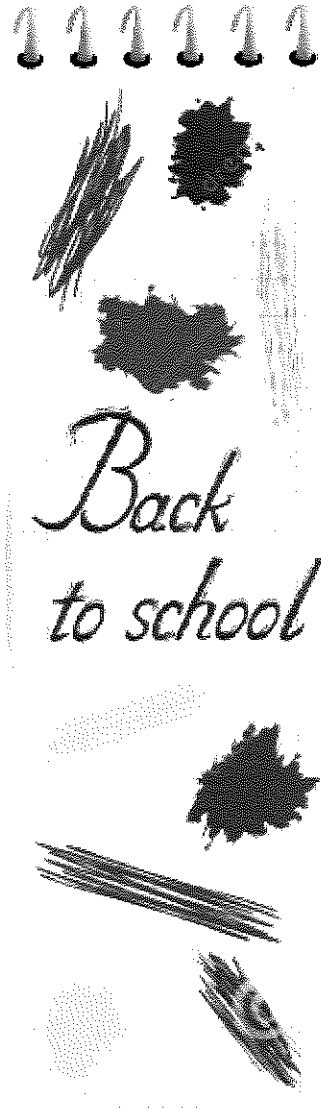


Hamilton Township
Board of Education



Agenda for
Regular Meeting

September 26, 2017

Visit our District Website to receive Agenda e-mails at:

<https://goo.gl/OuUCkv>

**Hamilton Township Public Schools
Mays Landing, New Jersey
Agenda for Regular Meeting
September 26, 2017**

Location: Davies School Library

Time: 6:00 p.m. (Executive Session) 7:00 p.m. (Regular Session)

- | | |
|---|-------------|
| I. Call to Order – Anne-Marie Fala, Business Administrator | <u>Page</u> |
| II. Roll Call | |
| III. Executive Session | |

Resolved that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the public shall be excluded from that portion of the meeting involving discussion of:

- **Confidential matters if necessary**

Further resolved that the discussion of such subject matter in executive session can be disclosed to the public when formal action is taken on such subject matter or at any other appropriate time.

Further resolved the Board may take action on items discussed in executive session. Further resolved that the Board will be in executive session for approximately _____ minutes.

Motion_____Second_____Vote_____

- IV. Flag Salute**

V. Notice of Advertisement of Meeting

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City, the Atlantic County Record, The Current of Mays Landing and notices posted at the Township Clerk's Office, Mays Landing Post Office, Atlantic County Library, as well as all the schools of the district. A mechanical device is being used to record this meeting and this meeting is also being video-taped.

There are two opportunities to address the members of the Board. The Board values and welcomes comments and opinions from residents as long as remarks are not personal or discourteous. The public comment portion of the meeting allows the Board to listen to community members and to hear their opinions on school policy and operations.

The first public portion is reserved for persons wishing to speak about agenda items only. The second opportunity, following the action items, is when residents may address the Board on any school-related issue. Each speaker is asked to limit their comments to three minutes and you are not permitted to yield your time to another. The public comments portion of the meeting, during both sessions, will not exceed 30 minutes. Upon being recognized, persons wishing to speak should stand and identify themselves by name and address.

VI. Moment of silence for private reflection

VII. Approval of Minutes

Action

1. Motion to approve the regular and executive session minutes of the meeting of August 28, 2017 (attachment Minutes-1).

15

Motion _____ Second _____ Vote _____

VIII. Correspondence

- XI. Receive comments from the public on tonight's agenda items in accordance with the Board's policy on participation at Board meeting

X. Board Member Comments

XI. Superintendent/Staff Reports

A. Information Items

1. Dates to Remember

- October 9, 2017 – Columbus Day – Schools Closed
- October 17, 2017 – Board of Education Meeting - 6:00 p.m. (Executive Session) – 7:00 p.m. (Regular Session)
- November 9 & 10, 2017 – NJEA Convention – Schools Closed
- November 21, 2017 - Board of Education Meeting - 6:00 p.m. (Executive Session) – 7:00 p.m. (Regular Session)
- November 23 & 24, 2017 – Thanksgiving – Schools Closed

XII. Committees and Recommendations

**A. Instruction Committee (Curriculum and Policy):
Chairperson: Mrs. Melton**

Action

1. Motion to approve to pay Tammy Wesley, Nicholas Gabriel, Tara Theis, Stephanie McKensie, Kristen Fisher and Clinton Richardson for providing Professional Development relative to Foundations on 9/7/17 (not to exceed 2 hours each) at the rate of \$26.00/hour as indicated in the 2016-2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association.
Motion _____ Second _____ Vote _____

Action

2. Motion to approve the local and grant funded extra-curricular activities and staff stipends for the 2017-2018 school year (attachment Instruction-2). 39
Motion _____ Second _____ Vote _____

Action

3. Motion to approve Policy and Regulation #1240 – Evaluation of Superintendent on first reading (attachment Instruction-3). 43
Motion _____ Second _____ Vote _____

Action

4. Motion to approve Policy #1511 – Board of Education Website Accessibility on first reading (attachment Instruction-4). 50
Motion _____ Second _____ Vote _____

Action	5. Motion to approve Motion to approve Policy and Regulation #3126 – District Mentoring Program on first reading (attachment Instruction-5). Motion_____Second_____Vote_____	53
Action	6. Motion to approve Policy and Regulation #3221 – Evaluation of Teachers on first reading (attachment Instruction-6). Motion_____Second_____Vote_____	62
Action	7. Motion to approve Policy and Regulation #3222 – Evaluation of Staff Members, Excluding Teachers and Administrators on first reading (attachment Instruction-7). Motion_____Second_____Vote_____	89
Action	8. Motion to approve Policy and Regulation #3223 – Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals on first reading (attachment Instruction-8). Motion_____Second_____Vote_____	106
Action	9. Motion to approve Policy and Regulation #3224 – Evaluation of Principals, Vice Principals and Assistant Principals on first reading (attachment Instruction-9). Motion_____Second_____Vote_____	123
Action	10. Motion to approve Policy and Regulation #3240 – Professional Development for Teachers and School Leaders on first reading (attachment Instruction-10). Motion_____Second_____Vote_____	148
Action	11. Motion to approve Policy and Regulation #5610 – Suspension on first reading (attachment Instruction-11). Motion_____Second_____Vote_____	159
Action	12. Motion to approve Policy #5620 – Expulsion on first reading (attachment Instruction-12). Motion_____Second_____Vote_____	171
Action	13. Motion to approve Policy and Regulation #7424 – Bed Bugs on first reading (attachment Instruction-13). Motion_____Second_____Vote_____	173

Action 14. Motion to approve Policy and Regulation #7461 – District Sustainability Policy on first reading (attachment Instruction-14). 178
Motion _____ Second _____ Vote _____

Action 15. Motion to approve Policy #8505 – Local Wellness Policy/Nutrient Standards for Meals and Other Foods on first reading (attachment Instruction-15).
Motion _____ Second _____ Vote _____

Action 16. Motion to approve Policy #3281 – Inappropriate Staff Conduct Teaching Staff on second reading.
Motion _____ Second _____ Vote _____

Action 17. Motion to approve Policy #4281 – Inappropriate Staff Conduct Support Staff – on second reading.
Motion _____ Second _____ Vote _____

Action 18. Motion to recycle READ 180/System 44 Enterprise materials that are no longer a use to the district. The district has updated twice since this program was purchased (attachment Curriculum-3). 197

These materials will be made available to parents at Back to School nights.

Motion _____ Second _____ Vote _____

Action 19. Motion to Recycle the following textbooks no longer of use to the district and make them available to parents at Back to School nights:

- Scott Foresman Accelerating English Language Learning 6. ISBN # 0-673-19673-9
Copyright 1997
- Scott Foresman Accelerating English Language Learning 7. ISBN # 0-673-19674-7
Copyright 1997
- Scott Foresman Accelerating English Language Learning 8. ISBN # 0-673-19675-5
Copyright 1997

Motion _____ Second _____ Vote _____

Action 20. Motion to approve Ed Aleszczyk to provide CPR/AED Professional Development to Hamilton Township School District staff periodically throughout the 2017-2018 school year at the rate of \$26.00/hour, as provided for in the 2017-2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds.
 Motion _____ Second _____ Vote _____

B. Finance Committee - Chairperson: Mr. Hays

Action 1. Motion to approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of July, 2017. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of July, 2017 (attachment Finance-1). 198
 Motion _____ Second _____ Vote _____

Action 2. Board Secretary's Report for the period ending July 31, 2017. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of July 31, 2017, and after review of the Secretary's Monthly Financial appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year (attachment Finance-2). 213

FYI 3. Interest Income for the month of July, 2017 (attachment Finance-3) 244

FYI 4. Receipts for the month of July, 2017 (attachment Finance-4) 245

FYI 5. Refunds for the month of July, 2017 (attachment Finance-5) 252

FYI 6. Capital Reserve Interest for the month of July, 2017 (attachment Finance-6) 253

FYI	7. Rental Income for the month of July, 2017 (attachment Finance-7)	254																																	
FYI	8. Miscellaneous Revenue for the month of July, 2017 (attachment Finance-8)	255																																	
FYI	9. The monthly Budget Summary Report for July 2017, has been filed by the Board Secretary with the Hamilton Township Board of Education (attachment Finance-9).	256																																	
Action	10. Motion to approve budget transfers in the amount of \$575,216.69 (attachment Finance-10). Motion _____ Second _____ Vote _____	281																																	
Action	11. Motion to accept the Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of Education that all purchase orders are sufficiently encumbered to cover the submitted bills, and further that all goods and services have been previously received. Motion _____ Second _____ Vote _____																																		
FYI	12. Purchase orders issued for services, supplies and equipment in the amount of \$1,980,678.27 (attachment Finance-12)	282																																	
Action	13. Motion to approve the following bills and payroll in the total amount of \$1,337,953.27 (attachment Finance-13):	287																																	
	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>Fund</u></th> <th style="text-align: left;"><u>Title</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>10</td> <td>General Fun</td> <td style="text-align: right;">\$12,016.00</td> </tr> <tr> <td>10</td> <td>General Fund/Payroll</td> <td style="text-align: right;">91,680.13</td> </tr> <tr> <td>11</td> <td>Current Expense</td> <td style="text-align: right;">513,011.19</td> </tr> <tr> <td>11</td> <td>Current Expense/Payroll</td> <td style="text-align: right;">509,824.77</td> </tr> <tr> <td>20</td> <td>Special Revenue</td> <td style="text-align: right;">63,057.26</td> </tr> <tr> <td>20</td> <td>Special Revenue/Payroll</td> <td style="text-align: right;">35,078.20</td> </tr> <tr> <td>50</td> <td>Cafeteria</td> <td style="text-align: right;">26,138.73</td> </tr> <tr> <td>50</td> <td>Kid's Corner</td> <td style="text-align: right;">11,915.18</td> </tr> <tr> <td>50</td> <td>Community Education</td> <td style="text-align: right;">13,087.69</td> </tr> <tr> <td>50</td> <td>Camp Blue Star</td> <td style="text-align: right;">62,144.12</td> </tr> </tbody> </table>	<u>Fund</u>	<u>Title</u>	<u>Amount</u>	10	General Fun	\$12,016.00	10	General Fund/Payroll	91,680.13	11	Current Expense	513,011.19	11	Current Expense/Payroll	509,824.77	20	Special Revenue	63,057.26	20	Special Revenue/Payroll	35,078.20	50	Cafeteria	26,138.73	50	Kid's Corner	11,915.18	50	Community Education	13,087.69	50	Camp Blue Star	62,144.12	
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50	Camp Blue Star	62,144.12																																	
	Motion _____ Second _____ Vote _____																																		

Action 14. Motion to approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2017-2018 school year (attachment Finance -14). 320
Motion_____Second_____Vote_____

Action 15. Motion to approve a Professional Services Agreement with CNNH to provide special education and related services for the 2017-2018 school year in the amount of \$13,200.00 (attachment – Finance 15). 324
Motion_____Second_____Vote_____

Action 16. Motion to approve Tuition Contracts with Atlantic County Special Services School District for the 17-18 school year as follows:

Behavior Disabled	\$45,540.00 (1 student currently enrolled)
Multiply Disabled	\$40,140.00 (4 students currently enrolled)
Autistic	\$48,240.00 (3 students currently enrolled)
Severe Cognitive Impaired	\$39,960.00 (5 students currently enrolled)
Pre-School Disabled	\$39,240.00 (1 student enrolled)
Motion_____	Second_____Vote_____

Action 17. Motion to approve the FY2018 revised Pre-School Expansion Grant Application to include FY 2017 Carryover Funds in the following amounts (Finance-17): 333

2017-2018 Funds	2017-2018 Supplemental Funds	FY 17 Carryover	Total
\$1,486,883.00	\$36,030.00	\$412,044.00	\$1,934,957.00
Motion_____	Second_____	Vote_____	

Action 18. Motion to approve a contract between the Hamilton Township School District and ACCC Gateway Head Start Early Learning Center for pre-school educational services for the 2017-2018 school year (attachment Finance-18). 334
Motion_____Second_____Vote_____

Action 19. Motion to approve Laurie Derringer, Master Teacher, 364
to provide shared services for the Egg Harbor City
School District two to three days per month from
September, 2017 through June, 2018 for a minimum of
twenty days at a rate of \$605.00/per day (attachment
Finance-19).
Motion_____Second_____Vote_____

Action 20. Motion to approve a Tuition Contract between the
Hamilton Township Board of Education (receiving
district) and the Weymouth Board of Education
(sending District) for one student for the 2017-2018
Extended School Year Program at a total cost of
\$3,599.82.
Motion_____Second_____Vote_____

Action 21. Motion to approve the submission of the FY2018 365
(School Year 2017-2018) PEEA Grant Budget
Application (attachment Finance-21).
Motion_____Second_____Vote_____

Action 22. Motion to approve a Pre-school Education Program 366
Contract between the Hamilton Township School
District and Beginner's First Academy for 2017-2018
school year (attachment Finance-22).

Action 23. Motion to approve Grant salaries for the 2017-2018 393
school year (attachment Finance-23).
Motion_____Second_____Vote_____

C. Administration Committee (Personnel and Discipline):
Chairperson: Mrs. Hassa
All personnel actions are being taken by the recommendation
of the Superintendent.

Action 1. Motion to approve district substitutes for the 2017- 394
2018 school year (attachment Administration -1).
Motion_____Second_____Vote_____

Action 2. Motion to approve homebound instruction for the 395
2017-2018 school year (attachment Administration-2).
Motion_____Second_____Vote_____

Action 3. Motion to approve fieldwork placements for the 2017- 398
2018 school year (attachment Administration-3).
Motion_____Second_____Vote_____

- | | | |
|---------------|--|------------|
| Action | <p>4. Motion to approve the Hamilton Township Administrator's Association Memorandum of Agreement for the period July 1, 2016 through June 30, 2019 (attachment Administration-4).
 Motion_____Second_____Vote_____</p> | 399 |
| Action | <p>5. Motion to approve Lisa Berzanskis as a full-time, 10 month, Davies School teacher for the period September 27, 2017 through June 30, 2018, B.A. Step 5, with a total annual salary of \$53,169.00, pro-rated (attachment Administration-5).</p> <p>Ms. Berzanskis is a replacement for Melissa Callahan.</p> <p>Motion_____Second_____Vote_____</p> | 402 |
| Action | <p>6. Motion to approve an unpaid intermittent Family Medical Leave of Absence for Karen DeFeo, Davies School full-time Paraprofessional for the 2017-2018 school year (attachment Administration-6).
 Motion_____Second_____Vote_____</p> | 405 |
| Action | <p>7. Motion to approve an unpaid leave of absence for Rebecca Rosen, Shaner School teacher for the period November 3, 2017 through November 8, 2017 (attachment Administration-7).
 Motion_____Second_____Vote_____</p> | 406 |
| Action | <p>8. Motion to approve Lynn Creelman, Hess School teacher as a Mentor for Kristen Bowen for the 2017-2018 school year.
 Motion_____Second_____Vote_____</p> | |

Action 9. Motion to approve the following Kid's Corner staff for the 2017-2018 school year at the rate of \$12.00/hour:

Effective September 7, 2017:

Amy Flagg
Faye Fuller
Jessica Tobin

Effective September 27, 2017:

Jose Quidachay
Sara Jayne Powell
Rebecca McCourt

Motion _____ Second _____ Vote _____

Action 10. Motion to approve an unpaid Federal Family Medical Leave of Absence for Matthew Montelpare, full-time maintenance worker effective September 15, 2017 with a return to work date to be determined. Vacation days run concurrent with FMLA for 12 month employees.

Motion _____ Second _____ Vote _____

Action 11. Motion to approve a revised return to work date for Alexandra DePamphilis, Shaner School teacher from December 6, 2017 to December 5, 2017.

This was previously approved at the 2/27/17 meeting.

Motion _____ Second _____ Vote _____

Action 12. Motion to approve an unpaid intermittent NJ Family Leave of Absence for Donna Maulone, Shaner School Paraprofessional for the 2017-2018 school year effective September 11, 2017 (attachment Administration-12). 407

Motion _____ Second _____ Vote _____

Action 13. Motion to approve a Job Description for a Preschool Intervention and Referral Team (PIRT) Specialist (attachment Administration-13). 408

Motion _____ Second _____ Vote _____

Action

14. Motion to approve the following new positions for the 2017-2018 school year as follows:

- a. Part-time Hess School Paraprofessional – Position Control #24.04.05 BNU
- b. Pre-school Intervention and Referral Team (PIRT) Specialist through the Pre-K Grant – Position Control #20.01.00 BNV

Motion _____ Second _____ Vote _____

Action

15. Motion to approve Lynn Becker as a full-time, 10 month, Davies School Nurse for the period October 16, 2017 through June 30, 2018, B.A., Step 1, with a total annual salary of \$50,950.00, pro-rated (attachment Administration-15). 410

Ms. Becker is a replacement for Christina Bannon.

Motion _____ Second _____ Vote _____

Action

16. Motion to approve Norah Keenan as a full-time, 10 month Shaner School Social Worker for the period September 27, 2017 through June 30, 2018, M.A., Step 1, with a total annual salary \$54,287.00 (attachment Instruction-16). 415

Motion _____ Second _____ Vote _____

Action

17. Motion to approve an intermittent NJ Family Leave of Absence for Barbara Anne Signorello for the 2017-2018 school year (attachment Instruction-17). 419

Motion _____ Second _____ Vote _____

Action

18. Motion to approve 2017-2018 S.T.E.M. staff at the rate of \$20.00/hour – not to exceed 35/hours/week:

- Amy Gold
- Malika Green
- Jennifer McCrary
- Sarah Platt

Motion _____ Second _____ Vote _____

Action

19. Motion to approve Ann Bucknam as Family Worker for the Pre-School Expansion Grant for the 2017-2018 school year at the rate of \$49.00/hour.

Motion _____ Second _____ Vote _____

Action 20. Motion to approve Maureen Bolin as a part-time, 10 month, 29/hours/week Shaner School Paraprofessional for the period October 16, 2017 through June 30, 2018, Paraprofessional Guide, Step 3, with a total annual salary of \$17,340.00, pro-rated (attachment Administration-20). 420

Action 21. Motion to approve Genna Price as a part-time, 10 month, 29/hours/week Shaner School Paraprofessional for the period October 16, 2017 through June 30, 2018, Paraprofessional Guide, Step 1, with a total annual salary of \$16,940.00, pro-rated (attachment Administration-21). 421

D. Operations Committee (Facilities and Transportation):
Chairperson: Mr. Higbee

Action 1. Motion to approve a reciprocal arrangement between the Hess School and Woodview Estates to offer temporary shelter in the event of an emergency for the 2017-2018 school year (attachment Operations-1). 422
Motion _____ Second _____ Vote _____

Action 2. Motion to approve a reciprocal arrangement between ACSSSD and the Hess Educational Complex to offer temporary shelter in the event of an emergency for the 2017-2018 school year (attachment Operations-2). 423
Motion _____ Second _____ Vote _____

Action 3. Motion to approve a reciprocal arrangement between St. Vincent dePaul School and Shaner School to offer temporary shelter in the event of an emergency for the 2017-2018 school year (attachment Operations-3). 424
Motion _____ Second _____ Vote _____

Action 4. Motion to approve a reciprocal arrangement between the William Davies Middle School and Oakcrest High School to offer temporary shelter in the event of an emergency for the 2017-2018 school year (attachment Operations-4). 425
Motion _____ Second _____ Vote _____

Action 5. **Motion to approve the 2017-2018 Emergency Management Plan (attachment Operations-5 will be provided at the meeting for review).**
Motion_____Second_____Vote_____

XIII. Resolutions

XIV. Solicitor's Report

XV. Unfinished Business

XVI. New Business (consideration of additional items that may be properly presented to the Board of Education at this time)

Action 1. **Motion to approve the CSA/District Goals/Action Plans for the 2017-2018 school year (attachment New Business-1).** 426
Motion_____Second_____Vote_____

Action 2. **Motion to approve the Board Goals/Action Plans for the 2017-2018 school year (attachment New Business-2).** 434
Motion_____Second_____Vote_____

XVII. Receive comments from the public in accordance with the Board's policy on participation at Board meeting

XVIII. Adjournment

Mays Landing, NJ
August 28, 2017

Minutes-1

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON AUGUST 28, 2017**

HAMILTON TOWNSHIP PUBLIC SCHOOLS
Mays Landing, New Jersey
William Davies Middle School Library

The Regular Meeting of the Hamilton Township Board of Education was called to order at 6:00 p.m. in the Michael H. Duberson Memorial Library at the Wm. Davies Middle School by Mr. Eric Aiken, Board President.

