	\$3,199.00
11-000-262-520 Insurance	\$225,557.00	\$119,931.00	\$105,626.00	.00
11-000-262-621 Energy (Natural Gas)	\$170,000.00	\$33,056.08	\$55,458.92	\$81,485.00
11-000-262-622 Energy (Electricity)	\$495,000.00	\$168,074.60	\$326,925.40	.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 5 Month Period Ending 11/30/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
TOTAL	\$1,310,557.00	\$483,717.05	\$739,905.85	\$86,934.10
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$15,500.00	.00	.00	\$15,500.00
TOTAL	\$15,500.00	\$0.00	\$0.00	\$15,500.00
--- Security ---				
11-000-266-100 Salaries	\$88,583.06	\$36,711.00	\$51,872.06	.00
TOTAL	\$88,583.06	\$36,711.00	\$51,872.06	\$0.00
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$40,699.06	\$11,570.78	\$24,080.32	\$5,047.96
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,045.00	.00	.00	\$3,045.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$26,091.00	\$2,015.00	\$22,737.00	\$1,339.00
11-000-270-514 Contract Svc (spec.ed.)-vendors	\$3,045.00	.00	.00	\$3,045.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$29,947.00	\$192.16	.00	\$29,754.84
11-000-270-593 Misc. Purchased Svc.- Transp.	\$12,689.00	.00	.00	\$12,689.00
11-000-270-610 General Supplies	\$2,030.00	\$758.57	\$1,257.02	\$14.41
11-000-270-800 Misc. Expenditures	\$3,045.00	.00	\$60.00	\$2,985.00
TOTAL	\$120,591.06	\$14,536.51	\$48,134.34	\$57,920.21
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$200,000.00	\$93,775.77	\$106,224.23	.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$323,691.27	\$4,039.85	\$4,492.26	\$315,159.16
11-XXX-XXX-250 Unemployment Compensation	\$62,429.00	\$13,926.03	\$21,090.97	\$27,412.00
11-XXX-XXX-260 Workman's Compensation	\$180,688.00	\$87,650.00	\$93,038.00	.00
11-XXX-XXX-270 Health Benefits	\$1,727,895.90	\$662,784.97	\$901,774.16	\$163,336.77
11-XXX-XXX-280 Tuition Reimbursement	\$30,000.00	\$1,645.00	\$9,259.75	\$19,095.25
11-XXX-XXX-290 Other Employee Benefits	\$50,000.00	\$9,874.15	.00	\$40,125.85
TOTAL	\$2,574,704.17	\$873,695.77	\$1,135,879.37	\$565,129.03
Total Undistributed expenditures	\$8,791,185.77	\$3,486,828.19	\$4,285,706.18	\$1,018,651.40
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$14,309,686.51	\$5,217,787.65	\$7,293,001.26	\$1,798,897.60
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$14,309,686.51	\$5,217,787.65	\$7,293,001.26	\$1,798,897.60
	=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 5 Month Period Ending 11/30/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$7,000.00	.00	.00	\$7,000.00
12-000-400-450 Construction services	\$155,943.00	\$40,419.00	\$32,004.00	\$83,520.00
12-000-400-800 Other objects	\$31,438.00	.00	.00	\$31,438.00
Facilits. Acqstn. Const. Sevr. -- TOTAL --	\$194,381.00	\$40,419.00	\$32,004.00	\$121,958.00
TOTAL	\$194,381.00	\$40,419.00	\$32,004.00	\$121,958.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$194,381.00	\$40,419.00	\$32,004.00	\$121,958.00
*** SPECIAL SCHOOLS ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$55,000.00	\$55,000.00	\$0.00	\$0.00
13-422-100-610 General supplies	\$6,397.29	\$4,216.04	.00	\$2,181.25
TOTAL	\$6,397.29	\$4,216.04	\$0.00	\$2,181.25
TOTAL SUMMER SCHOOL	\$61,397.29	\$59,216.04	\$0.00	\$2,181.25
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$61,397.29	\$59,216.04	\$0.00	\$2,181.25
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$14,565,464.80	\$5,317,422.69	\$7,325,005.26	\$1,923,036.85

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.

For 5 Month Period Ending 11/30/2013

I, Diane Strober, 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.