**Call
To
Order**

ROLL CALL

The following members answered roll call: Mrs. Nanci Barr, Mr. Greg Ciambrone, Mrs. Amy Hassa, Mr. Derek Haye, Mr. James Higbee, Mrs. Barbara Kupp, and Mr. Eric Aiken.

**Roll
Call**

Absent: Ms. Margaret Erickson and Mrs. Kim Melton

Also present were: Mr. Frank Vogel, Superintendent
Mrs. Anne-Marie Fala, School Business Administrator/Board Secretary
Mr. Eric Goldstein, Solicitor

EXECUTIVE SESSION

Motion by Mr. Aiken, seconded by Mrs. Hassa, to enter into executive session.

Resolved that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the public shall be excluded from that portion of the meeting involving discussion of:

- Personnel
- Litigation

Further resolved that the discussion of such subject matter in executive session can be disclosed to the public when formal action is taken on such subject matter or at any other appropriate time.

Further resolved the Board may take action on items discussed in executive session. Further resolved that the Board will be in executive session

Mays Landing, NJ
August 28, 2017

for approximately 30 minutes.

Voice Vote: All in favor: (7-0-0)

The Board entered into Executive session at 6:01 p.m.

Mr. Ciambrone and Mr. Higbee left the meeting at 6:40 p.m.

The Board resumed the regular meeting at 7:00 p.m.

Mr. Ciambrone and Mr. Higbee reentered the meeting.

Eric Aiken led the Pledge of Allegiance.

Pledge of Allegiance

Notice of Advertisement of Meeting

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and the Atlantic County Record and a notice posted with the Township Clerk on the Bulletin Board at the following locations: Mizpah Post Office, Mays Landing Post Office, Atlantic County Library, as well as all the schools of the district. A mechanical device is being used to record this meeting and this meeting is also being video-taped.

There are two opportunities to address the members of the Board. The Board values and welcomes comments and opinions from residents as long as remarks are not personal or discourteous. The public comment portion of the meeting allows the Board to listen to community members and to hear their opinions on school policy and operations.

The first public portion is reserved for persons wishing to speak about agenda items only. The second opportunity, following the action items, is when residents may address the Board on any school-related issue. Each speaker is asked to limit their comments to three minutes and you are not permitted to yield your time to another. The public comments portion of the meeting, during both sessions, will not exceed 30 minutes. Upon being recognized, persons wishing to speak should stand and identify themselves by name and address.

Moment of silence for private reflection.

APPROVAL OF MINUTES

Motion by Mr. Aiken, seconded by Mrs. Hassa, to approve the regular and executive session minutes of the meeting of July 24, 2017, as per attachment Minutes-1.

Roll Call Vote: Five in favor: Mrs. Barr, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken.
Abstain: Mr. Ciambrone and Mr. Higbee (5-0-2)

Motion by Mr. Aiken, seconded by Mrs. Kupp to approve the regular and executive session minutes of the meeting of August 7, 2017, as per attachment Minutes-2.

Mays Landing, NJ
August 28, 2017

Roll Call Vote: Five in favor: Mrs. Barr, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken.
Abstain: Mr. Ciambrone and Mr. Higbee (5-0-2)

VII. CORRESPONDENCE
None

PUBLIC COMMENTS
None

BOARD MEMBER COMMENTS

Mr. Aiken reminded the Board of the meeting changes for September, October and November. He also thanked Ian Nelson and Marie Potenski and their staff for getting the school ready for opening day.

Mr. Aiken also reminded the Board of the NJSBA Workshop to be held on October 23 through October 26.

Mrs. Hassa thanked Mrs. Fala and Mr. Nelson for the work being done for the upcoming referendum. She also commented on the recent presentations of FISH and Resilience. She is excited to see where we can take this information to do what is best for the children.

Mrs. Kupp reminded the Board of the Atlantic County Meeting on October 3.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. Dates to Remember

- a. September 4, 2017 – Labor Day – Schools Closed
- b. September 5-6, 2017 – Staff Report - PD
- c. September 7-8, 2017 – First Day for Students including *full day* Pre-K (early dismissal district wide)
- d. September 8, 2017 – First Day for all *half-day* Pre-K students at Hess (early dismissal)
- e. Board Meeting – September 26, 2017 – 6:00 p.m. (Executive Session – 7:00 p.m. (Regular Session)

(B) Student Orientation/Open House

Pre-K:

- | | | |
|------------------|-------------------|------------------|
| • Pre-K Full Day | September 5, 2017 | 10:00-11:00 a.m. |
| • Hess AM Pre-K | September 7, 2017 | 10:00-11:00 a.m. |
| • Hess PM Pre-K | September 7, 2017 | 11:30-12:30 p.m. |

Mays Landing, NJ
August 28, 2017

Kindergarten:

- September 6, 2017 9:30 a.m.-11:00 a.m.

(C) Presentation:

School Self-Assessment for Determining Grades under the
Anti-Bullying Bill of Rights Act Statement of Assurances
(Attachment III-C)

Given by: Russell Clark, HIB Coordinator

(D) Presentation:

PreSchool Education Expansion Aid Grant and Food Pantry
Given by: Colleen Bretones, Supervisor, Early Childhood
Education and Laurie Derringer, Master Teacher

Motion by Mr. Aiken, seconded by Mrs. Hassa to approve the submission of the
PreSchool Education Expansion Aid Grant:

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mr.
Higbee, Mrs. Kupp and Mr. Aiken. (7-0-0)

On behalf of the HTAA, Mrs. Bretones wished Mr. Santilli well in his new position as
Assistant Superintendent in Egg Harbor Township.

(E) Mr. Vogel noted the AtlantiCare Sustainable Jersey for Schools Health and Wellness
Grants – William Davies Middle School:

- \$3,985.00 – Implementation for Healthy Food Choices and Programs to
Promote Physical Activity

COMMITTEES AND RECOMMENDATIONS

A. Instruction Committee (Curriculum and Policy):
Chairperson: Mrs. Melton

Motion by Mrs. Barr, seconded by Mrs. Kupp, to approve the following motions as presented:

1. To approve Nicholas Gabriel as the Shaner
School Literacy & Social Studies/Science
Coordinator for the 2017-2018 school year.
2. To approve staff members to participate in
the Professional Development Workshops
during the summer of 2017 (not to exceed
12 hours each) and to be paid at the hourly
rate of \$24.51 as indicated in the 2016-

2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through local funds, as per attachment Instruction-2.

3. To approve Aseelah Davis, Janel Nicoletti, Gina Kurcharski, Priti Garg, Lorean Maicum, Denise Haithcock-Washington, Samira Broshard, Cheri Spargan and Ashley Pfaff to participate in Professional Development (NCI Training) on August 29th and 30th (not to exceed 8 hours each) and to be paid at the hourly rate as indicated in the 2016-2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through local funds.
4. To approve Cynthia Castillo, Kim Biasini, Michelle Mick and Anette Palmeri for their participation in a Professional Development Workshop relative to the GNJK (Grow New Jersey Kids) rating process that took place on 8/16/17 (not to exceed 4 hours each) and for payment to be at the hourly rate as indicated in the 2016-2010 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through the Preschool Expansion Grant.
5. To approve payment to Faye Fuller, Marla Kanevsky and Vivian Ragan for their participation in a Professional Development Workshop that took place on August 18th, (not to exceed 4 hours each) and for payment to be at the hourly rate as indicated in the 2016-2020 Agreement between the Hamilton Township Board of Education and Hamilton Township Education Association. This is funded through local funds.

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6. To approve payment to Josh Akers & Michelle Magliaro for their participation in a Link-It Professional Development Workshop that took place on August 2, 2017 (not to exceed 3 hours each) and to be paid at the hourly rate of \$24.51 as indicated in the 2016-2010 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through local funds.
7. To approve Tammy Welsey and Nicholas Gabriel to provide Professional Development relative to the Readers & Writers Workshop (R&RW) on 8/31/17 (not to exceed 5 hours) and to be paid at the hourly rate of \$26.00 an hour as indicated in the 2016-2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association.
8. To approve a Master Professional Practice Services Agreement with John Hopkins University Center for Talented Youth (CTY), as per attachment Insutruction-8.
9. To approve local and grant funded extra-curricular activities and staff stipends for the 2017-2018 school year, as per attachment Instruction-9.
10. To approve an additional 6 hours each for the following staff members to make home visits, as per the Preschool Expansion Grant requirements during the Summer of 2017 (not to exceed 6 hours each) and to be paid the Curriculum Development rate of \$39.00/hour:

Laurie Derringer
Ann Bucknam
Natalie James
Jennifer Christiano
Andrea Russomanno



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Roll Call Vote: All in favor #1 through #8 and #10: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp and Mr. Aiken. (7-0-0)

Six in favor #9: Mrs. Barr, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp and Mr. Aiken. Abstained: Mr. Ciambrone. (6-0-1)

Motion by Mrs. Barr, seconded by Mrs. Kupp, to approve the following motions, as presented:

11. To approve Policy #0000.01 – Instruction on second reading with revisions, as per attachment Instruction-11.

Approved for First Reading on May 23, 2017.

12. To approve Policy #0000.02 – Instruction on second reading.

Approved for First Reading on May 23, 2017.

13. To approve Policy #0000.03 – Instruction on second reading.

Approved for First Reading on May 23, 2017.

14. To abolish Policy #2320 – Independent Study Programs on second reading.

Approved for First Reading on May 23, 2017.

15. To approve Policy #2415.06 – Unsafe School Choice Option on second reading with revisions, as per attachment Instruction-15.

Approved for First Reading on May 23, 2017.

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16. To approve Policy #2464 – Gifted and Talented Students on second reading.

Approved for First Reading on May 23, 2017.
17. To approve Policy #2622 – Student Assessment on second reading.

Approved for First Reading on May 23, 2017.
18. To approve Policy and Regulation #3160 – Physical Examination – Teaching Staff Members on second reading with revisions, as per attachment Instruction-18.

Approved for First Reading on May 23, 2017.
19. To approve Policy and Regulation #4160 – Physical Examination – Support Staff Members on second reading with revisions, as per attachment Instruction-19.

Approved for First Reading on May 23, 2017.
20. To approve Policy and Regulation #5116 – Education of Homeless Children on second reading.

Approved for First Reading on May 23, 2017.
21. To approve Policy #7446 – School Security Program on second reading.

Approved for First Reading on May 23, 2017.
22. To approve Policy #8350 – Records Retention on second reading.

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Approved for First Reading on May 23,
2017.

23. To approve Policy #3216 – Dress and Grooming on second reading.

Approved for First Reading on May 23,
2017.

24. To approve Policy #5600 – Pupil Discipline/Code of Conduct on second reading, as per attachment – Instruction – 24.

Approved for First Reading on July 24,
2017.

25. To approve Regulation #5561 – Use of Physical Restraint on second reading, as per attachment Instruction – 25.

Approved for First Reading on July 24,
2017.

26. To approve Policy #3281 – Inappropriate Staff Conduct Teaching Staff on first reading, as per attachment Instruction – 26.

27. To approve Policy #4281 – Inappropriate Staff Conduct Support Staff – on first reading, as per attachment Instruction – 27.

28. To approve the 2017-2018 District Calendar, as per attachment Instruction- 28.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (7-0-0)

FINANCE COMMITTEE - Chairperson: Mr. Haye

Motion by Mr. Haye, seconded by Mrs. Barr, to approve the following motions, as presented:

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Items #3 through #9 are for information only.

Item #12 is for information only.

1. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of June, 2017. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of June, 2017, as per attachment Finance-1.
2. Board Secretary's Report for the period ending June 30, 2017. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of June 30, 2017., and after review of the Secretary's Monthly Financial appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, as per attachment Finance-2.
3. Interest Income for the month of June, 2017, as per attachment Finance-3.
4. Receipts for the month of June, 2017, as per attachment Finance-4.
5. Refunds for the month of June, 2017, as per attachment Finance-5.
6. Capital Reserve Interest for the month of June, 2017, as per attachment Finance-6.
7. Rental Income for the month of June, 2017, as per attachment Finance-7.
8. Miscellaneous Revenue for the month of June, 2017, as per attachment Finance-8.
9. The monthly Budget Summary Report for June, 2017 has been filed by the Board Secretary with the Hamilton Township Board of Education, as



per attachment Finance-9.

10. To approve budget transfers as follows, as per attachment Finance 10:

\$1,330.00 for July, 2017
\$216,000.00 for August, 2017

11. To accept the Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of Education that all purchase orders are sufficiently encumbered to cover the submitted bills, and further that all goods and services have been previously received.

12. Purchase orders issued for services, supplies and equipment as follows, as per attachment Finance-12.

2016-2017 in the amount of \$256,429.06
2017-2018 in the amount of \$2,053,720.95

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp and Mr. Aiken. (7-0-0)

Motion by Mr. Haye, seconded by Mrs. Barr, to approve the following motions, as presented:

13. To approve the following bills and payroll in the total amount of \$2,696,212.73, as per attachment Finance-13:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$14,297.00
10	General Fund/Payroll	52,211.19
11	Current Expense	1,816,377.67
11	Current Expense/Payroll	435,903.47
20	Special Revenue	255,672.55
20	Special Revenue/Payroll	12,018.92
40	Debt Service	57,261.25
50	Kid's Corner	5,688.63
50	Community Education	6,746.06
50	Camp Blue Star	40,035.99

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14. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2017-2018 school year, as per attachment Finance-14
15. To approve the proposed 2017-2018 breakfast and lunch prices:

Shaner	Full Paid	\$2.75
	Reduced	.40
Hess	Full Paid	\$2.75
	Reduced	.40
Davies	Full Paid	\$3.00
	Reduced	.40

Breakfast at Davies School will be \$2.50 full, Shaner and Hess Schools will be \$2.25 full and reduced for all schools is 30¢.

16. To approve to discard the following textbooks that are no longer of use to the district as follows:

Basic Math – Second Edition Copyright 1994
The Pacemaker Curriculum
ISBN#-08224-6898-0
Globe Fearon Educational Publisher

8 Hard Textbooks – Not labeled Teacher's Edition

Workbooks – 24
ISBN# 0-8224-6998-7

Pre-Algebra – Copyright 1997
The Pacemaker Curriculum
ISBN#0-8359-3453-5
Globe Fecron Educational Publisher
A Division of Simon & Schuster

9 Hard Textbooks

22 Workboods

ISBN#0-8359-3454-3

17. To approve an Agreement with the NJ Commission for the Blind and Visually Impaired for 5 (five) students for the 2017-2018 school year at a cost of \$1,900.00/each for a total of \$9,500.00.
18. To approve two Tuition Contracts between the Hamilton Township Board of Education (sending District) and Y.A.L.E. School Atlantic, Inc. (receiving district) for two students for the 2017-2018 school year for 210 days at \$296.91/per diem for a total cost of \$62,351.10/each.
19. To approve a Tuition Contract between the Hamilton Township Board of Education (sending district) and Y.A.L.E. School East (receiving district) for 1 (one) student for the 2017-2018 school year for 210 days at \$311.66/per diem for a total cost of \$65,448.60.
20. To approve the Atlantic County Special Services School District (ACSSSD) Extended School Year Contract for twelve (12) students at a cost of \$110.00/per diem, per student for 20 days, for a total cost of \$26,400.00.
21. To approve an Agreement between the Hamilton Township Board of Education and Starlight Homecare Agency, Inc. d/b/a Star Pediatric Home Care Agency to provide nursing services to the District at a cost of \$55.00/hour for RN services and \$45.00/hour for LPN services for the period September 1, 2017 through June 30, 2018, as per attachment Finance-21.
22. To approve an Agreement between the Hamilton Township School District and Bayada Home Health Care, Inc., to provide in school basic nursing services for the 2017-2018 school year beginning September 1, 2017 through June 30, 2018 at a cost of \$55.00/hour for RN services, as per attachment Finance-22.

23. To accept the Federal FY2018 (School Year 2017-2018) Elementary and Secondary Education Act (ESEA) Grant Funds as follows:

<u>Title</u>	<u>Title Description</u>	<u>FY18 Total (includes NP)</u>
Title I	Basic Skills	\$542,377
Title IIA	Highly Qualified Teachers Professional Development Class Size Reduction	99,307
Title III	English Language Learners	15,966
Title III – Immigrant	Immigrant Language Learners	1,964
Title IV	Student Support and Academic Enrichment Program	<u>10,000</u>
		\$669,614

24. To approve Resolution #120 to Transfer Funds from Maintenance Reserve, as per attachment Finance-24.

25. To approve the Submission of the FY 2018 (School Year 2017-2018) Elementary and Secondary Education Act (ESEA) Grant Application, as per attachment Finance-25.

26. To accept the following AtlantiCare Sustainable Jersey for Schools Health and Wellness Grants funds for the Davies school:

- \$3,985.00 – Implementation for Healthy Food Choices and Programs to Promote Physical Activity

Roll Call Vote: All in favor #13 and #15 through #26: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (7-0-0)

Six in favor #14: Mrs. Barr, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.
Abstain: Mr. Ciambrone (6-0-1)

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ADMINISTRATION COMMITTEE (Personnel and Discipline):

Chairperson: Mrs. Hassa

All personnel actions are being taken by the recommendation of the Superintendent.

Motion by Mrs. Hassa, seconded by Mr. Hays, to approve the following motions, as presented:

1. To approve district substitutes for the 2017-2018 school year, as per attachment Administration -1.
2. To approve the Student Support Coordinator Job Description, as per attachment Administration-2.
3. To approve the creation of the following positions:
 - a. Temporary/full-time Paraprofessional – Davies School - #24.03.04 BNS
 - b. BSI Reading Interventionist – Shaner School - #20.01.02 BNT
 - c. Part-time Custodian – 10 month – increase of hours from 15 to 25 per week - #11.04.15 BMH
4. To approve Faye Fuller as a full-time, 10 month, Davies School Paraprofessional for the 2017-2018 school year, Paraprofessional Guide, Step 9, with a total annual salary of \$28,075.00, as per attachment Administration-4.

Ms. Fuller is a replacement for Paula Perfetto-Pagano.
5. To approve a fieldwork placement for Morgan Penza, a student from the University of the Arts to complete a placement in Visual Arts Education at the Davies School for the period October 23, 2017 through December 8, 2017 at the Davies School with Kathleen Marandino, as per attachment Administration-5.
6. To approve Dana Kozak, Supervisor of Instruction for SPED from part-time to full-time,

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12 months, effective September 1, 2017, with a total annual salary of \$91,069, pro-rated, as per attachment Administration-6.

Salary subject to change at the completion of the H.T.A.A. negotiations.

7. To approve Melanie Sanders as a part-time, 10 month, 29.5 hours/week Davies School teacher for the 2017-2018 school year, B.A., Step 1, with a total annual salary of \$41,463.00, as per attachment Administration-7.

Ms. Sanders is a replacement for Bianca Herrmann.

8. To approve Elisabeth Mamourian Corona as a full-time, 10 month Davies School Social Worker for the 2017-2018 school year, M.A., Step 1, with a total annual salary of \$54,287.00, as per attachment Administration-8.

9. To approve Amy Flagg as a full-time, 10 month, Davies School Paraprofessional for the 2017-2018 school year, Paraprofessional Guide, Step 6, with a total annual salary of \$23,275.00, as per attachment Administration-9.

10. To approve Toni Capille as a full-time, 10 month, Hess School teacher for the 2017-2018 school year, B.A.+15, Step 1, with a total annual salary of \$52,045.00, as per attachment Administration-10.

Ms. Capille is a temporary replacement for Kelly Van Laeys.

Roll Call Vote: All in favor: #1, #3, #4, #5, #6, #8, #9, and #10: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (7-0-0)

Six in favor #2: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mr. Aiken. Nay:

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Mrs. Kupp (6-1-0)

Six in favor #7: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mr. Higbee, and Mr. Aiken.
Abstained: Mrs. Kupp (6-0-1)

Motion by Mrs. Hassa, seconded by Mrs. Kupp, to approve the following motions, as presented:

11. To approve Jennifer Quartararo as a full-time, 10 month, Hess School Paraprofessional for the 2017-2018 school year, Paraprofessional Guide, Step 5, with a total annual salary of \$22,275.00, as per attachment Administration-11.

Ms. Quartararo is a replacement for Timothy Brooks.

12. To approve Devon Vanderslice as a full-time, 10 month, Hess School teacher for the 2017-2018 school year, B.A. Guide, Step 1, with a total annual salary of \$50,950.00 (attachment Administration-12).

Ms. Vanderslice is a replacement for Nicholas Gabriel

13. To accept a Resignation notice from Jose Quidachay, Hess School paraprofessional effective August 16, 2017, as per attachment Administration-13.
14. To approve a Lateral Move for Dorothy Schoenstein, Shaner School Guidance Counselor for the 2017-2018 school year, M.A. +30, Step 16, with a total annual salary of \$89,470.00.
15. To approve a resignation notice from Yenismaili Munoz-Ayers, Shaner School teacher effective August 10, 2017, as per attachment Administration-15.

16. To approve the following building transfers:
 - a. Nicholas Gabriel, teacher – from Hess to

Shaner

- b. Jean Tunney, paraprofessional – from Shaner to Hess
- c. Full-time paraprofessional position from Davies to Hess
- d. Michele DiCarlo – Custodian – from Shaner to Hess
- e. David Jimenez – Custodian – from Shaner to Davies
- f. Derrick Mixson – Custodian – from Davies to Shaner
- g. Valerie Robinson – Custodian – from Hess to Davies
- h. Heidi Rockelman – Custodian – from Davies to Hess

17. To approve Kelly Rupert as a part-time, 10 month, 29.5 hours/week Special Education Social Studies ICS teacher for the 2017-2018 school year, B.A. Step 1, with a total annual salary of \$41,463.00, as per attachment Administration-17.

Ms. Rupert is a replacement for Tracy Hender.

18. To approve the elimination of Positions for the 2017-2018 school year:
- a. Part-time Supervisor of Instruction for Special Education
 - b. Part-time, 10 month, 15/hours week Custodian
 - c. Full-time Reading Specialist

19. To approve a revised maternity leave of absence for Rachel Fifer, Davies school teacher. Mrs. Fifer is requesting to use sick days from September 5, 2017 through September 14, 2017 and New Jersey Family Leave from September 15, 2017 through October 4, 2017 with a return to work date of October 5, 2017, as per attachment Administration-19.

Mrs. Fifer's leave of absence was previously approved on May 23, 2017.

20. To approve Homebound instruction for the 17-18 school year, as per attachment Instruction-20.

21. To approve the following Counselors for a Camp Blue Star LEGO Sleepover at the rate of \$175.00/per counselor:

Vincent Leszczynski
Abby Haugan
Joe Freone
Ed Rupp
Sam Hannah
Jose Quidachy
Rachel Rimmele
Justyna Lychacz
Monica Wright

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (7-0-0)

Motion by Mrs. Hassa, seconded by Mrs. Barr, to approve the following motions, as presented:

22. To approve the following Mentors for the 2017-2018 school year:

a) Terry Kruger for Devon Vanderslice at Hess
b) Kelly King for Amanda Vaccaro at Hess
c) Christy Morrison for Kelly Rupert at Hess
d) Michele Petrucci for Melanie Sanders at Davies

23. To approve Diana Suarez as a part-time, 10 month, 25 hours/week Hess School Custodian for the 2017-2018 school year, Custodial Guide B, Step 1, with a total annual salary of \$15,438.00, as per attachment Administration-23.

Ms. Suarez is a replacement for Garo Dolbejian.

24. To approve a Clinical Experience Agreement between Atlantic County Institute of Technology (ACIT) and Hess School (LEA) to provide ACIT students, currently enrolled in the "Medical Assistant" program the opportunity to receive certain clinical experience and training

at the Hess School under the direction of Jane Barrett for the 2017-2018 school year, as per attachment Administration-24.

25. To approve a maternity leave of absence for Helen D'Agostino, Hess School teacher. Mrs. D'Agostino is requesting to use her sick time from December 18, 2017 through April 13, 2018 and NJ Family leave from April 16, 2018 through the end of the school year with a return to work date of September 1, 2018, as per attachment Administration-25.
26. To approve Carolyn Creech as a part-time, 10 month, 29 hours/week Hess School Paraprofessional, for the 2017-2018 school year, Paraprofessional Guide, Step 4, with a total annual salary of \$17,660.00, as per attachment Administration-26.

Ms. Creech is a replacement for Amy Flagg.
27. To approve an intermittent NJ Family Leave for Nancy Amatuzio, Davies School part-time Paraprofessional for the 2017-2018 school year, as per attachment Administration-27.
28. To approve an intermittent Federal Family Leave of Absence for Dianne Valiante, Administrative Secretary for the 17-18 school year, as per attachment Administration-28.
29. To approve an intermittent NJ Family Leave of Absence for Maria Santilli, Davies School Administrative Secretary for the 17-18 school year, as per attachment-29.
30. To approve an intermittent NJ Family Leave of Absence for Helen Dearborn, Hess School Food Service Worker for the 2017-2018 school year, as per attachment Administration-30.
31. To approve an intermittent NJ Family Leave of Absence for Frances Ludwick, Shaner School part-time Paraprofessional for the 2017-2018 school year, as per attachment Administration-

31.

32. This motion was removed from the agenda.

33. To approve Kristen Bowen as a full-time, 10 month, Hess School teacher, for the period September 1, 2017 through January 5, 2018, B.A.+15, Step 1, with a total annual salary of \$52,045.00-, pro-rated, as per attachment Administration-33.

Ms. Bowen is a temporary replacement for Kimberly Smith who is on a maternity leave of absence.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (7-0-0)

Motion by Mrs. Hassa, seconded by Mr. Haye, to approve the following motion, as presented:

34. To approve Kenneth Silver as the Interim Davies School Principal on a \$450.00 per diem basis for the period August 29, 2017 through June 30,

Roll Call Vote: Five in favor: Mrs. Barr, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. Abstained: Mr. Ciambrone and Mr. Higbee. (5-0-2)

Mr. Aiken welcomed Mr. Silver to the District.

Mr. Vogel also welcomed Mr. Silver. He then wished Mr. Santilli good luck in his new position.

Motion by Mrs. Hassa, seconded by Mrs. Kupp, to approve the following motion, as presented:

35. To accept a resignation notice from Katie Snyder, part-time Shaner School paraprofessional effective August 25, 2017 with her last day of employment to be

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September 26, 2017, as per attachment
Administration-35.

Roll Call Vote: All in favor: Mrs. Barr, Mr.
Ciambrone, Mrs. Hassa, Mr. Haye, Mr.
Higbee, Mrs. Kupp and Mr. Aiken. (7-0-0)

OPERATIONS COMMITTEE (Facilities and Transportation):
Chairperson: Mr. Higbee

Motion by Mr. Higbee, seconded by Mr. Ciambrone, to approve the following motion, as presented:

1. To approve club/activity trips for the 2017-2018 school year, as per attachment Operations 1.

Roll Call Vote: All in favor: Mrs. Barr, Mr.
Ciambrone, Ms. Hassa, Mr. Haye, Mr. Higbee,
Mrs. Kupp, and Mr. Aiken. (7-0-0)

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Motion by Mr. Aiken, seconded by Mrs. Kupp, to approve the following motion, as presented:

1. To approve the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act Statement of Assurances as presented.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Mrs.
Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.
(7-0-0)

Motion by Mr. Aiken, seconded by Mrs. Kupp, to approve the following motion, as presented:

2. To approve the Hamilton Township 2017-2020 Strategic Plan, as per attachment XVI-2.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Mrs.
Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.

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(7-0-0)

Motion by Mr. Aiken, seconded by Mrs. Kupp, to approve the following motions, as presented:

3. To approve the Hamilton Township 2017-2018 District Goals, as per attachment XVI-3.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.
(7-0-0)

**PUBLIC
COMMENTS**

Amy Gold, HTEA President thanked Mr. Santilli for his service to the District and wished him well in his new position. She also welcomed Mr. Silver to this District.

Mrs. Gold thanked Mr. Gildiner for his years of service as President of the HTEA. She is anxious to work as both teacher and President of the HTEA during the 2017-2018 school year. She then introduced the members of the HTEA Executive Team and Committee Members.

Mrs. Gold spoke to the Board regarding a program called PRIDE, which is a program through the NJEA that will enable the HTEA to provide money to apply for grants.

Mr. Gildiner also spoke regarding PRIDE and how some of this money was used in past years.

Mr. Gildiner wanted to welcome Mr. Silver to the District. He also thanked Mr. Santilli for his service to this District over the past seven years

ADJOURNMENT

Motion by Mr. Aiken, seconded by Mrs. Hassa, to adjourn the meeting.

Voice Vote: All in favor: (8-0-0)

The Hamilton Township Board of Education meeting adjourned at 8:34 p.m.

Anne-Marie Fala
School Business Administrator/Board Secretary

POLICY GUIDE

R

ADMINISTRATION
1240/page 1 of 3
Evaluation of Superintendent
May 17
M

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

1240 EVALUATION OF SUPERINTENDENT

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

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

1. Determination of roles and responsibilities for the implementation of the annual evaluation policy and procedures;
2. Development of a job description and evaluation criteria based upon the Board of Education's local goals, program objectives, policies, instructional priorities, State goals, statutory requirements, and the functions, duties, and responsibilities of the Superintendent;
3. Specification of data collection and reporting methods appropriate to the job description;
4. Provisions for the preparation of an individual professional growth and development plan based in part upon any need(s) identified in the evaluation. The plan shall be mutually developed by the Board of Education and the Superintendent; and
5. Preparation of an annual ~~written~~ performance report by a majority of the full membership of the Board of Education and an annual summary conference between a majority of the total membership of the Board of Education and the Superintendent.

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



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POLICY GUIDE

ADMINISTRATION
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Evaluation of Superintendent

1. Performance of the Superintendent based upon the Board approved job description;
2. Progress of the Superintendent in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and
3. Indicators of student progress and growth toward program objectives.

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

1. Performance area(s) of strength;
2. Performance area(s) needing improvement based upon the job description and evaluation criteria set forth in N.J.A.C. 6A:10-8.1(c)2;
3. Recommendations for professional growth and development;
4. A summary of indicators of student progress and growth, and a statement of how the indicators relate to the effectiveness of the overall program and the Superintendent's performance; and
5. Provision for performance data not included in the report to be entered into the record by the Superintendent within ten teaching staff member working days after the report's completion.

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

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



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POLICY GUIDE

ADMINISTRATION
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Evaluation of Superintendent

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

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

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

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

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

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

Adopted:



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

R 1240 EVALUATION OF SUPERINTENDENT

- A. Roles and Responsibilities for the Implementation of the Annual Evaluation Policy and Procedures
1. The Board of Education and the Superintendent will develop and the Board will adopt a job description and evaluation criteria for the Superintendent's position based upon the Board's local goals, program objectives, policies, instructional priorities, State goals, statutory requirements, and the functions, duties, and responsibilities of the Superintendent.
 2. The Superintendent shall have primary responsibility for data collection and reporting methods appropriate to the job description.
 3. The Board President, or the Board President's designee, shall oversee the annual evaluation of the Superintendent.
 4. The Board President shall establish timelines for completion of the annual evaluation of the Superintendent.
- B. Annual Summary Conference
1. The Board of Education shall conduct an annual summary conference with the Superintendent to develop and prepare an ~~a~~Annual ~~Written~~ ~~p~~Performance ~~r~~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 ~~a~~Annual ~~Written~~ ~~p~~Performance ~~r~~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.



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4. The Board President, or the Board President's designee, shall preside over the Board's annual summary conference meeting.
5. The conference shall be held in executive session, unless the Superintendent requests it be held in public. The conference shall include, but not be limited to, review of the following:
 - a. Performance of the Superintendent based upon the Board approved job description;
 - b. Progress of the Superintendent in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and
 - c. Indicators of student progress and growth toward program objectives.

C. Annual Written Performance Report

1. The 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:10-8.1(c)2;
 - c. Recommendations for professional growth and development;
 - d. Summary of indicators of student progress and growth, and a statement of how the indicators relate to the effectiveness of the overall program and the Superintendent's performance; and



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- e. Provision for performance data not included in the report to be entered into the record by the Superintendent within ten teaching staff member working days after the report's completion.
2. The Board President, or the Board President's designee, shall prepare a draft of the ~~aAnnual Written pPerformance rReport~~ after the annual summary conference.
3. The draft of the ~~aAnnual Written pPerformance rReport~~ 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 ~~aAnnual Written pPerformance rReport~~ 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 ~~aAnnual Written pPerformance rReport~~. The draft of the ~~aAnnual Written pPerformance rReport~~ 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 ~~aAnnual Written pPerformance rReport~~ 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 ~~aAnnual Written pPerformance rReport~~ 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 ~~aAnnual Written pPerformance rReport~~, the Superintendent shall be provided an opportunity to discuss with the full membership of the Board reconsideration of the disputed provision(s).



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Evaluation of Superintendent

6. A majority of the Board's full membership shall approve the draft of the ~~aAnnual Written~~ ~~pPerformance~~ ~~rReport~~ before presenting the final ~~aAnnual Written~~ ~~pPerformance~~ ~~rReport~~ to the Superintendent.
 7. The Superintendent may submit a written response to the final ~~aAnnual Written~~ ~~pPerformance~~ ~~rReport~~, which shall be attached to the report.
- .D. Nontenured Superintendent of Schools
1. The evaluation procedure for a nontenured Superintendent shall also be completed by July 1 each year.

Adopted:



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Board of Education Website Accessibility

May 17

[See POLICY ALERT No. 212]

1511 BOARD OF EDUCATION WEBSITE ACCESSIBILITY

It is the goal of the Board of Education that the information on the school district's website is accessible to individuals with disabilities in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973 and that statute's implementing regulations at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 and that statute's implementing regulations at 28 C.F.R. Part 35.

For the purposes of this Policy, "school district website" includes, but is not limited to, the internet home page, all subordinate pages, school or school district department pages, intranet pages and sites, and includes online content and functionality, developed by, maintained by, or offered through a third-party vendor or by using open sources.

The accessibility of online content and functionality will be measured according to the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Application Suite (WAI-ARIA) 1.0 for web content (benchmarks for measuring accessibility).

By conforming to the benchmarks for measuring accessibility set forth above the Board of Education will ensure that people with disabilities have an opportunity equal to that of their nondisabled peers to access the information on the district's website, except where doing so would impose an undue burden or create a fundamental alteration of the district's website. When fundamental alteration or undue burden defenses apply, the district will make reasonable modifications/accommodations for individuals with disabilities in order to provide equally effective alternate access. In providing such access, the district will ensure that to the maximum extent possible individuals with disabilities receive the same benefits or services as their nondisabled peers. To provide equally effective alternate access, alternates are not required to produce the identical result or level of achievement for persons with and without disabilities, but must afford persons with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement.



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Board of Education Website Accessibility

To ensure that the district's website conforms with the above benchmarks for measuring accessibility, except where doing so would impose an undue burden or create a fundamental alteration of the district's website, the Superintendent of Schools will designate a school staff member to act as the Website Accessibility Coordinator. The Coordinator will:

1. Ensure that in-house staff and contractors responsible for webpages and webpage content development are properly trained on the Board of Education's website accessibility policy and procedures;
2. Ensure that all new, newly added, and modified online content and functionality is accessible to people with disabilities as measured by conformance to the above benchmarks by, among other things:
 - a. Checking the hypertext markup language (HTML) of all new webpages on the website to make sure that accessible elements are used, including "alt" tags, long descriptions, and captions, as needed;
 - b. Ensuring that webpages are designed in a manner that allows them to be displayed using a visitor's own settings for color and fonts, and can be navigated with a keyboard;
 - c. If images are used, including photos, graphics, scanned images, or image maps, making sure to include text equivalents for them, using "alt" tags and/or long descriptions for each and ensuring the text equivalents convey the meaningful information presented visually by the image;
 - d. If online forms and tables are used, making those elements accessible;
 - e. Ensuring that videos appearing on the website include appropriately synchronized audio description and captions;



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Board of Education Website Accessibility

- f. Ensuring when posting new documents on the website, the documents shall be provided in HTML or another text-based format (even if they are provided in another format, such as portable document format (PDF)). If documents are provided in both formats, provide both formats at the same time so people with disabilities have the same degree of access as others;
 - g. Periodically enlisting people with a variety of disabilities to test the Board of Education's webpages for accessibility and ease of use and use this information to increase the Board's website accessibility;
 - h. Periodically coordinating the audit of existing content and functionality of the website to identify online content or functionality that is inaccessible to persons with disabilities; and
 - i. Developing and carrying out a corrective action plan, when necessary, for making the district's existing web content accessible.
3. Ensure that alternative means are available for people with disabilities to access information, programs, and services that are normally provided on the Board's website.

This Policy establishes minimum standards for the accessibility of web-based information and services considered necessary to meet the district's goals and ensure compliance with applicable law.

Section 504 of the Rehabilitation Act of 1973
Title II of the Americans with Disabilities Act of 1990
34 C.F.R. Part 104; 28 C.F.R. Part 35

Adopted:



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District Mentoring Program
May 17

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

3126 DISTRICT MENTORING PROGRAM

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

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

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

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

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



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District Mentoring Program

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

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

N.J.S.A. 18A:26-2; 18A:26-2a

N.J.A.C. 6A:9B-8.4; 6A:9B-8.5; 6A:9B-8.6; 6A:9C-5.1

Adopted:



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District Mentoring Program

May 17

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

R 3126 DISTRICT MENTORING PROGRAM

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

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

1. "Certificate of Eligibility or CE" means a certificate with lifetime validity issued to persons who have completed degree, academic study, and applicable test requirements for certification. The CE permits the applicant to seek and accept employment in corresponding positions requiring certification.
2. "Certificate of Eligibility with Advanced Standing or CEAS" means a certificate with a lifetime validity issued to persons who have completed degree, academic study, applicable test requirements, and CEAS educator preparation programs for certification. The CEAS permits the applicant to seek and accept employment in positions requiring certification.
3. "District mentoring program" means a program of induction and support for non-tenured teachers, including novice provisional teachers and experienced teachers new to a school district, designed to develop them into effective professionals within the school district.
4. "Endorsement" means an authorization allowing a certificate holder to teach one or more specific subject area(s) or to serve in one or more specific teaching staff role(s).
5. "Mentor teacher" means an experienced, certified New Jersey teacher who is assigned to provide support and guidance to a novice teacher.
6. "Novice teacher" means any teacher serving full- or part-time under a provisional certificate who has not yet been issued a standard instructional certificate in any endorsement area.



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District Mentoring Program

7. "Professional Standards for Teachers" means the knowledge, skills, and dispositions that all teachers must acquire to practice as teachers in accordance with N.J.A.C. 6A:9-3.3.
8. "Provisional teaching period" means a minimum of two years of full-time teaching under a provisional certificate required of all novice teachers before they are eligible to be recommended for a standard certificate.

B. Requirements for District Mentoring Program

1. The district shall develop a mentoring program to provide non-tenured teachers, including novice provisional teachers who hold a CE or CEAS, with an induction to the teaching profession and to the school district community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.
2. The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the **New Jersey Student Learning Core Curriculum Content Standards (NJSLC)** (~~CCCS~~) to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching.
3. The Board of Education shall determine how each non-tenured teacher in his or her first year of employment, **which shall be equal to at least thirty weeks**, shall be provided with the following supports:
 - a. Comprehensive induction to school district policies and procedures including, but not limited to, introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric, including setting and assessing student learning through student growth objectives;



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District Mentoring Program

- b. Individualized supports and activities, which shall be assigned at the school district's discretion and shall be aligned with the Professional Standards for Teachers at N.J.A.C. 6A:9-3.3, the Standards for Professional Learning at N.J.A.C. 6A:9C-3.3, and the school district's Commissioner-approved teaching practice instrument. The supports and activities shall be guided by:
 - (1) The non-tenured teacher's degree of preparation and experience;
 - (2) The non-tenured teacher's individual professional development plan (PDP) developed ~~within thirty instructional days of the beginning of the teaching assignment pursuant to~~ **in accordance with** N.J.A.C. 6A:9C-4.4(f);
 - (3) Areas of focus within the district mentoring plan; and
 - (4) Goals of the school and school district plans for professional development as described in N.J.A.C. 6A:9C-4.2.
 - c. One-to-one mentoring, which is required for each novice provisional teacher as set forth in 4. below.
4. The district shall provide an individual mentor to work one-to-one with a novice provisional teacher and ensure:
- a. Each novice provisional teacher is assigned an individual mentor at the beginning of the contracted teaching assignment;
 - b. The mentor teacher provides observation and feedback, opportunities for the novice teacher to observe effective practice, and confidential guidance and support in accordance with the Professional Standards for Teachers, and guides the teacher in a self-assessment on the school district's Commissioner-approved teaching practice instrument;



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District Mentoring Program

- c. The one-to-one mentoring includes planned, in-person contact time between the mentor teacher and the novice provisional teacher holding a CE or CEAS over the course of the academic year, or proportionally longer if the novice provisional teacher holds a part-time teaching assignment;
 - d. The mentor teacher and the novice provisional teacher holding a CEAS meet at least once per week for the first four weeks of the teaching assignment;
 - e. The mentor teacher and the novice provisional teacher holding a CE meet at least once per week for the first eight weeks of the teaching assignment:
 - (1) The one-to-one mentoring shall support the novice provisional teacher in achieving the curricular objectives of the formal instructional program in which the novice provisional teacher holding a CE is enrolled.
 - f. All contact time between the mentor teacher and the novice provisional teacher shall be recorded in a log, developed as part of the district mentoring plan, submitted to the Superintendent or designee, and maintained within the school district.
5. All novice provisional teachers whose positions require possession of instructional certificates pursuant to N.J.S.A. 18A:26-2 and N.J.A.C. 6A:9B-5.1 shall comply with the district mentoring program requirements.
6. The district shall budget State funds appropriated for the novice teacher mentoring program.
- a. Subject to the availability of funds, the Department of Education shall appropriate State funds based on the number of novice teachers employed each year by the Board of Education.