Board Secretary/Business Administrator

11/30/2013

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 5 Month Period Ending 11/30/13

=====

LIABILITIES AND FUND EQUITY

=====

--- L I A B I L I T I E S ---

Other current liabilities	\$18,926.00
---------------------------	-------------

TOTAL LIABILITIES	\$18,926.00
-------------------	-------------

=====

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	\$527,733.18
-----	---	--------------

601	Appropriations	\$1,036,261.00
-----	----------------	----------------

602	Less: Expenditures	\$392,196.89
-----	--------------------	--------------

603	Encumbrances	\$527,733.18 (\$919,930.07)
-----	--------------	----------------------------------

		\$116,330.93
--	--	--------------

TOTAL FUND BALANCE	\$644,064.11
--------------------	--------------

TOTAL LIABILITIES AND FUND EQUITY	\$662,990.11
-----------------------------------	--------------

=====

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 5 Month Period Ending 11/30/13

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$114,000.00	\$93,600.00		\$20,400.00
3XXX	From State Sources	\$492,977.00	\$173,238.00		\$319,739.00
4XXX	From Federal Sources	\$429,284.00	\$39,345.00		\$389,939.00
		_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS		\$1,036,261.00	\$306,183.00		\$730,078.00
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		_____	_____	_____	_____
*** EXPENDITURES ***					
LOCAL PROJECTS:		\$114,000.00	\$79,390.32	\$13,102.85	\$21,506.83
STATE PROJECTS:					
Vocational education		\$146,500.00	\$44,336.97	\$93,613.38	\$8,549.65
Other special projects		\$346,477.00	\$120,601.50	\$203,072.30	\$22,803.20
		_____	_____	_____	_____
TOTAL STATE PROJECTS		\$492,977.00	\$164,938.47	\$296,685.68	\$31,352.85
FEDERAL PROJECTS:					
NCLB Title I		\$63,027.00	\$35,345.00	\$1,193.00	\$26,489.00
NCLB Title II - Part A/D		\$10,547.00	\$4,000.00	.00	\$6,547.00
I.D.E.A. Part B (Handicapped)		\$105,710.00	\$30,921.30	\$69,356.45	\$5,432.25
Vocational Education		\$250,000.00	\$77,601.80	\$147,395.20	\$25,003.00
		_____	_____	_____	_____
TOTAL FEDERAL PROJECTS		\$429,284.00	\$147,868.10	\$217,944.65	\$63,471.25
*** TOTAL EXPENDITURES ***		\$1,036,261.00	\$392,196.89	\$527,733.18	\$116,330.93
		=====	=====	=====	=====

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 5 Month Period Ending 11/30/13

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$114,000.00	\$93,600.00	\$20,400.00
	-----	-----	-----
Total Revenues from Local Sources	\$114,000.00	\$93,600.00	\$20,400.00
	=====	=====	=====
--- STATE SOURCES ---			
3XXX Other State Aids	\$492,977.00	\$173,238.00	\$319,739.00
	-----	-----	-----
Total Revenue from State Sources	\$492,977.00	\$173,238.00	\$319,739.00
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$63,027.00	\$35,345.00	\$27,682.00
4451-55 Title II	\$10,290.00	\$4,000.00	\$6,290.00
4420-29 I.D.E.A. Part B (Handicapped)	\$105,710.00	.00	\$105,710.00
4430-39 Vocational Education	\$250,000.00	.00	\$250,000.00
4XXX Other Federal Aids	\$257.00	\$0.00	\$257.00
	-----	-----	-----
Total Revenues from Federal Sources	\$429,284.00	\$39,345.00	\$389,939.00
	=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS	\$1,036,261.00	\$735,467.00	\$948,022.65
	=====	=====	=====

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.

For 5 Month Period Ending 11/30/13

I, Diane Strober, 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.

Board Secretary/Business Administrator

11/30/2013

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

12/6 11:10am

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 5 Month Period Ending 11/30/13

=====
 ASSETS AND RESOURCES
 =====

--- A S S E T S ---

101	Cash in bank		\$81,077.47
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$351,977.61	
			\$351,977.61

--- R E S O U R C E S ---

301	Estimated Revenues	\$2,601,227.12	
302	Less Revenues	(\$141,252.26)	
			\$2,459,974.86

	\$2,893,029.94	
--	----------------	--

=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 5 Month Period Ending 11/30/13