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District Mentoring Program

- b. The Board of Education shall ensure State funds appropriated for this program supplement, and not supplant, Federal, State, or local funds already devoted to planning and implementing a novice teacher mentor program.
 - c. The Board of Education shall ensure State funds are used for one or more of the following:
 - (1) Stipends for mentor teachers;
 - (2) The costs associated with release time;
 - (3) Substitutes for mentor and novice teachers; and
 - (4) Professional development and training activities related to the program.
 - d. If no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional period of teaching to obtain standard certification shall be responsible for payment of mentoring fees during the first provisional year. The Board may, at its discretion, pay all or part of the mentoring fees.
7. The school district's administrative office shall oversee the payment of mentors. Payment shall not be conferred directly from provisional novice teacher to mentor.

C. Mentor requirements

- 1. The Superintendent shall oversee the mentor selection process and ensure the individual mentor of a novice provisional teacher meets the following minimum requirements:
 - a. Holds an instructional certificate and, when possible, is certified in the subject area in which the novice provisional teacher is working;



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District Mentoring Program

- b. Has at least three years of experience and has taught full-time for at least two years within the last five years;
- c. Does not serve as the mentee's direct supervisor nor conduct evaluations of teachers;
- d. Demonstrates a record of success in the classroom:
 - (1) ~~Beginning academic year 2014-2015~~, All mentor teacher applicants shall have received a summative rating of effective or highly effective on the most recent summative evaluation, pursuant to N.J.A.C. 6A:10.
 - (a) A mentor teacher applicant in a school or school district not required pursuant to N.J.A.C. 6A:10-1 to issue summative evaluations shall demonstrate at least one year of effective teaching on his or her most recent evaluation as determined by his or her supervisor.
- e. Understands the social and workplace norms of the school district and the community it serves;
- f. Understands the resources and opportunities available in the school district and is able to act as a referral source to the novice provisional teacher; and
- g. Completes a comprehensive mentor training program with a curriculum that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, Professional Standards for Teachers, NJSL Standards, classroom observation skills, facilitating adult learning, and leading reflective conversations about teaching practice.



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District Mentoring Program

D. District Mentoring Plan

1. The Superintendent or designee shall develop a district mentoring plan as part of the school district's PDP pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.
 - a. The Superintendent shall submit the district mentoring plan to the Board of Education for review of its fiscal impact.
 - b. The Superintendent or designee shall share the district mentoring plan with each school improvement panel, which shall oversee the school-level implementation of the district mentoring plan and shall communicate the plan to all non-tenured teachers and their mentors.
 - c. The Superintendent or designee annually shall review the plan and revise it, as necessary, based on feedback from mentor logs, each school improvement panel, and data on teacher and student performance.

Issued:



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Evaluation of Teachers

May 17

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

3221 EVALUATION OF TEACHERS

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

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

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

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



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

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

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

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

N.J.S.A. 18A:6-117 et seq.

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-3.1 and 3.2; N.J.A.C. 6A:10-4.1 through 4.4

N.J.A.C. 6A:10-7.1 and 7.2

Adopted:



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Evaluation of Teachers

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

R 3221 EVALUATION OF TEACHERS

A. Definitions – N.J.A.C. 6A:10-1.2

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

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

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

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

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

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

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

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



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

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the teacher’s supervisor.

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

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

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

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



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

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

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

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

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

“Observation” means a method of collecting data on the performance of a teacher’s assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-24.1.

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

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



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“Semester” means half of the school year.

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

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

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

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

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

“Supervisor” means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-112.

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

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



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

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

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

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

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

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

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



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2. The evaluation rubrics for teachers shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 (P.L. 2012, c. 26, § 17c).
 3. Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.
- E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2
1. The Board of Education shall meet the following requirements for the annual evaluation of teachers, unless otherwise specified:
 - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.1 et seq.;
 - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c);
 - (1) **The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to teaching staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to teaching staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.**
 - c. Ensure the Superintendent annually notifies all teachers of the adopted evaluation policies and procedures no later than October 1. If a teacher is hired after October 1, the Board/Superintendent shall notify the teacher of the policies and procedures at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures within ten teacher working days of adoption;



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- d. Annually adopt by June 1, any Commissioner-approved teacher practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
 - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
 - f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
 - g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a teacher for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and N.J.A.C. 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teachers and, when applicable, applying the Commissioner-approved educator practice instruments:
 - a. Annually provide training on and descriptions of each component of the evaluation rubric for all teachers who are being evaluated in the school district and provide more thorough training for any teacher who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;



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- ~~b.~~ Provide training on the teacher practice instruments for any supervisor who will conduct observations for the purpose of evaluation of teachers. Training shall be provided before the observer conducts his or her first observation for the purpose of evaluation;
- be. Annually provide updates and refresher training on the teacher practice instruments for any supervisors who will observe teacher practice for the purpose of increasing accuracy and consistency among observers **are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate teachers for the first time. Training shall be provided on each component of the evaluated teacher's evaluation rubric before the evaluation of a teacher;**
- cd. Annually require each supervisor who will conduct observations for the purpose of evaluation of a teacher to complete **at least two co-observations during the academic school year.**
- (1) Co-observers shall use the co-observation to promote accuracy **and consistency** in scoring, and to continually train themselves on the instrument.
 - (2) A co-observation shall **may** count as one required observation for the purpose of evaluation pursuant to N.J.A.C. 6A:10-4.4, as long as the observer meets the requirements set forth in N.J.A.C. 6A:10-4.3 and 4.4, **but the co-observation shall not count as two or more required observations. If a co-observation counts as one required observation, the score shall be determined by the teacher's designated supervisor.**
- de. The Superintendent shall annually certify to the Department that all supervisors of teachers in the school district who are utilizing teacher practice instruments **evaluation rubrics** have completed training on the instrument and its application and have demonstrated competency in applying the teacher practice instruments **evaluation rubrics.**



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

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. Beginning in ~~2018-2019~~ 2017-2018, the District Evaluation Advisory Committees shall no longer be required and the Board of Education, shall have the discretion to continue the District's Evaluation Advisory Committee.

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

1. The provisions outlined in Policy and Regulation 3221 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teachers.
2. Evaluation policies and procedures requiring the annual evaluation of all teachers shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 - a. Roles and responsibilities for implementation of evaluation policies and procedures;
 - b. Job descriptions, evaluation rubrics for teachers, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;

*will be
recommendation
of the CSAC.*



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- c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;
 - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
 - e. **Process for developing and scoring student growth objectives;**
 - fe. The process for preparation of individual professional development plans; and
 - gf. The process for preparation of an annual written performance report by the teacher's designated supervisor and an annual summary conference between the teacher and his or her designated supervisor.
3. The annual summary conference between designated supervisors and teachers shall be held before the **annual written** performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:
- a. The performance of the teacher based upon the job description and the scores or evidence compiled using the teacher's evaluation rubric, including, when applicable, ~~the teacher's practice instrument;~~
 - (1) **The teacher's practice instrument; and**
 - (2) **Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.**
 - b. The progress of the teacher toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; **and**



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- e. ~~Available indicators or scores of student achievement or growth, when applicable, such as student growth objective scores and student growth percentile scores; and~~
- cd. The preliminary annual written performance report.
4. If any scores for the teacher's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
5. The annual written performance report shall be prepared by the teacher's designated supervisor and shall include, but not be limited to:
- a. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-4;
- b. Performance area(s) of strength and area(s) needing improvement based upon the job description, observations for the purpose of evaluation and, when applicable, the teacher practice instrument; and **components of the teacher's evaluation rubric; and**
- c. ~~An~~ **The teacher's** individual professional development plan developed by the designated supervisor and the teacher or, when applicable, a corrective action plan from the evaluation year being reviewed in the report.
6. The teacher and the designated supervisor shall sign the report within five teacher working days of the review.
7. The Board of Education shall include all written performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the teacher's personnel file, or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.



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

1. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teacher and the Superintendent or the teacher's designated supervisor. **If the teacher does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.**
2. ~~If the summative evaluation rating is calculated before the end of the school year, then~~ The corrective action plan shall be developed and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan prior to ~~September 15 by~~ **October 31** of the following school year. ~~The conference to develop and discuss the corrective action plan may be combined with the teacher's annual summary conference that occurs at the end of the year of evaluation.~~ **following the year of evaluation except:**
 - a3. If the ineffective or partially effective summative evaluation rating is received after ~~the start~~ **October 1** of the school year following the year of evaluation, ~~then~~ a corrective action plan **shall must** be developed, and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan within ~~twenty-five~~ **fifteen** teacher working days following the school district's receipt of the teacher's summative rating.
4. ~~The content of the corrective action plan shall replace the content of the individual professional development plan required in N.J.A.C. 6A:9C-3.4(e) and 3.7(e) until the next annual summary conference.~~
35. The content of the corrective action plan shall **replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:**
 - a. Address areas in need of improvement identified in the teacher evaluation rubric;



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- b. Include specific, demonstrable goals for improvement;
 - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
46. The teacher's designated supervisor and the teacher on a corrective action plan shall discuss the teacher's progress toward the goals outlined in the corrective action plan during each **required** post-observation conference, ~~when required by~~ **pursuant to** N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-4.4. **The teacher and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teacher's progress, position, or role.**
57. Progress toward the teacher's goals outlined in the corrective action plan:
- a. ~~S~~shall be documented in the teacher's personnel file and reviewed at the annual summary conference **and** ~~or~~ the mid-year evaluation, ~~when applicable.~~ Both the teacher on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teacher's progress toward his or her corrective action plan goals; **and**
 - b8. ~~Progress toward the teacher's goals outlined in the corrective action plan~~ **M**ay be used as evidence in the teacher's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
69. Responsibilities of the evaluated teacher on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teacher's designated supervisor.



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710. 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 **approximately** midway between the development of the corrective action plan and the **expected receipt of the next annual summative rating summary conference**. The mid-year evaluation shall include, at a minimum, a conference to discuss progress toward the teacher's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.
811. The School Improvement Panel shall ensure teachers with a corrective action plan receive one observation, including a post-observation **conference**, in addition to the observations required in N.J.A.C. 6A:10-4.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 4.4(a). ~~The Superintendent or Principal shall determine the length of the additional observation.~~
912. ~~Tenured~~ **Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, tenured** teachers with a corrective action plan shall be observed by multiple observers for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4(c)42.
1013. The corrective action plan shall remain in effect until the teacher receives his or her next summative evaluation rating.
11. **There shall be no minimum number of teacher working days a teacher's corrective action plan can be in place.**
- I. School Improvement Panel – N.J.A.C. 6A:10-3 et seq.
1. School Improvement Panel Membership – N.J.A.C. 6A:10-3.1
- a. The School Improvement Panel shall include the Principal, a Vice Principal, and a teacher who is chosen in accordance with b. below by the Principal in consultation with the majority representative. **If an Assistant Principal or Vice**



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

- b. The Principal annually shall choose the teacher(s) on the School Improvement Panel through the following process:
 - (1) The teacher member shall be a person with a demonstrated record of success in the classroom. A demonstrated record of success in the classroom means the teacher member shall have been rated effective or highly effective in the most recent available annual summative rating.
 - (2) The majority representative, in accordance with a. above, may submit to the Principal, teacher member nominees for consideration.
 - (3) The Principal shall have final decision-making authority and is not bound by the majority representative's list of nominees.
- c. The teacher member shall serve a full academic school year, except in case of illness or authorized leave, but may not be appointed more than three consecutive school years.
- d. All members of the School Improvement Panel shall be chosen by August 31 of each year.

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

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



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- (2) Conduct evaluations of teachers pursuant to N.J.A.C. 6A:10-2.4 and 4.4;
 - (3) Ensure corrective action plans for teachers are created in accordance to N.J.A.C. 6A:10-2.5(j); and **ensure** ~~conduct~~ mid-year evaluations **are conducted** for teachers who are on a corrective action plan; and
 - (4) Identify professional development opportunities for all teachers based on the review of aggregate school-level data, including, but not limited to, teacher evaluation and student performance data to support school-level professional development plans described in N.J.A.C. 6A:9C-3.54.2.
- b. To conduct observations for the purpose of evaluation, the teacher member shall have:
- (1) Agreement of the majority representative;
 - (2) An appropriate supervisory certificate; and
 - (3) Approval of the Principal who supervises the teacher being observed.
- c. The teacher member who participates in the evaluation process shall not serve concurrently as a mentor under N.J.A.C. ~~6A:9B-8.4~~ 6A:9C-5.2(a)3.
- J. Components of Teacher Evaluation Rubric – N.J.A.C. 6A:10-4.1
1. The components of the teacher evaluation rubric described in N.J.A.C. 6A:10-4.1 et seq. shall apply to teachers holding the position of teacher and holding a valid and effective standard, provisional, or emergency instructional certificate.
 2. Evaluation rubrics for all teachers shall include the requirements described in N.J.S.A. 18A:6-123, including, but not limited to:



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- a. Measures of student achievement pursuant to N.J.A.C. 6A:10-4.2; and
 - b. Measures of teacher practice pursuant to N.J.A.C. 6A:10-4.3 and 4.4.
3. To earn a summative rating, a teacher shall have a student achievement score, including median student growth percentile and/or student growth objectives(s) scores, and a teacher practice score pursuant to N.J.A.C. 6A:10-4.4.
4. Each score shall be converted to a percentage weight so all components make up 100 percent of the evaluation rubric. By August 31 prior to the school academic year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:
- a. If, according to N.J.A.C. 6A:10-4.2(b), a teacher receives a median student growth percentile, the student achievement component shall be at least thirty percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.
 - b. If, according to N.J.A.C. 6A:10-4.2(b), a teacher does not receive a median student growth percentile, the student achievement component shall be at least fifteen percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.
 - c. Measures of teacher practice described in N.J.A.C. 6A:10-4.3 and 4.4 shall be at least fifty percent and no more than eighty-five percent of a teacher's evaluation rubric rating as determined by the Department.



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

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

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

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

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

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

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

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



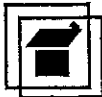
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- a. Teaches at least one course or group within a course that falls within a standardized-tested grade or subject. The Department shall maintain on its website a course listing of all standardized-tested grades and subjects for which student growth percentile can be calculated pursuant to 4. below;
 - b. Teaches the course or group within the course for at least sixty percent of the time from the beginning of the course to the day of the standardized assessment; and
 - c. Has at least twenty individual student growth percentile scores attributed to his or her name during the **school** **academic** year of the evaluation. If a teacher does not have at least twenty individual student growth percentile scores in a given **school** **academic** year, the student growth percentile scores attributed to a teacher during the two **school** **academic** years prior to the evaluation year may be used in addition to the student growth percentile scores attributed to the teacher during the **school** **academic** year of the evaluation. Only student growth percentile scores from **school** **academic** year 2013-2014 or any **school** year after shall be used to determine median student growth percentiles.
3. The Department shall periodically collect data for all teachers that include, but are not limited to, student achievement and teacher practice scores.
 4. The Department shall calculate the median student growth percentile for teachers using students assigned to the teacher by the school district. For teachers who have a student growth percentile score:
 - a. The Board of Education shall submit to the Department final ratings for all components, other than the student growth percentile, for the annual summative rating; and
 - b. The Department then shall report to the employing district Board of Education the annual summative rating, including the median student growth percentile for each teacher who receives a median student growth percentile.



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5. Student growth objectives for teachers shall be developed and measured according to the following procedures:
 - a. The Superintendent shall determine the number of required student growth objectives for teachers, including teachers with a student growth percentile. A teacher with a student growth percentile shall have at least one and not more than four student growth objectives. A teacher without a student growth percentile shall have at least two and a maximum of four student growth objectives. By August 31 prior to the **school** academic year the evaluation rubric applies, the Department shall provide on its website the minimum and maximum number of required student growth objectives within this range.
 - b. A teacher with a student growth percentile shall not use the standardized assessment used in determining the student growth percentile to measure progress toward a student growth objective.
 - c. Each teacher shall develop, in consultation with his or her supervisor or a Principal's designee, each student growth objective. If the teacher does not agree with the student growth objectives, the Principal shall make the final determination.
 - d. Student growth objectives and the criteria for assessing teacher performance based on the objectives shall be determined, recorded, and retained by the teacher and his or her supervisor by October 31 of each **school** academic year, or within twenty-five working days of the teacher's start date if the teacher begins work after October 1.
 - e. Adjustments to student growth objectives may be made by the teacher in consultation with his or her supervisor only when approved by the Superintendent or designee. Adjustments shall be recorded in the teacher's personnel file on or before February 15.



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

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

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

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

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

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

2. Observation conferences shall include the following procedures:

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

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



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

- c. If agreed to by the teacher, **one required** post-observation conferences **and any pre-conference(s)** for short observations of tenured teachers who are not on a corrective action plan may be conducted via written communication, including electronic.
- d. **One post-observation conference may be combined with a teacher's annual summary conference, as long as it occurs within the required fifteen teacher working days following the observation for the purpose of evaluation.**
- ed. A pre-conference, when required, shall occur at least one but not more than seven teacher working days prior to the observation.

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

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



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- (1) Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, nontenured teachers shall be observed during the course of the year by more than one appropriately certified supervisor.
- b. ~~Teachers on a corrective action plan shall receive observations within the timeline set forth in N.J.A.C. 6A:10-2.5.~~
- e. ~~Nontenured teachers shall be observed during the course of the year by more than one appropriately certified supervisor, either simultaneously or separately, by multiple observers, with the following provisions:~~
 - (1) ~~A co-observation shall fulfill the requirement in this section for multiple observers.~~
 - (2) ~~One co-observation shall count as one observation required in 4. below.~~
- d. ~~One post-observation conference may be combined with a teacher's annual summary conference as long as it occurs within the required fifteen teacher working days following the observation for the purpose of evaluation.~~
- c. Tenured teachers shall be observed at least two times during each school year. Observations for all tenured teachers shall occur prior to the annual summary conference, which shall occur prior to the end of the academic school year.
 - (1) If a tenured teacher was rated highly effective on his or her most recent summative evaluation and if both the teacher and the teacher's designated supervisor agree to use this option, one of the two required observations may be an observation of a Commissioner-approved activity other than a classroom lesson. The Department of Education shall post annually to its website a list of Commissioner-approved activities that may be observed in accordance with N.J.A.C. 6A:10-4.4.



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- d. Teachers on a corrective action plan shall receive, in accordance with N.J.A.C. 6A:10-2.5(h), one additional observation, including a post-observation conference.
 - e. Upon receiving a final summative evaluation that necessitates a corrective action plan, in accordance with N.J.A.C. 6A:10-2.5(a), any remaining required observation(s) shall not be conducted until the corrective action plan has been finalized.
 - fe. A written or electronic observation evaluation report shall be signed by the supervisor who conducted the observation and post-observation and the teacher who was observed.
 - gf. The teacher shall submit his or her written objection(s) of the evaluation within ten teacher working days following the conference. The objection(s) shall be attached to each party's copy of the annual ~~written~~ performance report.
4. ~~Each observation required for the purpose of evaluations shall be conducted for the minimum duration based on the following groups:~~
- a. ~~A nontenured teacher who is in his or her first or second year of teaching in the school district shall receive at least two long observations and one short observation.~~
 - b. ~~A nontenured teacher who is in his or her third or fourth year of teaching in the school district shall receive at least one long observation and two short observations.~~
 - c. ~~A tenured teacher shall receive at least three short observations.~~
45. To earn a teacher practice score, a **nontenured** teacher shall receive at least three observations.
- a. If a **nontenured** teacher is present for less than forty percent of the total student school days in a **school** ~~an~~ **academic** year, he or she shall receive at least two observations to earn a teacher practice score.



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

1. The teacher practice instrument approved by the Department shall meet the following criteria:
 - a. Include domains of professional practice that align to the New Jersey Professional Standards for Teachers pursuant to N.J.A.C. 6A:9-3;
 - b. Include scoring guides for assessing teacher practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall:
 - (1) Clearly define the expectations for each rating category;
 - (2) Provide a conversion to the four rating categories: ~~ineffective, partially effective, effective, and highly effective;~~
 - (3) Be applicable to all grades and subjects; or to specific grades and/or subjects if designed explicitly for the grades and/or subjects; and
 - (4) Use clear and precise language that facilitates common understanding among teachers and administrators.
 - c. Rely **on**, to the extent possible, on specific, discrete, observable, and/or measurable behaviors of students and teachers in the classroom with direct evidence of student engagement and learning; and
 - d. Include descriptions of specific training and implementation details required for the instrument to be effective.
2. ~~For Commissioner approval of a teacher practice instrument in 2015 or any year thereafter, the instrument shall include a process to assess competency on the evaluation instrument which the school district may choose to use as a measure of competency.~~

Adopted:



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Evaluation of Teaching Staff Members, Excluding
Teachers and Administrators

May 17

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

3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS

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

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

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

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



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

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

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

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

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5; 6A:10-6.2

Adopted:



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Evaluation of Teaching Staff Members, Excluding
Teachers and Administrators

May 17

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

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

A. Definitions – N.J.A.C. 6A:10-1.2

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

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

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

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

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

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

“Department” means the New Jersey Department of Education.



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“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the teaching staff member’s supervisor.

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

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

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

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

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

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



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

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

“Observation” means a method of collecting data on the performance of a teaching staff member's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-24.1.

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

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

“Semester” means half of the school year.

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

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



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

“Supervisor” means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-142.

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

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

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

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

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



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

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

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

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

1. The Board of Education shall meet the following requirements for the annual evaluation of teaching staff members, unless otherwise specified:
 - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
 - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c);
 - (1) **The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.**



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- c. Ensure the Superintendent annually notifies all teaching staff members of the adopted evaluation policies and procedures no later than October 1. If a teaching staff member is hired after October 1, the Board/Superintendent shall notify the teaching staff member of the policies and procedures at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures within ten teaching staff member working days of adoption;
- d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
- e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
- f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
- g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a teaching staff member for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4, and N.J.A.C. 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.



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2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teaching staff members and, when applicable, applying the Commissioner-approved educator practice instruments:
 - a. Annually provide training on and descriptions of each component of the evaluation rubric for all teaching staff members who are being evaluated in the school district and provide more thorough training for any teaching staff member who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;
 - ~~b. Provide training on the teaching staff member practice instruments for any supervisor who will conduct observations for the purpose of evaluation of teaching staff members. Training shall be provided before the observer conducts his or her first observation for the purpose of evaluation;~~
 - be. Annually provide updates and refresher training ~~on the teaching staff member practice instruments~~ for any supervisors who will observe teaching staff member practice for the purpose of increasing accuracy and consistency among observers are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate teaching staff members for the first time. Training shall be provided on each component of the evaluated teaching staff member's evaluation rubric before the evaluation of a teaching staff member; and
 - cd. The Superintendent shall annually certify to the Department that all supervisors of teaching staff members in the school district who are utilizing ~~educator practice instruments~~ **evaluation rubrics** have completed training on ~~the instrument and its application~~ and have demonstrated competency in applying the ~~educator practice instruments~~ **evaluation rubrics**.



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

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. Beginning in ~~2017-2018~~ **2018-2019**, the District Evaluation Advisory Committees shall no longer be required and the Board of Education, shall have the discretion to continue the District's Evaluation Advisory Committee.

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

1. The provisions outlined in Policy and Regulation 3222 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teaching staff members.
2. Evaluation policies and procedures requiring the annual evaluation of all teaching staff members shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 - a. Roles and responsibilities for implementation of evaluation policies and procedures;
 - b. Job descriptions, evaluation rubrics for all teaching staff members, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;

*with the
recommendation
of DeCSA*



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- c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;
 - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
 - e. **Process for developing and scoring student growth objectives;**
 - fe. The process for preparation of individual professional development plans; and
 - gf. The process for preparation of an annual written performance report by the teaching staff member's designated supervisor, and an annual summary conference between the teaching staff member and his or her designated supervisor.
3. The annual summary conference between the designated supervisor and the teaching staff member shall be held before the ~~written~~ **annual** performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:
- a. The performance of the teaching staff member based upon the job description and, ~~when applicable,~~ the scores or evidence compiled using the teaching staff member's evaluation rubric, including, whenever applicable; ~~the teaching staff member's practice instrument;~~
 - (1) **The teaching staff member's practice instrument; and**
 - (2) **Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.**



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- b. The progress of the teaching staff member toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; **and**
 - ~~c. Available indicators or scores of student achievement or growth, when applicable, such as student growth objective scores and student growth percentile scores; and~~
 - cd. The preliminary annual ~~written~~ performance report.
4. If any scores for the teaching staff member's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
 5. The annual ~~written~~ performance report shall be prepared by the teaching staff member's designated supervisor and shall include, but not be limited to:
 - a. A summative rating based on the evaluation rubric;
 - b. Performance area(s) of strength and area(s) needing improvement based upon the job description, observations for the purpose of evaluation and, when applicable, the ~~teaching staff member practice instrument~~; **and components of the teaching staff member's evaluation rubric; and**
 - c. ~~An~~ **The teaching staff member's** individual professional development plan ~~developed by the designated supervisor and the teaching staff member~~ or, when applicable, a corrective action plan from the evaluation year being reviewed in the report.
 6. The teaching staff member and the designated supervisor shall sign the report within five ~~teaching staff member~~ working days of the review.



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

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

1. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teaching staff member and the Superintendent or the teaching staff member's designated supervisor. **If the teaching staff member does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.**
2. ~~If the summative evaluation rating is calculated before the end of the school year, then~~ The corrective action plan shall be developed and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan prior to ~~September 15 by~~ **October 31** of the following school year. ~~The conference to develop and discuss the corrective action plan may be combined with the teaching staff member's annual summary conference that occurs at the end of the year of evaluation.~~ **following the year of evaluation, except:**
 - a3. If the ineffective or partially effective summative evaluation rating is received after **October 1** ~~the start of~~ the school year following the year of evaluation, then a corrective action plan **shall** ~~must~~ be developed, and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan within **twenty-five** ~~fifteen~~ teaching staff member working days following the school district's receipt of the teaching staff member's summative rating.



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4. ~~The content of the corrective action plan shall replace the content of the individual professional development plan required in N.J.A.C. 6A:9C-3.4(e) and 3.7(e) until the next annual summary conference.~~
35. The content of the corrective action plan shall **replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:**
- a. Address areas in need of improvement identified in the teaching staff member evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;
 - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
46. The teaching staff member's designated supervisor and the teaching staff member on a corrective action plan shall discuss the teaching staff member's progress toward the goals outlined in the corrective action plan during each **required** post-observation conference. **The teaching staff member and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teaching staff member's progress, position, or role.**
57. Progress toward the teaching staff member's goals outlined in the corrective action plan:
- a. Sshall be documented in the teaching staff member's personnel file and reviewed at the annual summary conference **and** ~~or the mid-year evaluation, when applicable.~~ Both the teaching staff member on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teaching staff member's progress toward his or her corrective action plan goals; **and**



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- b8. ~~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.
69. Responsibilities of the evaluated teaching staff member on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teaching staff member's designated supervisor.
710. The corrective action plan shall remain in effect until the teaching staff member receives his or her next summative evaluation rating.
8. **There shall be no minimum number of teaching staff member working days a teacher's corrective action plan can be in place.**
- I. Teaching Staff Member Observations and Evaluations – N.J.A.C. 6A:10-6.2
1. The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured teaching staff members, except teachers, Principals, Vice Principals, and Assistant Principals. **Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:**
- Be at least twenty minutes in length;**
 - Be followed within fifteen teaching staff member working days by a conference between the supervisor who made the observation and the nontenured teaching staff member;**
 - Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and**



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- d. **Allow the nontenured teaching staff member to submit his or her written objection(s) of the evaluation within ten teaching staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.**
2. **All tenured teaching staff members shall receive at least one observation per school year.**
3. **All nontenured teaching staff members shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1.**
- ~~2. Each nontenured teaching staff member shall be observed and evaluated in the performance of his or her duties at least three times during each school year, but not less than once during each semester.~~
- ~~3. Each tenured teaching staff member shall be observed and evaluated in the performance of his or her duties at least once each school year. The Superintendent shall determine the duration of observations.~~
- ~~4. Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case study analysis of a significant student issue.~~
- ~~5. Each observation shall be followed within fifteen teaching staff member working days by a conference between the Superintendent or designated supervisor who made the observation and written or electronic evaluation, and the teaching staff member. Both parties to such a conference shall sign the written evaluation report and each shall retain a copy for his or her records. The purpose of this procedure is to recommend as to reemployment, identify any deficiencies, extend assistance for correction, and improve professional competence.~~



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6. ~~The teaching staff member may submit his or her written objection(s) of the evaluation within ten teaching staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.~~
- a7. The required observations and evaluations for nontenured teaching staff members shall take place before April 30 each year. These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three observations and evaluations must have been completed prior to April 30.
- b8. The number of required observations and evaluations for nontenured teaching staff members may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year.
49. Evaluations for tenured teaching staff shall be completed prior to June 30.

Adopted:



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

May 17

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

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

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

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

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



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

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

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

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

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

Adopted:



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Assistant Principals
May 17
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[See POLICY ALERT Nos. 201, 207 and 212]

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

A. Definitions – N.J.A.C. 6A:10-1.2

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

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

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

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

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

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



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

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the administrator’s supervisor.

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

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

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

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



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

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

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

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

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

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

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

“Semester” means half of the school year.



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

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

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

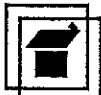
“Supervisor” means an appropriately certified staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement, as defined in N.J.A.C. 6A:9B-121.

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

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

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

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



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

1. The Board of Education shall annually adopt evaluation rubrics for all administrators. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.
2. Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.

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

1. The Board of Education shall meet the following requirements for the annual evaluation of administrators, unless otherwise specified:
 - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.1 et seq.;
 - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c);;
 - (1) **The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.**



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- c. Ensure the Superintendent annually notifies all administrators of the adopted evaluation policies and procedures no later than October 1. If an administrator is hired after October 1, the Board/Superintendent shall notify the administrator of the policies and procedures at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures within ten administrator working days of adoption;
- d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
- e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
- f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
- g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of an administrator for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and N.J.A.C. 6A:10-6.2 shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.



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2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all administrators and, when applicable, applying the Commissioner-approved educator practice instruments:
 - a. Annually provide training on and descriptions of each component of the evaluation rubric for all administrators who are being evaluated in the school district and provide more thorough training for any administrator who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;
 - ~~b. Provide training on the educator practice instruments for any supervisor who will conduct observations for the purpose of evaluation of administrators. Training shall be provided before the observer conducts his or her first observation for the purpose of evaluation;~~
 - be. Annually provide updates and refresher training on the educator practice instruments for any supervisors who will observe educator practice for the purpose of increasing accuracy and consistency among observers are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate administrators for the first time. Training shall be provided on each component of the evaluated administrator's evaluation rubric before the evaluation of an administrator; and**
 - cd. The Superintendent shall annually certify to the Department that all supervisors of administrators in the school district who are utilizing educator practice instruments evaluation rubrics have completed training on the instrument and its application and have demonstrated competency in applying the evaluation rubrics educator practice instruments.**



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

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. Beginning in ~~2017-2018~~ **2018-2019**, the District Evaluation Advisory Committees shall no longer be required and the Board of Education shall have the discretion to continue the District's Evaluation Advisory Committee.

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

1. The provisions outlined in Policy and Regulation 3223 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of administrators.
2. Evaluation policies and procedures requiring the annual evaluation of all administrators shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 - a. Roles and responsibilities for implementation of evaluation policies and procedures;
 - b. Job descriptions, evaluation rubrics for administrators, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;

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- c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Vice Principals, and Assistant Principals for calculating the median and school-wide student growth percentile;
 - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
 - e. **Process for developing and scoring student growth objectives;**
 - fe. The process for preparation of individual professional development plans; and
 - gf. The process for preparation of an annual ~~written~~ performance report by the Superintendent or designated supervisor and an annual summary conference between the administrator and ~~his or her the Superintendent or~~ designated supervisor.
3. The annual summary conference between ~~the Superintendent or~~ designated supervisors and the administrator shall be held before the **annual** ~~written~~ performance report is filed. The conference shall occur on or before June 30 of each **school** year and shall include, but not be limited to, a review of the following:
- a. The performance of the administrator based upon the job description and the scores or evidence compiled using the administrator's evaluation rubric, including, whenever applicable, ~~the educator's practice instrument;~~
 - (1) **The administrator's practice instrument; and**
 - (2) **Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.**



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- b. The progress of the administrator toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; **and**
 - e. ~~Available indicators or scores of student achievement or growth, when applicable, such as student growth objective scores and student growth percentile scores; and~~
 - cd. The preliminary annual written performance report.
4. If any scores for the administrator's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
5. The annual written performance report for the administrator shall be prepared by the ~~Superintendent or designated supervisor~~ and shall include, but not be limited to:
- a. A summative rating based on the evaluation rubric;
 - b. Performance area(s) of strength and area(s) needing improvement based upon the job description, ~~observations for the purpose of evaluation and, when applicable, the educator practice instrument;~~ and **components of the administrator's evaluation rubric; and**
 - c. ~~An~~ **The administrator's** individual professional development plan ~~developed by the Superintendent or designated supervisor and the administrator or, when applicable,~~ a corrective action plan from the evaluation year being reviewed in the report.
6. The administrator and the ~~Superintendent or designated supervisor~~ shall sign the report within five ~~administrator~~ working days of the review.



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

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

1. For each administrator rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by administrator and the Superintendent or the designated supervisor. **If the administrator does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.**
2. ~~If the summative evaluation rating is calculated before the end of the school year, then~~ The corrective action plan shall be developed and the administrator and ~~the Superintendent or his or her~~ designated supervisor shall meet to discuss the corrective action plan ~~prior to September 15 by~~ **October 31** of the following school year. ~~The conference to develop and discuss the corrective action plan may be combined with the administrator's annual summary conference that occurs at the end of the year of evaluation.~~ **following the year of evaluation except:**
 - a3. If the ineffective or partially effective summative evaluation rating is received after ~~the start~~ **October 1** of the school year following the year of evaluation, then a corrective action plan ~~shall~~ **must** be developed, and the administrator and ~~his or her the Superintendent or~~ designated supervisor shall meet to discuss the corrective action plan within ~~twenty-five~~ **fifteen** administrator working days following the school district's receipt of the administrator's summative rating.



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Assistant Principals

4. ~~The content of the corrective action plan shall replace the content of the individual professional development plan required in N.J.A.C. 6A:9C-3.4(e) and 3.7(c) until the next annual summary conference.~~
35. The content of the corrective action plan shall **replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:**
- a. Address areas in need of improvement identified in the administrator evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;
 - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
46. The ~~administrator's Superintendent or designated supervisor,~~ and the administrator on a corrective action plan shall discuss the administrator's progress toward the goals outlined in the corrective action plan during each **required** post-observation conference. **The administrator and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the administrator's progress, position, or role.**
57. Progress toward the administrator's goals outlined in the corrective action plan:
- a. Sshall be documented in the administrator's personnel file and reviewed at the annual summary conference **and** ~~or~~ the mid-year evaluation, ~~when applicable.~~ Both the administrator on a corrective action plan and ~~the Superintendent or~~ **his or her** designated supervisor may collect data and evidence to demonstrate the administrator's progress toward his or her corrective action plan goals; **and**



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- b8. ~~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.
69. Responsibilities of the evaluated administrator on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the Superintendent or administrator's designated supervisor.
710. The corrective action plan shall remain in effect until the administrator receives his or her next summative evaluation rating.
8. **There shall be no minimum number of administrator working days an administrator's corrective action plan can be in place.**
- I. Administrator Observations and Evaluations – N.J.A.C. 6A:10-6.2
1. The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured administrators. **Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:**
- a. **Be at least twenty minutes in length;**
 - b. **Be followed within fifteen administrator working days by a conference between the supervisor who made the observation and the nontenured administrator;**
 - c. **Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and**
 - d. **Allow the nontenured administrator to submit his or her written objection(s) of the evaluation within ten administrator working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.**



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2. All tenured administrators shall receive at least one observation per school year.
3. All nontenured administrators shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1.
- ~~2. Each nontenured administrator shall be observed and evaluated in the performance of his or her duties at least three times during each school year but not less than once during each semester.~~
- ~~3. Each tenured administrator shall be observed and evaluated in the performance of his or her duties at least once each school year. The Superintendent shall determine the duration of the observation.~~
- ~~4. Observations include, but are not limited to: observations of meetings, student instruction, parent conferences, and a case study analysis of a significant student issue.~~
- ~~5. Each observation shall be followed within fifteen administrator working days by a conference between the Superintendent or designated supervisor who made the observation and written or electronic evaluation and the administrator. Both parties to such a conference shall sign the written or electronic evaluation report and each shall retain a copy for his or her records. The purpose of this procedure is to recommend as to reemployment, identify any deficiencies, extend assistance for correction, and improve professional competence.~~
- ~~6. The administrator may submit his or her written objection(s) of the evaluation within ten administrator working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.~~
 - a7. The required observations and evaluations for nontenured administrators shall take place before April 30 each year. These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three evaluations and observations must have been completed prior to April 30.



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- b8. The number of required observations and evaluations for nontenured administrators may be reduced proportionately when an individual administrator's term of service is less than one academic year.
49. Evaluations for tenured administrators shall be completed prior to June 30.

Adopted:



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

3224 EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

The Board of Education recognizes the importance of Principal, Vice Principal, and Assistant Principal effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3224 for the evaluation of Principals, Vice Principals, and Assistant Principals consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for Principal, Vice Principal, and Assistant Principal evaluations consistent with TEACHNJ and AchieveNJ.

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

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



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

The components of the principal evaluation rubrics as described in N.J.A.C. 6A:10-5.1 shall apply to Principals, Vice Principals, and Assistant Principals. Measures of student achievement, as outlined in N.J.A.C. 6A:10-5.2, shall be used to determine impact on student learning. Principal, Vice Principal, and Assistant Principal observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-5.4. The Superintendent or designated supervisor shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or designated supervisor, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

The principal practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.3.

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

N.J.S.A. 18A:6-117 et seq.

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-5.1 through 5.4

N.J.A.C. 6A:10-7.1 and 7.3

Adopted:



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R 3224 EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3224 unless the context clearly indicates otherwise:

“Annual performance report” means a written appraisal of the Principal’s, Vice Principal’s, or Assistant Principal’s performance prepared by the designated supervisor based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a Principal, Vice Principal, or Assistant Principal evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

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

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

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



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

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or **designee as the administrator’s** as the ~~Principal’s, Vice Principal’s, or Assistant Principal’s~~ supervisor.

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

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

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

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



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

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

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

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

“Observation” means a method of collecting data on the performance of a Principal’s, Vice Principal’s, and Assistant Principal’s assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by the Superintendent or designee.

“Post-observation conference” means a meeting, either in-person or remotely, between the Superintendent or the designated supervisor who conducted the observation and the Principal, Vice Principal, and Assistant Principal for the purpose of evaluation to discuss the data collected in the observation.

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

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



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“Semester” means half of the school year.

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

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

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

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

“Supervisor” means an appropriately certified teaching staff member as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-1.2 and certified to evaluate a Principal, Vice Principal, or Assistant Principal.

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

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



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

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

D. Evaluation of Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.1

1. The Board of Education shall annually adopt evaluation rubrics for all Principals, Vice Principals, and Assistant Principals. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.
2. The evaluation rubrics for Principals, Vice Principals, and Assistant Principals shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 (P.L. 2012, c. 26, § 17c).
3. Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.

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

1. The Board of Education shall meet the following requirements for the annual evaluation of Principals, Vice Principals, and Assistant Principals, unless otherwise specified:
 - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-~~21-1~~ et seq.;



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- b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c);
- (1) **The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.**
- c. Ensure the Superintendent annually notifies all Principals, Vice Principals, and Assistant Principals of the adopted evaluation policies and procedures no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Board/Superintendent shall notify all Principals, Vice Principals, and Assistant Principals of the policies and procedures at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures within ten ~~Principal, Vice Principal, or Assistant Principal~~ working days of adoption;
- d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
- e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;



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- f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
 - g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a Principal, Vice Principal, or Assistant Principal for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and 6A:10-6.2 shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all Principals, Vice Principals, and Assistant Principals and, when applicable, applying the Commissioner-approved principal practice instruments:
- a. Annually provide training on and descriptions of each component of the evaluation rubric for all Principals, Vice Principals, and Assistant Principals who are being evaluated in the school district and provide more thorough training for any Principals, Vice Principals, and Assistant Principals who are being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the principal practice instrument;
 - b. ~~Provide training on the principal practice instrument for the Superintendent or designated supervisor who will conduct observations for the purpose of evaluation of Principals, Vice Principals, or Assistant Principals. Training shall be provided before the observer conducts his or her first observation for the purpose of evaluation;~~



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be. Annually provide updates and refresher training ~~on the principal practice instrument for any supervisors who will observe principal practice for the purpose of increasing accuracy and consistency among observers~~ **are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate Principals, Vice Principals, or Assistant Principals for the first time. Training shall be provided on each component of the evaluated Principal's, Vice Principal's, or Assistant Principal's evaluation rubric before the evaluation of the Principal, Vice Principal, or Assistant Principal;**

cd. The Superintendent shall annually certify to the Department that all **supervisors evaluators** of Principals, Vice Principals, and Assistant Principals in the school district who are utilizing **evaluation rubrics** ~~principal practice instruments~~ have completed training on **and the instrument and its application and have demonstrated competency in applying the evaluation rubrics** ~~principal practice instrument.~~

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

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



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

with recommendation of Dec SA

Evaluation Procedures for Principals, Vice Principals, and Assistant Principals - N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3224 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of Principals, Vice Principals, and Assistant Principals.
2. Evaluation policies and procedures requiring the annual evaluation of Principals, Vice Principals, and Assistant Principals shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 - a. Roles and responsibilities for implementation of evaluation policies and procedures;
 - b. Job descriptions, evaluation rubrics for Principals, Vice Principals, and Assistant Principals, the process for calculating the summative ratings and each component and the evaluation regulations set forth in N.J.A.C. 6A:10-1 et seq.;
 - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Vice Principals, Assistant Principals for calculating the median and school-wide student growth percentile;
 - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
 - e. **Process for developing and scoring student growth objectives;**



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- fe. The process for preparation of individual professional development plans; and
 - gf. The process for preparation of an annual ~~written~~ performance report by the Superintendent or designated supervisor, and an annual summary conference between the Principal, Vice Principal, or Assistant Principal and the Superintendent or designated supervisor.
3. The annual summary conference between the Superintendent or designated supervisor and the Principal, Vice Principal, or Assistant Principal shall be held before the ~~written~~ annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:
- a. The performance of the Principal, Vice Principal, or Assistant Principal based upon the job description and, ~~when applicable,~~ the scores or evidence compiled using the evaluation rubric, including, when applicable, ~~the principal practice instrument;~~
 - (1) **The principal's practice instrument; and**
 - (2) **Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.**
 - b. The progress of the Principal, Vice Principal, or Assistant Principal toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; **and**
 - e. ~~Available indicators or scores of student achievement or growth, when applicable, such as student growth objective scores and student growth percentile scores; and~~
 - cd. The preliminary annual ~~written~~ performance report.