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year			\$826,526.96
751,752,76X	Other reserves			\$31,853.51
601	Appropriations		\$2,633,831.12	
602	Less : Expenditures	\$92,028.30		
603	Encumbrances	\$826,526.96	(\$918,555.26)	
				\$1,715,275.86
	Total Appropriated			\$2,573,656.33

--- Unappropriated ---

770	Fund balance			\$351,977.61
303	Budgeted Fund Balance			(\$32,604.00)

TOTAL FUND BALANCE \$2,893,029.94

TOTAL LIABILITIES AND FUND EQUITY \$2,893,029.94

=====

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 5 Month Period Ending 11/30/13

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$2,601,227.12	\$141,252.26		\$2,459,974.86
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$2,601,227.12	\$141,252.26		\$2,459,974.86
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$2,633,831.12	\$92,028.30	\$826,526.96	\$1,715,275.86
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$2,633,831.12	\$92,028.30	\$826,526.96	\$1,715,275.86
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$2,633,831.12	\$92,028.30	\$826,526.96	\$1,715,275.86
*** TOTAL EXPENDITURES AND TRANSFERS	\$2,633,831.12	\$92,028.30	\$826,526.96	\$1,715,275.86
	=====	=====	=====	=====

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.

For 5 Month Period Ending 11/30/13

I, **Diane Strober**, 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.

11/30/2013

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: November 30, 2013

CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$1,675,678.52	\$1,087,743.19	-\$1,252,750.93	\$1,510,670.78
ARRA-ESF Fund (16)	\$0.00	\$0.00	\$0.00	\$0.00
ARRA-GSF Fund (17)	\$0.00	\$0.00	\$0.00	\$0.00
Fund (18)	\$0.00	\$0.00	\$0.00	\$0.00
Special Revenue Fund (20)	-\$23,282.17	\$68,218.00	-\$112,023.72	-\$67,087.89
Capital Project Fund (30)	\$9,966.01	\$71,111.46	\$0.00	\$81,077.47
Debt Services Fund (40)	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Fund (61)	\$78,813.49	\$0.00	-\$78,813.49	\$0.00
Total Governmental Funds	\$1,741,175.85	\$1,227,072.65	-\$1,443,588.14	\$1,524,660.36
Summer Savings	\$22,458.68	\$10,851.19	\$0.00	\$33,309.87
Enterprise Fund (60) Cafeteria	\$32,435.96	\$15,515.23	-\$13,207.05	\$34,744.14
Payroll Fund (70)	\$0.00	\$480,946.05	-\$480,946.05	\$0.00
Agency Fund (90)	\$0.00	\$371,119.19	-\$371,119.19	\$0.00
Total Trust & Agency	\$54,894.64	\$878,431.66	-\$865,272.29	\$68,054.01
Grand Total for all Funds	\$1,796,070.49	\$2,105,504.31	-\$2,308,860.43	\$1,592,714.37
				\$1,592,714.37

[Back to Top](#)

Prepared and submitted by:

Michelle Fresco, Treasurer of School Moneys

12/6/2013

Resolution 2013-14/12-A

Selection of ESCO for the Implementation of an Energy Savings Improvement Project (ESIP)

WHEREAS, the Somerset County Vocational Board of Education (BOE) has issued a request for proposal in accordance with N.J.S.A. 18A:4.5 et seq (Competitive Contracting) for qualified Energy Service Company's (ESCO) to detail their qualification, experience and ability to design and implement an Energy Savings Plan and ESIP project for the BOE in accordance with P.L 2012, c.55 (P.L.2009, c.4); and

WHEREAS, a selection committee has been established to review and rate the response received in accordance with the specific evaluation criteria as outlined in the request for proposal issued; and

WHEREAS, the selection committee has determined that Honeywell International, 101 Columbia Road, Morristown, NJ 07962 is the most qualified ESCO in accordance with the evaluation criteria; and

WHEREAS, Honeywell will provide an Energy Savings Plan, including engineering, construction, project management as part of their proposal and that the total cost of services will be a predetermined amount and paid for out of the energy savings as calculated in accordance with P.L. 2012, c.55,

WHEREAS, there is no cost for the Energy Savings Plan and the BOE will have an option to continue the process to full implementation of the ESIP project once the ESP has been reviewed and approved by an independent 3rd party in accordance with P.L.2012, c.55, and adopted by the BOE.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education authorizes the Assistant Superintendent for Business / Board Secretary to execute a Project Development Agreement with Honeywell upon review and approval from the Board Attorney.

[Back to Top](#)