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4. If any scores for the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
5. The annual ~~written~~ performance report for the Principal, Vice Principal, or Assistant Principal shall be prepared by the ~~Superintendent or~~ designated supervisor and shall include, but not be limited to:
 - a. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-5;
 - b. Performance area(s) of strength and area(s) needing improvement based upon the job description, ~~observations for the purpose of evaluation and, when applicable, the principal practice instrument;~~ and **components of the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric; and**
 - c. ~~An~~ **The Principal's, Vice Principal's, or Assistant Principal's** individual professional development plan ~~developed by the Superintendent or designated supervisor and the Principal, Vice Principal, or Assistant Principal or;~~ when applicable, a corrective action plan from the evaluation year being reviewed in the report.
6. The Principal, Vice Principal, or Assistant Principal and the ~~Superintendent or~~ designated supervisor shall sign the report within five ~~Principal, Vice Principal, or Assistant Principal~~ working days of the review.
7. The Board of Education shall include all ~~written~~ performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the Principal's, Vice Principal's, or Assistant Principal's personnel file, or in an alternative, confidential location. If reports and data are stored in an alternate



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location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

H. Corrective Action Plans for Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.5

1. For each Principal, Vice Principal, and Assistant Principal rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the Principal, Vice Principal, or Assistant Principal and the ~~Superintendent~~ or designated supervisor. **If the Principal, Vice Principal, or Assistant Principal does not agree with the corrective action plan's content, the designated supervisor shall make the final determination.**
2. ~~If the summative evaluation rating is calculated before the end of the school year, then~~ The corrective action plan shall be developed and the Principal, Vice Principal, or Assistant Principal and the ~~Superintendent or his or her~~ designated supervisor shall meet to discuss the corrective action plan ~~prior to September 15 by~~ **October 31** of the following school year. ~~The conference to develop and discuss the corrective action plan may be combined with the Principal's, Vice Principal's, or Assistant Principal's annual summary conference that occurs at the end of the year of evaluation.~~ **following the year of evaluation except:**
 - a3. If the ineffective or partially effective summative evaluation rating is received after ~~the start~~ **October 1** of the school year following the year of evaluation, ~~then~~ a corrective action plan **shall** ~~must~~ be developed, and the Principal, Vice Principal, or Assistant Principal and the ~~Superintendent or his or her~~ designated supervisor shall meet to discuss the corrective action plan within ~~fifteen~~ **twenty-five** Principal, Vice Principal, or Assistant Principal working days following the school district's receipt of the Principal's, Vice Principal's, or Assistant Principal's summative rating.



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4. ~~The content of the corrective action plan shall replace the content of the individual professional development plan required in N.J.A.C. 6A:9C-3.4(e) and 3.7(e) until the next annual summary conference.~~
35. The content of the corrective action plan shall **replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:**
- a. Address areas in need of improvement identified in the principal evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;
 - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
46. The ~~Superintendent~~ or designated supervisor and the Principal, Vice Principal, or Assistant Principal on a corrective action plan shall discuss the **Principal's, Vice Principal's, or Assistant Principal's** ~~employee's~~ progress toward the goals outlined in the corrective action plan during each post-observation conference, when required by N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-5.4.
57. Progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan:
- a. ~~S~~shall be documented in the Principal's, Vice Principal's, or Assistant Principal's personnel file and reviewed at the annual summary conference **and** ~~of~~ the mid-year evaluation, ~~when applicable~~. Both the Principal, Vice Principal, or Assistant Principal on a corrective action plan and ~~the Superintendent~~ **his or her** designated supervisor may collect data and evidence to demonstrate the Principal's, Vice Principal's, or Assistant Principal's progress toward his or her corrective action plan goals; **and**



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- b8. ~~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.~~
69. Responsibilities of the evaluated Principal, Vice Principal, or Assistant Principal on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the Superintendent or designated supervisor.
710. The Superintendent or **his or her designee, designated supervisor** and the Principal, as appropriate, shall conduct a mid-year evaluation of any Principal, Vice Principal, or Assistant Principal pursuant to N.J.S.A. 18A:6-121.c. ~~If the corrective action plan was created before the start of the year, the mid-year evaluation shall occur midway between the development of the corrective action plan and the annual summary conference.~~ **The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating.** The mid-year evaluation shall include, at a minimum a conference to discuss progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.
811. The Superintendent shall ensure Principals, Vice Principals, and Assistant Principals with a corrective action plan receive one observation and a post-observation **conference** in addition to the observations required in N.J.A.C. 6A:10-5.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 5.4. ~~The Superintendent or Principal shall determine the length of the observation.~~
912. The corrective action plan shall remain in effect until the Principal, Vice Principal, or Assistant Principal receives his or her next summative evaluation rating.



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10. There shall be no minimum number of Principal, Vice Principal, or Assistant Principal working days a Principal's, Vice Principal's, or Assistant Principal's corrective action plan can be in place.

I. Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.1

1. Unless otherwise noted, the components of the principal evaluation rubrics shall apply to teaching staff members holding the position of Principal, Vice Principal, or Assistant Principal and holding a valid and effective standard, provisional, or emergency administrative certificate.
2. The principal evaluation rubric shall meet the standards provided in N.J.S.A.-18A:6-123, including, but not limited to:
 - a. Measures of student achievement pursuant to N.J.A.C. 6A:10-5.2; and
 - b. Measures of principal practice pursuant to N.J.A.C. 6A:10-5.3 and 5.4.
3. To earn a summative rating, the Principal, Vice Principal, or Assistant Principal shall have a student achievement score, pursuant to N.J.A.C. 6A:10-5.2 and a principal practice score pursuant to N.J.A.C. 6A:10-5.3 and 5.4.
4. Each score shall be converted to a percentage weight so all measures make up 100 percent of the evaluation rubric. By August 31 prior to the academic school year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:
 - a. If, according to N.J.A.C. 6A:10-5.2(b), the Principal, Vice Principal, or Assistant Principal receives a school-wide student growth percentile score as described in N.J.A.C. 6A:10-5.2(c), the score shall be at least ten percent and no greater than forty percent of evaluation rubric rating as determined by the Department.



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- b. Measure of average student growth objective for all teachers, as described in N.J.A.C. 6A:10-5.2(d), shall be at least ten percent and no greater than twenty percent of evaluation rubric rating as determined by the Department.
 - c. Measure of administrator goal, as described in N.J.A.C. 6A:10-5.2(e), shall be no less than ten percent and no greater than forty percent of evaluation rubric rating as determined by the Department.
 - d. Measure of principal practice, as described in N.J.A.C. 6A:10-5.3(b), shall be ~~thirty~~ **no less than fifty** percent of evaluation rubric rating.
 - ~~e. Measure of leadership practice, as described in N.J.A.C. 6A:10-5.3(e), shall be twenty percent of evaluation rubric rating.~~
 - ~~f. Notwithstanding the provisions of a. through e. above, if an appeal of the administrator goal is approved, according to N.J.A.C. 6A:10-5.2(e)5, the administrator goal weight and the principal practice weight shall be adjusted by the Superintendent or the Commissioner, as applicable according to N.J.A.C. 6A:10-5.2(e)5.~~
5. Standardized assessments, used as a measure of student progress, shall not be the predominant factor in determining a Principal's annual summative rating.
6. The Department shall periodically collect principal evaluation rubric data that shall include, but are not limited to, component-level scores and annual summative ratings.
- J. Student Achievement Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.2
- 1. Measures of student achievement shall be used to determine impact on student learning and shall include the following components:



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- a. The school-wide student growth percentile of all students assigned to the Principal;
 - b. Average student growth objective scores of every teacher, as described in N.J.A.C. 6A:10-4.2(e), assigned to the Principal; and
 - c. Administrator goals set by Principals, Vice Principals, ~~or~~ Assistant Principals in consultation with ~~their the Superintendent or designated~~ supervisor pursuant to N.J.A.C. 6A:10-5.2(e), which shall be specific and measurable, based on student growth and/or achievement data.
2. The school-wide student growth percentile score shall be included in the annual summative rating of Principals, Vice Principals, and Assistant Principals who are assigned to a school as of October 15 and who are employed in schools where student growth percentiles are available for students in one or more grades. If the Principal, Vice Principal, or Assistant Principal is employed in more than one school, the Superintendent shall assign to the Principal, Vice Principal, or Assistant Principal, as appropriate, the school-wide student growth percentile from one school and shall notify the Principal, Vice Principal, or Assistant Principal at the beginning of the school year of the student growth percentile assignment.
3. The Department shall calculate the school-wide student growth percentile for Principals, Vice Principals, and Assistant Principals.
4. The average student growth objective scores of all teachers, as described in N.J.A.C. 6A:10-4.2(e), shall be a component of the Principal's annual summative rating. The average student growth objective scores for Vice Principals or Assistant Principals shall be determined according to the following procedures:
- a. The Principal, in consultation with the Vice Principal or Assistant Principal, shall determine prior to the start of the school year, which teachers, if not all teachers in the school, shall be linked to the Vice Principal's and Assistant Principal's average student growth objective score.



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- b. If the Vice Principal or Assistant Principal does not agree with the list of teachers linked to his or her name for the purposes of this measurement, the Principal shall make the final determination.
5. Administrator goals for Principals, Vice Principals, or Assistant Principals shall be developed and measured according to the following procedures:
- a. The Superintendent **designated supervisor** shall determine for all Principals, Vice Principals, or Assistant Principals, the number of required administrator goals which shall reflect the achievement of a significant number of students within the school. By August 31 prior to the ~~academic~~ school year in which the evaluation rubric applies, the Department shall provide on the Department's website the minimum and maximum number of required goals, which will be at least one goal and no more than four goals.
 - b. Principals, Vice Principals, or Assistant Principals shall develop, in consultation with ~~their the Superintendent or~~ designated supervisor, each administrator goal. **Each** Vice Principals and Assistant Principals shall set goals specific to his or her job description or adopt the same goals as his or her Principal. If the Principal, Vice Principal, or Assistant Principal and ~~Superintendent~~ **his or her or** designated supervisor do not agree upon the **administrator** goal score, the Principal's, Vice Principal's, or Assistant Principal's ~~Superintendent or~~ designated supervisor shall make the final determination.
 - c. Administrator goals and the criteria for assessing performance based on those objectives shall be determined, recorded, and retained by the Principal, Vice Principal, or Assistant Principal and **his or her** ~~the Superintendent or~~ designated supervisor by October 31 of each ~~academic~~ school year, or within ~~twenty~~ **twenty-five working** work days of the Principal's, Vice Principal's, or Assistant Principal's start date if he or she begins work after October 1.



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- d. The administrator goal score shall be ~~calculated~~ **approved** by the Superintendent or designated supervisor of the Principal, Vice Principal, or Assistant Principal. The Principal's, Vice Principal's, or Assistant Principal's administrator goal score, if available, shall be discussed at his or her annual summary conference and recorded in his or her personnel file.
6. ~~The Superintendent shall remove a teacher's student growth objective score from the Principal's, Vice Principal's, or Assistant Principal's final average student growth objective score for the 2013-2014 academic year and adjust the annual summative rating accordingly if:~~
- a. ~~A Principal's, Vice Principal's, or Assistant Principal's average student growth objective for the 2013-2014 academic year included a teacher's student growth objective that was successfully appealed according to N.J.A.C. 6A:10-4.2(f); and~~
- b. ~~Failure to remove the score would cause the Principal's, Vice Principal's, or Assistant Principal's annual summative rating to be ineffective or partially effective.~~
- K. Principal Practice Component of Evaluation Rubric – N.J.A.C. 6A:10-5.3
1. Measures of principal practice shall include ~~the following components:~~ a. ~~A~~ a measure determined through a Commissioner-approved principal practice instrument; and **may include** b. ~~A~~ a leadership measure determined through the Department-created leadership rubric.
2. Principal practice component rating shall be based on the measurement of the Principal's, Vice Principal's, or Assistant Principal's performance according to the school district's Commissioner-approved principal practice instrument. Observations pursuant to N.J.A.C. 6A:10-5.4 shall be used as one form of evidence for this measurement.



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3. Leadership practice shall be determined by a score on a leadership rubric, which will assess the Principal's, Vice Principal's, or Assistant Principal's ability to improve student achievement and teaching staff member effectiveness through identified leader behaviors. The rubric will be posted on the Department's website and annually maintained.
- L. Principal, Vice Principal, and Assistant Principal Observations – N.J.A.C. 6A:10-5.4
1. The Superintendent or **his or her designee**, ~~designated supervisor~~ shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).
 2. A Principal, or the Superintendent or **his or her designee** or ~~designated supervisor~~, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.
 3. For the purpose of collecting data for the evaluation of a Principal, Vice Principal, or Assistant Principal, an observation, as described in N.J.S.A. 18A:6-119 and N.J.A.C. 6A:10-1.2, may include, but is not limited to: building walk-through, staff meeting observation, parent conference observation, or case study analysis of a significant student issue.
 4. Post-observation conferences shall include the following procedures:
 - a. A ~~Superintendent or designated supervisor~~ who ~~is~~ was present at the observation shall conduct a post-observation conference with the Principal, Vice Principal, or Assistant Principal being observed. A post-observation conference shall occur no more than fifteen Principal, Vice Principal, or Assistant Principal working days following each observation.



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- b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the principal practice instrument and the Principal's, Vice Principal's, or Assistant Principal's individual professional development plan, collecting additional information needed for the evaluation, and offering areas to improve effectiveness.
 - c. With the consent of the observed Principal, Vice Principal, or Assistant Principal, post-observation conferences for individuals who are not on a corrective action plan may be conducted via written communication, including electronic communication.
 - d. One post-observation conference may be combined with the Principal's, Vice Principal's, or Assistant Principal's annual summary conference as long as it occurs within the required fifteen Principal, Vice Principal, or Assistant Principal working days following the observation.
 - e. A written or electronic **observation evaluation** report shall be signed by the ~~Superintendent or designated~~ supervisor who conducted the observation and post-observation and the Principal, Vice Principal, or Assistant Principal who was observed.
 - f. The Principal, Vice Principal, or Assistant Principal shall submit his or her written objection(s) of the evaluation within ten ~~Principal, Vice Principal, or Assistant Principal~~ working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.
5. Each tenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4, at least two times during each school year. Each nontenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4, at least three times during each school year, as required by N.J.S.A. 18A:27-3.1. An additional observation shall be conducted pursuant to N.J.A.C. 6A:10-2.5(~~f~~)(h) for Principals, Vice Principals, and Assistant Principals who are on a corrective action plan.



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M. Principal Practice Instrument – N.J.A.C. 6A:10-7.3

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

a. Incorporate domains of practice and/or performance criteria that align to the 2008 ISLLC Professional Standards for School Leaders developed by the Interstate School Leadership Licensure Consortium incorporated herein by reference, available at:

http://www.ccsso.org/documents/2008/educational_leadership_policy_standards_2008.pdf;

b. Include scoring guides for assessing teacher **principal** practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall clearly define the expectations for each category and provide a conversion for ~~the~~ **to** four **rating** categories: ~~ineffective, partially effective, effective, and highly effective;~~

c. **Rely on, to the extent possible, Be based on** multiple sources of evidence collected throughout the **school** year, **including, but not limited to, evaluation of a Principal's leadership related to;**

(1) **Implementing high-quality and standards-aligned curriculum, assessments, and instruction; and**

(2) **Evaluating the effectiveness of teaching staff members and supporting their professional growth.**

d. ~~Incorporate an assessment of the Principal's leadership for implementing a rigorous curriculum and assessments aligned to the Core Curriculum Content Standards;~~ **Include descriptions of specific training and implementation details required for the instrument to be effective.**



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- e. ~~Incorporate an assessment of the Principal's leadership for high-quality instruction;~~
 - f. ~~Include an assessment of the Principal's performance in evaluating teachers; and~~
 - g. ~~Include an assessment of the Principal's support for teachers' professional growth.~~
2. ~~For Commissioner approval of a principal practice instrument in 2015 or any year thereafter, the instrument shall include a process to assess competency on the evaluation instrument which the school district may choose to use as a measure of competency.~~

Adopted:



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[See POLICY ALERT Nos. 145, 187, 202, 209 and 212]

3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and/or independent scholarship.

Teaching staff members may be permitted to: visit other schools and classrooms; attend local, regional, or national conferences; participate in committees, workshops, and panels, both within and outside the district. Requests for participation in such professional development activities must be submitted in writing to the Superintendent or designee for approval. In addition, the Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars and any additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.

A teaching staff member who has been granted time off and/or approved to be reimbursed for a professional development activity shall submit to the Superintendent or designee, with a copy to the School Business Administrator/Board Secretary, within ten working days, a brief written report that includes the primary purpose of the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district.

All active teachers, defined as staff whose positions require possession of the instructional or educational services certificates in accordance with N.J.A.C. 6A:9B-8 through 11 and 13 and all active school leaders serving on a permanent or interim basis whose positions require possession of the Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9B-12 shall comply with the professional development requirements as outlined in N.J.A.C. 6A:9C-4.1 et seq.



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To meet the professional development requirement, each teacher shall be guided by an individual Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities as outlined in N.J.A.C. 6A:9C-4.4. The PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3.3 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3. The PDP shall be ~~effective for one year~~, updated annually **in accordance with N.J.A.C. 9C-4.4(c) and modified during the year as outlined in N.J.A.C. 9C-4.4(d)**, and ~~shall include at least the minimum requirements outlined in N.J.A.C. 6A:9C-4.4(e).~~

District-level and school-level professional development planning and implementation shall be in accordance with the requirements of N.J.A.C. 6A:9C-4.2.

Implementation of the professional development requirement for school leaders shall be in accordance with N.J.A.C. 6A:9C-4.3.

The Board of Education shall comply with the monitoring and assistance requirements as outlined in N.J.A.C. 6A:9C-4.4.

The Board shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9C-4.1 et seq. and shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements.

N.J.S.A. 18A:31-2; 18A:6-111

N.J.A.C. 6A:9-3.3; 6A:13-2.1; 6A:9B-8 through 13; 6A:9C-3.3;
6A:9C-4.1 et seq.

Adopted:



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[See POLICY ALERT Nos. 145, 187, 202, 209 and 212]

R 3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

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

1. The definitions set forth in N.J.A.C. 6A:9-2.1 shall apply to the words and terms used in N.J.A.C. 6A:9C-3 et seq. and 6A:9C-4 et seq. and Policy and Regulation 3240.

B. Components of Professional Development – (N.J.A.C. 6A:9C-3.2)

1. Professional development shall align with the Professional Standards for Teachers and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3, the standards for professional learning in N.J.A.C. 6A:9C-3.3, student learning and educator development needs, and school, school district, and/or State improvement goals.
2. Professional development shall encompass a broad range of professional learning that contributes to improved practice, including, but not limited to, participation in the work of established collaborative teams of teachers, school leaders, and other administrative, instructional, and educational services staff members who commit to working together to accomplish common goals and who are engaged in a continuous cycle of professional improvement focused on:
 - a. Evaluating student learning needs through ongoing reviews of data on student performance; and
 - b. Defining a clear set of educator learning goals based on the rigorous analysis of data on student performance.
3. Professional learning shall incorporate coherent, sustained, and evidenced-based strategies that improve educator effectiveness and student achievement, such as job-embedded coaching or other forms of assistance to support educators' transfer of new knowledge and skills to their work.



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4. Professional learning may be supported by external expert assistance or additional activities that:
 - a. Address defined student and educator learning goals;
 - b. Advance primarily ongoing school-based professional learning; and
 - c. Include, but are not limited to, courses, workshops, institutes, networks, and conferences provided by for-profit and nonprofit entities outside the school such as universities, educational service agencies, technical assistance providers, networks of content specialists, and other education organizations and associations.

C. Standards for Professional Learning (N.J.A.C. 6A:9C-3.3)

1. Professional learning that increases educator effectiveness and improves results for all students shall be guided by the following standards:
 - a. Learning communities: Occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment;
 - b. Leadership: Requires skillful leaders who develop capacity, advocate, and create support systems for professional learning;
 - c. Resources: Requires prioritizing, monitoring, and coordinating resources for educator learning;
 - d. Data: Uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning;
 - e. Learning designs: Integrates theories, research, and models of human learning to achieve its intended outcomes;



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- f. Implementation: Applies research on change and sustains support for implementation of professional learning for long-term change; and
 - g. Outcomes: Aligns its outcomes with educator performance and student curriculum standards.
- D. Requirements for and Implementation of Teachers' Individual Professional Development Plans (N.J.A.C. 6A:9C-4.4)
- 1. Each teacher shall be guided by an individualized Professional Development Plan (PDP), pursuant to N.J.S.A. 18A:6-128.a, which shall include at least twenty hours per year of qualifying experiences. The twenty-hour annual requirement shall be based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including the use of family or medical leave.
 - 2. The content of each individual PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3.
 - 3. Each teacher's individual PDP shall be updated annually no later than October 31, except:
 - a. If the teacher is hired after October 1, the PDP shall be developed within twenty-five working days of his or her hire.
 - 43. The individual PDP shall be ~~effective for one year, updated annually, and~~ modified during the year, as necessary, and shall specify at least:
 - a. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation; and



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- b. One area for development of professional practice derived from individual, collaborative team, school, or school district improvement goals.
54. Progress on the individual PDP shall be discussed at the annual summary conference, pursuant to N.J.A.C. 6A:10-2.4, but may occur more frequently throughout the year.
65. Evidence of progress toward meeting the requirements of the teacher's individual PDP may be provided by the teacher and/or his or her **designated** supervisor, and shall be reviewed as part of each annual summary conference.
- ~~6. All teachers governed by the professional development requirements shall have an individual PDP within thirty instructional days of the beginning of their respective teaching assignments.~~
7. A teacher's individual PDP goals may necessitate more than the recommended minimum requirements outlined in N.J.A.C. 6A:9C-4.
8. Additional hours of qualifying experiences may be required for teachers in low-performing schools, as determined by the Commissioner of Education.
9. The teacher's designated supervisor shall:
 - a. Use the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and shall take appropriate steps to assure such progress. If a teacher's progress is found to be inadequate, the teacher's designated supervisor shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and



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- b. Maintain accurate records of each teacher's progress in meeting the individual professional development requirements, pursuant to N.J.A.C. 6A:9C-4.3 and N.J.A.C. 6A:9C-4.4. Such records shall include a copy of each teacher's current PDP and timeline, as well as any documentation and evidence showing the teacher's progress toward meeting the plan's requirements.
10. If a teacher leaves the employ of one New Jersey school district and is hired by another, the previous employing school district shall share with the new employing school district the teacher's individual PDP and all supporting documentation. If the current individual PDP is found to be unsuitable to the teacher's new assignment, ~~the new employing school district shall ensure a revised individual PDP and timeline is created within thirty days of hire by the employee's new supervisor in collaboration with the new teacher in accordance with N.J.A.C. 6A:9C-4.4.~~
- E. School-Level Plans for Professional Development Implementation (N.J.A.C. 6A:9C-4.2)
1. The Principal shall oversee the development and implementation of a plan for school-level professional development and shall ensure:
 - a. The school-level professional development plan includes a description of school-level and team-based professional learning aligned with identified school goals, and includes teacher and student learning needs; and
 - b. All teachers receive the necessary opportunities, support, and resources to complete individual professional development requirements pursuant to N.J.A.C. 6A:9C-4.4(a).
 2. The school-level plan shall become part of the school district plan for professional development overseen and reviewed by the Superintendent of Schools.



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F. Requirements for District-Level Plans for Professional Development Implementation (N.J.A.C. 6A:9C-4.2)

1. The school district plan shall provide information on school-level and district-wide professional development learning opportunities, the resources being allocated toward their support, a justification for the expenditures, and include any professional development required by statute or regulation.
2. The Superintendent of Schools or designee shall oversee the development and implementation of the school district plan to address the school district's professional development needs and shall review on an annual basis the school district plan to assess its effectiveness and revise it, as necessary, to meet the school district's learning goals for students, teachers, and school leaders.
3. When overseeing and reviewing the school district plan, the Superintendent or designee shall:
 - a. Review school-level professional development plans;
 - b. Assess the learning needs of students, teachers, and school leaders based on educator evaluation data, school-level plans, and data from school- and district-level performances;
 - c. Plan, support, and implement professional learning activities that address the **New Jersey Student Learning Standards CCCS**, and that align with the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3 and the Professional Standards for Teachers and School Leaders in N.J.A.C. 6A:9-3;
 - d. Develop and update, as necessary, the district mentoring plan for non-tenured teachers including novice professional teachers who hold a CE or CEAS, in accordance with N.J.A.C. 6A:9C-5.3;
 - e. Present the plan to the Board of Education to review for fiscal impact; and



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- f. Certify annually to the Department of Education, through a statement of assurance, that the school district is meeting the requirements for the school district plan as set forth in N.J.A.C. 6A:9C-4.2 and that it includes requirements of the district mentoring plan pursuant to N.J.A.C. 6A:9C-5.3.
4. School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.
- G. Requirements for and Implementation of School Leaders' Professional Development Plans (N.J.A.C. 6A:9C-4.3)
1. Each school leader shall create, implement, and complete an individual PDP that:
 - a. Aligns with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3;
 - b. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the school leader;
 - c. Identifies professional learning goals that address specific individual, school, or school district goals;
 - d. Grounds professional learning in objectives related to improving teaching, learning, and student achievement, and aligns to the school and/or school district plan for professional development; and
 - e. Includes training on: school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2 and other statutory requirements related to student safety, bullying and harassment, and well-being.
 2. **Each school leader's individual PDP shall be developed by October 31 except:**
 - a. **If the school leader is hired after October 1, the PDP shall be developed within twenty-five working days of his or her hire.**



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32. The Superintendent of Schools shall develop an individual PDP for review by the Board of Education. In developing the individual PDP, the following process shall be followed:
- a. The Board shall review the Superintendent's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure the individual PDP aligns to school district goals and to the school district's plan for professional development.
 - b. The Superintendent shall submit annually to the Board evidence of progress toward completion of the individual PDP. The Superintendent also shall submit every three to five years, depending on the length of his or her contract with the Board, summative evidence of plan completion.
 - c. The Superintendent may appeal to the Executive County Superintendent if he or she disagrees with the Board regarding PDP contents or progress toward completion. The Executive County Superintendent shall have final decision-making authority on all such matters.
43. ~~Each~~ Leaders whose positions requires a Principal or supervisor endorsement, or whose positions requires a Chief School Administrator endorsement but who ~~does de~~ not serve as a Chief School Administrator or Superintendent of a school district, shall develop in collaboration with **his or her designated supervisor** ~~the Superintendent or designee~~ an individual PDP and shall provide evidence **to his or her designated supervisor** of progress toward fulfillment of his or her plan. Each Superintendent or designee shall:
- a. Review each Principal's, supervisor's, or other school leader's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure it aligns to school and school district goals and the school district's plan for professional development;
 - b. Meet with the Principal, supervisor, or other school leader at mid-year to assess progress toward his or her PDP's completion or modification; and



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- c. Review the individual PDP's status as part of the Principal's, supervisor's, or other school leader's annual performance evaluation.
54. The school leader's designated supervisor, or the Board of Education in the case of the Superintendent, shall:
- a. Use the performance evaluation process and professional development planning process to monitor the school leader's progress in meeting the professional development requirements. If a school leader's progress is found to be inadequate, the school leader's designated supervisor or the Board shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and
 - b. Maintain accurate records of each school leader's progress in meeting the individual professional development requirements, pursuant to N.J.A.C. 6A:9C-4.3. Such records shall include a copy of each school leader's current PDP and timeline, as well as any documentation and evidence showing the school leader's progress toward meeting the plan's requirements.
65. If a school leader leaves the employ of one New Jersey school district and is hired by another, the school leader's designated supervisor, or the Board of Education in the case of the Superintendent, shall ensure a revised individual PDP appropriate to the new assignment is developed in collaboration with the school leader.
- H. Assistance (N.J.A.C. 6A:9C-4.1)
- 1. The Board of Education shall ensure all teachers and school leaders receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective professional development plans.

Issued:



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[See POLICY ALERT No. 140, 144, 147, 176, 203 and 212]

5610 SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq.

For the purposes of this Policy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for one, but not more than ten consecutive school days and "long term suspension" means a suspension for more than ten consecutive school days.

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Superintendent prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that student's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.




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In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others. Students in preschool shall not receive an out-of-school suspension except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

Optional

 [The Board's failure to take any such action at its second regular meeting after the suspension or at any regular meeting thereafter will terminate the suspension, and the student shall be readmitted to school.]

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension.

In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each student with a disability who is subject to a short-term or long-term suspension.



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In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the **New Jersey Student Learning Core Curriculum Content** Standards pursuant to N.J.A.C. 6A:8-3.1 et seq., which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5
N.J.S.A. 18A:54-20g [vocational districts]
N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

Adopted:



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[See POLICY ALERT Nos. 176, 203 and 212]

R 5610 SUSPENSION PROCEDURES

A. Short-Term Suspensions

1. In each instance of a short-term suspension, the Principal or designee, shall assure the rights of a student suspended for one, but not more than ten consecutive school days by providing for the following:
 - a. As soon as practicable, oral or written notice of charges to the student.
 - (1) When charges are denied, an explanation of the evidence forming the basis of the charges also shall be provided.
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of the events regarding his or her actions leading to the short-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5.
 - (1) The informal hearing shall be conducted by a school administrator or designee;
 - (2) To the extent that a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension;
 - (3) The informal hearing should take place even when a school staff member has witnessed the conduct forming the basis of the charge; and
 - (4) The informal hearing and the notice given may take place at the same time.



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- c. Oral or written notification to the student's parent of the student's removal from the student's educational program prior to the end of the school day on which the Principal decides to suspend the student. The notification shall include an explanation of:
- (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The provision(s) of the code of student conduct the student is accused of violating;
 - (4) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.2; and
 - (5) The terms and conditions of the suspension.
- d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and
- e. Academic instruction, either in school or out of school, that addresses the **New Jersey Student Learning Core Curriculum-Content Standards**.
- (1) The student's academic instruction shall be provided within five school days of the suspension.
 - (2) At the completion of a short-term suspension, the Board of Education shall return a general education student to the general education program for which he or she was suspended.
 - (3) The academic instruction provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.



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2. The Principal suspending the student shall immediately report the suspension to the Superintendent, who shall report it to the Board of Education at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.
3. An appeal of the Board's decision affecting the general education student's educational program shall be made to the Commissioner, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
4. For a student with a disability, the provisions set forth in N.J.A.C. 6A:16-7.2 shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.

B. Long-Term Suspensions

1. In each instance of a long-term suspension, the Principal or designee shall assure the rights of a student suspended for more than ten consecutive school days by providing the following:
 - a. Notification to the student of the charges prior to the student's removal from school;
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of events regarding his or her actions leading to the long-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5;
 - c. Immediate notification to the student's parent of the student's removal from school;
 - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day;
 - e. Written notification to the parent by the Superintendent or designee within two school days of the initiation of the suspension, stating:



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- (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.3; and
 - (4) Further engagement by the student in conduct warranting expulsion, pursuant to N.J.S.A. 18A:37-2, shall amount to a knowing and voluntary waiver of the student's right to a free public education, in the event that a decision to expel the student is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.4.
 - (a) The Board shall request from the parent and student written acknowledgement of the notification provided pursuant to N.J.A.C. 6A:16-7.3(a)5.iv subsequent to the removal of the student from his or her educational program, pursuant to N.J.A.C. 6A:16-7.3.
- f. A list of witnesses and their statements or affidavits, if any, no later than five days prior to the formal hearing, pursuant to j. below;
- g. For a student with a disability, a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the Federal regulations;
- h. Information on the student's right to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)7;
- i. Either in- or out-of-school educational services that are comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with N.J.A.C. 6A:16-9 or 10.



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- (1) The student's educational services shall be provided within five school days of the suspension.
 - (2) The Board shall make decisions regarding the appropriate educational program and support services for the suspended general education student based on the **New Jersey Student Learning Core Curriculum Content Standards** and the following considerations:
 - (a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;
 - (b) The results of relevant testing, assessments, or evaluations of the student;
 - (c) The student's academic, health, and behavioral records;
 - (d) The recommendation of the Superintendent, Principal, or other relevant school or community resource;
 - (e) Considerations of parental input; or
 - (f) Consultation with the Intervention and Referral Services Team, in accordance with N.J.A.C. 6A:16-8.
 - (3) Educational services provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
- j. A formal hearing before the Board that shall, at a minimum:
- (1) Be conducted by the Board or delegated by the Board to a Board committee, a school administrator, or an impartial hearing officer for the purpose of determining facts or making recommendations.



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- (a) Before taking final action, the Board as a whole shall receive and consider either a transcript or detailed report on the hearing.
 - (2) Include the opportunity for the student to:
 - (a) Confront and cross-examine witnesses, if there is a question of fact; and
 - (b) Present his or her own defense, and produce oral testimony or written supporting affidavits.
 - (3) Take place no later than thirty calendar days following the day the student is suspended from the general education program; and
 - (4) Result in the Board's decision that shall be based, at a minimum, on the preponderance of competent and credible evidence.
- k. A written statement to the student's parent regarding the Board's decision within five school days after the close of the hearing. The statement shall include at a minimum:
- (1) The charges considered;
 - (2) A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the Board at the hearing;
 - (3) Factual findings relative to each charge and the Board's determination of each charge;
 - (4) Identification of the educational services to be provided to the student, pursuant to i. above;



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- (5) The terms and conditions of the suspension; and
 - (6) The right to appeal to the Commissioner of Education the Board's decision regarding the student's general education program, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
- l. If at any time it is found that the student did not commit the offense, the student shall be immediately returned to the program from which he or she was removed; and
 - m. At the completion of a long-term suspension, the Board shall return the general education student to the general education program.
-
2. An appeal of the Board's decision regarding the general education student's program shall be made to the Commissioner of Education, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
 3. Suspension of a general education student shall not be continued beyond the Board's second regularly scheduled meeting following the suspension, unless the Board so determines, pursuant to N.J.S.A. 18A:37-5.
 - a. The Board shall determine whether to continue the suspension, pursuant to B.1. above, based on the following criteria:
 - (1) The nature and severity of the offense;
 - (2) The Board's removal decision;
 - (3) The results of relevant testing, assessments, or evaluations of the student; and
 - (4) The recommendation of the Superintendent, after considering input from the Principal or Director of the alternative education program or home or other in-school or out-of-school instruction program in which the student has been placed.



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- b. The Board shall develop and adopt policies and procedures providing for action on the continuation of student suspensions in the event of cancellation of the first or second regular Board meeting pursuant to N.J.S.A. 18A:37-4 and 5. In this unlikely event,

[Option – Select option below or develop a local school district option

Full Board Briefing

_____ a special committee of the Board, which will include the Superintendent of Schools or his/her designee, will be appointed by the Board President to make a decision on the continuation of the suspension. The committee's decision will be implemented subject to ratification of the committee's decision at the next regularly scheduled Board meeting.

4. When the Board votes to continue a general education student's suspension, it shall review the case, in consultation with the Superintendent, at each subsequent Board meeting for the purpose of determining:
- The status of the student's suspension;
 - The appropriateness of the suspended student's current educational program; and
 - Whether the suspended student's current placement, pursuant to i. above, should continue or whether the student should return to the general education program.
5. When the Board votes to continue a general education student's suspension, it shall make, in consultation with the Superintendent, the final determination on:
- When the student is prepared to return to the general education program;



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- b. Whether the student will remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in B.3.a.(1) through (4) above; or
 - c. Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
 6. The Board shall provide a general education student suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or services, based on the criteria set forth under B.1.i.(2) above, until the student graduates from high school or reaches the age of twenty, whichever comes first.
 - a. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14-2 and 4.3, whichever is applicable; or
 - b. The educational services provided, either in-school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.
 7. For a student with a disability who receives a long-term suspension, the Board shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the student's educational placement to an interim or alternate educational setting.
 - a. All procedural protections set forth in N.J.A.C. 6A:14 and N.J.A.C. 6A:16-7.3 shall be afforded to a student with a disability who is subjected to a long-term suspension.
 - b. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.
 - c. The provisions of B.2. through B.6. above shall not apply to students with disabilities.

Adopted:



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Expulsion
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[See POLICY ALERT Nos. 101, 140, 147, 166, 170, 176, 203 and 212]

5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the **following**:

1. **The** procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and
2. ~~only after the Board has provided~~ An appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.
 - a. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 - **Program Criteria** 6A:16-9.1 et seq., ~~Alternative Educational Programs, and;~~ N.J.A.C. 6A:16-10.2; - Home or Out-of-School Instruction for General Education Students;; and N.J.A.C. 6A:14-2.1 et seq.; - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.34 et seq.; - Special Education, Programs **Options** and ~~Instruction~~, whichever are applicable;; or
 - b. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.



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Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

[Charter Schools Only

Except as otherwise provided in N.J.S.A. 18A:37-2a, a student may be expelled from a charter school based on criteria determined by the Board of Trustees, which is consistent with the provisions of N.J.S.A. 18A:37-2, and approved by the Commissioner of Education as part of the school's charter. Any expulsion shall be made upon the recommendation of the charter school Principal, in consultation with the student's teachers.]

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

N.J.S.A. 18A:36A-9; 18A:37-2; 18A:37-2a; 18A:37-2b
N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Adopted:



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[See POLICY ALERT No. 212]

7424 BED BUGS

The Board of Education is concerned for students who may have bed bugs in their home with the potential for these students to bring bed bugs into the school building. Bed bugs can be transmitted from one location to another in backpacks, clothing, books, and other items. A bed bug infestation is unlikely in a school and the Board adopts this Policy as a proactive action to prevent infestation and to stop bed bugs from spreading within the school setting if a bed bug is transmitted into a school.

Bed bugs are parasitic insects that feed exclusively on blood and are mainly active at night, but are not exclusively nocturnal. A common bed bug prefers human blood and typically feeds on their hosts without being noticed. Bed bugs are not known to transmit disease, but cause reasonable distress and health concerns for many people. The presence of bed bugs in a home does not mean the home is unclean, bed bugs can be found in any home.

Bed bugs typically do not infest people as they hide during the day and come out during the night. Bed bugs are attracted to humans primarily by carbon dioxide, warmth, and by some chemicals. Bed bugs prefer exposed skin, preferably the face, neck, and arms of a sleeping person. Bed bug bites may lead to a range of skin manifestations from no visible effects to prominent blisters. The bite usually produces a swelling with no red spots, but when many bugs feed on a small area, reddish spots may appear after the swelling subsides. Effects also may include skin rashes, psychological effects, and allergic symptoms.

Any staff member who observes what may be bed bug bites on a student shall send the student to the school nurse. The school nurse shall examine the student to determine if there are any bed bugs present on the student or if the bites may be bed bug bites. The school nurse will inform the Principal and contact the student's parent on the results of the examination.

In the event the school nurse observes what appears to be a bed bug on the student or on the student's possessions, the school nurse will inform the Principal who will arrange for a licensed pest management professional to complete an inspection of the student's classroom(s) to determine if bed bugs are present in the classroom area. If a licensed pest management professional cannot complete an inspection within twenty-four hours of the request from the school district, the district custodial staff will vacuum the student's classroom(s) with a vacuum cleaner using a new vacuum cleaner bag and when finished the staff member shall



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Bed Bugs

seal the bag and discard it in a receptacle outside the school building. If the vacuum does not have a bag, the contents of the vacuum shall be emptied into a secure plastic bag, sealed, and discarded into a receptacle outside the school building. The Principal shall determine if the classroom(s) should be occupied by staff and students until the inspection by a licensed pest management professional is conducted.

In the event the inspection determines bed bugs are in the school, the area(s) where bed bugs have been found or could be found will be treated by a licensed pest management professional.

The parent of any student who is found to have a live bed bug on them will be contacted by the school nurse and the parent will be required to pick-up their child to arrange for the child to return home to change clothes and to inspect any items the student brings to school. Upon the student's return to school, the student will be required to report to the school nurse who will examine the child and the child's possessions. If there are no signs of bed bugs on the student or in or on the student's possessions, the student will be able to resume their school day. The school nurse may determine to examine the child subsequent to their initial return to school to ensure the student and possessions are free of bed bugs. In the event the nurse finds live bed bugs on the student or in or on the student's possessions upon the student's initial return to school, or upon any subsequent examination by the school nurse, the school nurse will contact the parent and require the parent to pick-up the student from school.

The Principal, in consultation with the school nurse, will determine if the parents of other students should be informed of the presence of bed bugs in an area of the school where their child may have been or is during the school day. This determination will be made on a case-by-case basis. Parents of other students may not be informed if bed bugs are found on a student or in or on the student's possessions, and are not found in the school building. The school district will comply with all notification requirements and other requirements of the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.

Any student suspected of having bed bugs in their home or on or in their possessions will be treated with discretion, dignity, and respect. The district will offer the student counseling, if needed. The Principal or designee will work sensitively with parents of any student living in an infested home to develop strategies for preventing the further spread of bed bugs.

Adopted:



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[See POLICY ALERT No. 212]

R 7424 BED BUGS

The following procedures are established in implementation of Policy 7424 – Bed Bugs.

A. Observation of Possible Bed Bug Bites or Bed Bugs on a Student

1. A staff member who observes what he/she believes may be bed bug bites on a student or bed bugs on the student or in or on the student's possessions shall send the student to the school nurse.
2. The school nurse shall examine the student to determine if the student has bed bug bites or if there are any bed bugs present on the student or in or on the student's possessions.
3. If the school nurse determines the student does not have bed bug bites or bed bugs on them or in or on their possessions, the student will be returned to resume their school day.

B. Confirmation of Bed Bug Bites or Bed Bugs on a Student

1. If the school nurse believes the student has bed bug bites or finds bed bugs on the student or in or on the student's possessions, the school nurse will contact the Principal or designee.
2. The Principal or designee will arrange for a licensed pest management professional to complete an inspection of the student's classroom(s) to determine if bed bugs are present.
3. If a licensed pest management professional cannot complete an inspection within twenty-four hours of the request from the school district, the district custodial staff will vacuum the student's classroom(s) with a vacuum cleaner using a new vacuum cleaner bag.
4. When vacuuming is completed by district custodial staff, the staff member shall seal the bag and discard it in a receptacle outside the school building. If the vacuum does not have a bag, the contents of the vacuum shall be emptied into a secure plastic bag, sealed, and discarded into a receptacle outside the school building. The vacuum will also be treated.



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5. The Principal shall determine if the classroom(s) should be occupied by staff and students until the inspection by a licensed pest management professional is conducted.

C. Inspection by Licensed Pest Management Professional

1. If an inspection by the licensed pest management professional determines bed bugs are not present in the classroom(s) inspected, the school program shall resume use of the classroom(s) if the Principal previously decided the classroom(s) should not be occupied by staff or students.
2. If an inspection by the licensed pest management professional determines bed bugs are in the classroom(s), the area(s) will be treated by a licensed pest management professional. Any treatment shall be in accordance with the provisions of the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.

D. Communication with Student's Parent

1. The school nurse will contact the student's parent on the results of the examination.
2. A parent of a student who is believed to have a live bed bug(s) on them or in or on their possessions will be required to arrange for their child to be picked-up from school to return home to change clothes and for the parent to inspect any possessions the student brings to school. The nurse may provide the parent with information regarding bed bugs.
 - a. Upon the student's return to school after being sent home to change clothes and an inspection of their possessions they bring to school, the student will be required to report to the school nurse who will examine the child and the child's possessions before the child can resume the school day.
 - (1) If there are no signs of bed bugs on the student or in or on the student's possessions upon being examined by the school nurse after the child returns to school, the student will be able to resume their school day.



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b. The school nurse may examine the student and the student's possessions subsequent to their initial return to school to ensure the student and possessions are free of bed bugs.

(1) In the event the nurse finds live bed bugs on the student or in or on the student's possession after the student's initial return to school or upon any subsequent examination by the school nurse, the school nurse will contact the parent and require the parent to pick-up the student from school.

3. A parent of a student who is believed to have bed bug bites, but no evidence of bed bugs on them or in or on their possessions, will be informed of such results and the student may be required to be examined by the school nurse subsequent to the initial examination to ensure bed bugs are not on the student or in or on their possessions they bring to school.

E. School Communications

1. The Principal, in consultation with the school nurse, will determine if the parents of other students should be informed if bed bugs are found in an area of the school. This determination will be made on a case-by-case basis.

a. Parents of other students need not be informed if bed bugs are found on a student or in or on the student's possessions, and are not found in the school building.

F. Compliance with Applicable Laws

1. The Principal or designee will ensure the school district complies with all notification requirements and any other legal requirements, including the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.

Issued:



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[See POLICY ALERT No. 212]

7461 DISTRICT SUSTAINABILITY POLICY

Sustainability is defined as meeting the needs of the present without compromising the ability of future generations to meet their own needs. It considers the interrelationship of economic, social, and environmental factors that protect and enhance present and future quality of life.

The Board of Education desires to conduct its operations and make decisions with identified sustainability priorities that include at a minimum: protecting students, staff, and community from environmental harm; preparing students for the future by educating for sustainability (knowledge of concepts and practices of environmental, social, and economic responsibility and sustainability); and include an intent to preserve current and future resources.

The Board believes by incorporating sustainable practices into school policies and operations it can make an immediate impact on student health, academic performance, and teacher retention while decreasing operational costs and demands on natural resources.

The Superintendent of Schools will establish a School District Sustainability Committee to provide the Superintendent and the Board with information on the benefits of increased sustainability practices within the school district.

The Board wants to protect students, staff, school visitors, and community members from environmental harm and will strive to eliminate the use of potentially toxic and harmful substances; prepare students for the future by providing a high-quality education that support concepts and practices of environmental, social, and economic responsibility and sustainability; and preserving current and future resources by adopting practices in operations that balance environmental, social, and fiscal responsibility to protect and enhance the future quality of life.

[Optional - Select Any Additional Sustainability Policy Provisions to be Practiced in the School District

The Board of Education authorizes the following sustainability practices to be implemented within the schools of the district:



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____ Professional Development for Sustainability

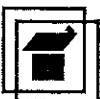
Quality professional development of staff and Board members facilitates the effective transition to sustainability planning and practices for schools and school districts. Enhancing the knowledge of school personnel about the benefits and requirements of sustainability practices in a school setting increases the likelihood of a successful integration of sustainability into the school district's operations and promotes shared ownership of the outcomes.

The Board of Education will provide a minimum of two hours of time for professional development on sustainability topics to at least five members of the school district staff and/or members of the School District Sustainability Committee to include, but not be limited to, school Board members, district administrative staff members, teaching staff members, and support staff members.

The professional development for sustainability will provide a general understanding of the benefits of sustainable schools as well as specific information and guidance on undertaking some aspect of sustainability practices from planning to operations. The School District Sustainability Committee, Board members, district administrators, and other school staff members will work together to identify Board members and staff members that would benefit from training on sustainability topics. Training needs will be determined based on plans to maintain, implement, or expand sustainable practices in the school district.

Once the training needs have been identified, various professional development offerings will be reviewed and evaluated to determine the learning concepts that will be included, the educational methods that will be incorporated, and the professional skills that will be imparted. Professional development that incorporates sustainability concepts across subject areas in the teaching curriculum will be a key consideration, as educating for sustainability lays the foundation for sustainable thinking and practice among students, staff, and the broader community.

The school district may choose to train multiple staff members on a particular sustainability topic, either by hosting the training internally or by sending a group to an external training event such as a professional association meeting. Outside experts or internal staff with expertise in sustainability may also be utilized to provide the training. The training hours may also be completed through webinars, online courses, or workshops. Individual staff members or Board members may be trained in different sustainability topics as relevant to their official role in the school district.



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The school district will maintain sustainability training documentation that identifies the names and position of the individuals receiving training (groups of five individuals are recommended), along with the following course information: date, instructor or course provider, course description or syllabus, and course length. Course training times exclude time for breaks and meals from the two-hour training requirement. The two hour training requirement does not have to be completed at a single event. For example, two one-hour training sessions or three forty-five minute sessions would meet the time requirement. The training hours must have occurred in the twenty-four months prior to submission for Sustainable Jersey for Schools certification, if such certification is desired.

Qualifying training includes courses or workshops on a topic related to sustainability in schools, from leadership, planning, policy, and curriculum development to teaching, enrichment, food service, transportation, and facilities management.

Green Purchasing Policy

Green purchasing, also known as Environmentally Preferable Purchasing (EPP), is the coordinated purchasing of goods and services to minimize impacts on human health and the natural environment. Alternatives exist for many products used by schools that are less hazardous, save energy and water, and reduce waste.

A simple first step will be for the school district to purchase as many products as possible made from recycled content that are themselves recyclable. Green purchasing moves beyond recycled materials and also takes into consideration the raw materials, including energy and water, used to manufacture products; the production process itself; the packaging and distribution method; and the distance of transport and proximity of production.

The School Business Administrator/Board Secretary or designee will provide an outline of the standards and procedures for selecting products based on environmental criteria. The specific standards and guidelines for selecting products will be based on established environmental criteria, as well as promote the adoption of this Policy to district staff members. The district will attempt to purchase, in accordance with the provisions of applicable purchasing laws: green cleaning supplies; green cleaning equipment; recycled paper; energy efficient appliances; and/or equipment purchases and green cleaning training.



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____ Classroom Chemical Purchase, Storage, and Disposal Policy

The Board of Education requires outdated chemicals used in the school district as part of the school district's Chemical Hygiene Plan are routinely removed from school grounds and future purchases will attempt to curtail or eliminate storage of unneeded chemicals. The School Business Administrator/Board Secretary will coordinate a lab clean-out and clean-out of outdated and unneeded chemicals every eighteen months.

Classroom chemical purchase, storage, and disposal will be in accordance with Board of Education Policy 7420 – Hygienic Management and Regulation 7420.2 – Chemical Hygiene that is in accordance with Federal and State law.

____ Green Cleaning Policy and Plan

A well-designed Green Cleaning Program developed by the School Business Administrator/Board Secretary or designee will be designed to reduce harmful chemical exposure and yield positive benefits for students, custodial staff, administrators, teachers, and the environment by protecting the environment; providing a healthy learning and work environment; increasing the lifespan of facilities; and protecting the health of custodial, maintenance, and building staff.

This Policy incorporates recommendations from the district's Green Cleaning Plan which will commit to procuring and using green cleaning products and green equipment, support training for custodial and maintenance staff, and describe efforts to evaluate and monitor progress. This Green Cleaning Policy will be shared with the administration, school staff members, and the broader school community. Before adopting this Green Cleaning Policy, the district will develop a Green Cleaning Plan or Green Cleaning Action Plan that will inform the Policy and support an effective program.

The school district's Green Cleaning Program will incorporate green cleaning products and equipment as well as staff training; engage parents, students, and school organizations in the program implementation; and follow a comprehensive plan that articulates strategies for key building areas including classrooms, kitchens, gymnasiums, offices, and entry systems. In addition to the use of Green Cleaning products, the district's Green Cleaning Program will incorporate technologies like microfiber cloths to reduce the use of cleaning chemicals and HEPA-filtered vacuum cleaners to promote healthy indoor air quality.



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The School Business Administrator/Board Secretary or designee will establish a District Green Cleaning workgroup that includes administrators, facility manager, custodial and maintenance staff, teachers, school nurses, support staff, parents, and Green Team members, as well as other individuals interested in Green Cleaning to familiarize the team with Green Cleaning Program components, including Green Cleaning supplies and equipment, as well as the relationship to indoor air quality, chemical exposure, and cost-saving opportunities.

The development of the district's Green Cleaning Plan or Green Cleaning Action Plan will consider the following steps:

1. Complete building cleaning assessments by collecting facility and occupant information, and historical program strengths or weaknesses.
2. Create an inventory of custodial cleaning products and mechanical and non-mechanical equipment, and determine if they meet Green Cleaning standards.
3. Assess staff training and identify training needs and program resources available to support training. Determine how existing policies and procedures can be modified to utilize the wide range of Green Cleaning techniques and concurrently meet accepted levels of clean for specific areas of the facility.
4. Develop a plan with goals and strategies for cleaning procedures, Green Cleaning supplies, Green Cleaning equipment, and building facility enhancements (like expanded use and maintenance of walk-off mats at entrances). Benchmarks to guide the transition to Green Cleaning are critical due to training, product sourcing, and purchasing and staffing considerations.
5. Identify the Green Cleaning standards that will be used to purchase Green Cleaning equipment, non-mechanical equipment, and Green Cleaning custodial supplies. Possible standards include, but are not limited to:
 - a. Carpet and Rug Institute, Green Vacuum Cleaner Standards.



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- b. ISSA, Construction Industry Management Standard for Green Buildings that supports Leadership in Energy and Environmental Design (LEED) certification.
 - c. EcoLogo Certified products, services and packaging are certified for reduced environmental impact. ECOLOGO Certifications are voluntary, multi-attribute, lifecycle based environmental certifications that indicate a product has undergone rigorous scientific testing, exhaustive auditing, or both, to prove its compliance with stringent, third-party, environmental performance standards.
 - d. Environmental Protection Agency's (EPA's) Safer Choice label helps consumers, businesses, and institutional buyers identify cleaning products and others that perform well and are safer for human health and the environment.
 - e. Green Seal standard provides sustainability standards for products, services, and companies based on life-cycle research. Green Seal standards provide criteria and guidelines for manufacturers, service providers, and companies to work toward sustainability. Green Seal has 31 issued standards that cover over 375 product and service categories. Examples of Cleaning Products and Services include the GS-42 Commercial and Institutional Cleaning Services, GS-34 Cleaning and Degreasing Agents, GS-37 Green Cleaning Services, GS-40 Floor-Care Products for Industrial and Institutional Use, and GS-41 Hand Cleaners for Industrial and Institutional Use.
 - f. U.S. Green Building Council's Leadership in Energy & Environmental Design-Existing Buildings criteria; or ISSA Cleaning Industry Management Standard for Green Buildings.
 - g. Other standards that meet or exceed those listed above are also acceptable.
6. Green Cleaning Action plans may also incorporate implementation timeframes and program-monitoring requirements.



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Promoting Physical Activity

In addition to high-quality physical education classes in the school district taught by certified and well-supported physical education teachers, multiple opportunities exist before, during, and after school to enable young people to achieve the U.S. Department of Health and Human Services' recommended sixty minutes of physical activity per day. They include: recess, physical activity breaks, before and after school programs, and the use of school facilities outside school hours.

The Healthy, Hunger-Free Kids Act of 2010 requires every school district that participates in Federal school meals programs to have a local school Wellness Policy that includes goals for physical activity. The Board of Education has adopted Policy 8505 – Local Wellness Policy/Nutrient Standards for Meals and Other Foods to meet this requirement. The Board of Education promotes a comprehensive school-based physical activity program in accordance with Board policy that will permit students to safely walk to and from school, to ride bicycles to and from school, and some of the activities and programs listed below to promote physical activities:

1. Recess: The district will provide a recess period on most school days for Kindergarten through fifth grade students;
2. Physical Activity Breaks: Teachers may periodically conduct three to five minute "physical activity breaks" or "brain energizers" and incorporate physical activity into academic lessons to help improve student performance and on-task behavior;
3. Before and After School Programs: Elementary and Middle Schools in the district will attempt to offer a minimum of two types of extracurricular programs that provide students with opportunities for physical activity beyond school hours. A high school will offer additional extracurricular programs that provide students with opportunities for physical activity beyond school hours;
4. If the district offers a before and/or after school student care program for children, either directly or through a contractor, such programs shall incorporate physical activity as a component of the daily schedule;



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5. Intramural sports, which are organized sports that often emphasize fun as well as competition and involve students from the school of all skill levels who may not want to participate in an interscholastic sport;
6. Physical activity clubs that allow students to pursue specific interests or explore new activities;
7. Use of School Facilities Outside School Hours: The district may, in accordance with Board Policy, allow for the joint use of school facilities by community recreation programs offered by municipal or parks and recreation commissions, outside agencies, and/or youth-serving organizations on evenings, weekends, and during breaks in the school calendar.

Safe Routes to School

Safe Routes to School is a nationwide movement aimed at encouraging elementary and middle school students to walk or bicycle to school. The goal of New Jersey's Safe Routes to School initiative is to get children walking and bicycling to school where it is safe and to make it safe where it is not safe. In support of this initiative, the Board has adopted Policy 8505 – Local Wellness Policy/Nutrient Standards for Meals and Other Foods, Policy 8600 – Transportation, and Policy 5514 – Student Use of Vehicles. The Board of Education and the administration will collaborate with municipal, county or State transportation, land-use planning, law enforcement, and other agencies to plan, construct, and encourage the use of safe, accessible, and convenient pedestrian and bicycle routes to and from school.

The Board recognizes the benefits of students walking or riding a bicycle to school on a safe route. Understanding there may not be a safe walking or biking route to and from school for every student, this physical activity for a student is both mentally and physically beneficial.

Students walking and riding a bicycle to school will be required to comply with Board policies, all safety and school rules, and regulations. A list of conditions explaining the rules and expectations of the student and parent will be provided by the Principal or designee.]



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The Board of Education will post this Policy on the school district website along with samples of the district's outreach activities to staff, students, and parents notifying them of the Policy adoption. Outreach activities/materials will include district newsletter articles, email blasts, presentations/announcements at Board of Education or district-wide staff meetings, and other public events.

Adopted:



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Local Wellness Policy/Nutrient Standards for
Meals and Other Foods

May 17

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

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

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

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

A. Wellness Policy Goals

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

1. Goals for Nutrition Promotion – The following activities will be coordinated in each school in the district:
 - a. Age-appropriate posters will be posted on the walls where food and beverages are served to students highlighting and encouraging the value of good nutrition.
 - b. The school lunch program will have promotional days during the school year where at least one new nutritional alternative menu item will be featured as part of the menu pattern meal component. The food service staff members will promote this nutritional alternative during meal service with posters, flyers, and/or hand-outs regarding the nutritional menu item alternative.



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- c. The Principal or **School Wellness Policy Coordinator** designee will encourage food products that meet the nutrition standards of the HHFKA when used as an incentive or reward for student accomplishments, club or activity achievements, and/or success in competitions within the school.
 - d. Food service staff, in consultation with the Principal or **School Wellness Policy Coordinator** designee, will coordinate obtaining student input on menu planning that will include taste testing of new nutritional food, satisfaction surveys, and other activities that will promote nutrition awareness.
 - e. Food service staff will place the healthier food items in the service line where students are more likely to choose them.
 - f. Parents will be provided the nutritional standards of the HHFKA and encourage parents to pack lunches and snacks that meet the HHFKA nutritional standards.
2. Goals for Nutrition Education – The following activities will be coordinated in each school in the district:
- a. The Principal or **School Wellness Policy Coordinator** will ensure each student receives at least one presentation per school year that promotes good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district's curriculum.
 - b. The Principal or designee **School Wellness Policy Coordinator** will post the nutritional guidelines of the HHFKA in the area of the school building where food and beverages are served.



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

3. Goals for Physical Activity

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

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

- (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
- (2) The Principal or designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities.
- (3) Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity, which may include, but not be limited to: walking; playing games that require physical activity, such as kick ball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment.
- (4) The Principal will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day.



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

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

- b. The following activities will be coordinated in each middle school in the district:
 - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
 - (2) The Board of Education may offer middle school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
 - (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.]

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

- c. The following activities will be coordinated in each high school in the district:
 - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.



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- (2) The Board of Education will offer high school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
- (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.]

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

- a. ~~Each school in~~ The district will establish a **District Wellness Committee (DWC)**. **The DWC will:**
 - (1) **Be comprised of a the Principal or designee, at least one health/physical education teacher, a school nurse, at least two parents, at least two students, and at least one food service staff member representing all school levels in the district, and the District Wellness Policy Coordinator;** and
 - (2) **Meet at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of the district-wide Wellness Policy.**
- b. The Principal or designee **School Wellness Policy Coordinator** will coordinate information being disseminated to students and parents promoting the school lunch program, nutrition, and nutrition education.



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- c. The school district will celebrate a School Wellness Week, as determined by the Superintendent of Schools, where schools will have special activities throughout the week to promote nutrition and physical activity. These special activities will be planned and coordinated by each school's **Principal and/or School Wellness Policy Coordinator Committee**.
 - d. The **Principal and/or School Wellness Policy Coordinator** will encourage fund-raising activities that promote physical activity such as walk-a-thons, teacher-student activity competitions, family activity nights, and school dances.
5. Annual School Progress Report
- a. The goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness shall be evaluated annually by the Principal or designee of each school and the school's **School Wellness Policy Coordinator Committee** in an Annual School Progress Report provided to the Superintendent of Schools before **May 1 June 30**.
 - b. The Annual School Progress Report shall present the extent to which each school is in compliance with this Policy, the progress made in attaining the goals of this Policy, any recommended changes to this Policy, and an action plan for the following school year to achieve the school's annual goals and objectives.
6. Annual District Summary Progress Report
- a. Upon receiving the Annual School Progress Report from each school, the ~~Superintendent or designee~~ **District Wellness Policy Coordinator** will compile an Annual District Summary Progress Report to be presented to the **Superintendent and** Board of Education at a public meeting before **May 30** ~~the beginning~~ of the **current** school year. The public will be provided an opportunity to review and comment on the Annual District Summary Progress Report at the Board meeting.



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- b. Revisions to this Policy will be recommended by the Superintendent or designee to be approved by the Board of Education before September 30 of each school year.
7. Additional Wellness Policy Goals
 - a. Nothing in this Policy shall prevent an individual school in the district from developing and implementing additional activities; approved by the Superintendent or designee, to those required in this Policy.
- B. Nutrition Guidelines for All Foods and Beverages
1. The Board of Education requires each school in the district to ~~comply with the Federal school meal nutrition standards and the Smart Snacks~~ in accordance with the requirements HHFKA. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. ~~The food~~ requirements for any food **or beverages** sold in schools must meet a range of calorie and nutrient requirements as outlined in the HHFKA **and a smart snack calculator shall be on file in each school for each product sold.**
 2. The school district will comply with the HHFKA beverage requirements and beverage portion requirements for **each appropriate grade level elementary, middle, and secondary schools**. Each school will make potable water available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.
 3. On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the HHFKA. The nutrition standards of the HHFKA do not apply to non-school hours, weekends, and off-campus fundraising events. The United States Department of Agriculture defines school day as starting from midnight to thirty minutes after the end of the school day. Fundraisers involving the sale of food or beverages must be **pre-approved by submitted to the Principal or designee and the or designee District Wellness Policy Coordinator for approval.**



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Meals and Other Foods

[Option

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

C. District Coordinator

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

1. The District Wellness Policy Coordinator shall be available to consult with school-based administrators, staff members, and the School Wellness Policy Coordinator(s) on the district's Wellness Policy.
2. The District Wellness Policy Coordinator shall also be responsible to ensure parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the general public are permitted to participate in the development, implementation, review, and update of this Wellness Policy.
3. The District Wellness Policy Coordinator shall be responsible to inform and update the public (including parents, students, and others in the community) about the content, implementation, updates and implementation status of the district's Wellness Policy through the district's website, school publications, and/or other school communications made available to the public.



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

D. Wellness Policy Assessment

1. The District Wellness Policy Coordinator will prepare an assessment of the district's Wellness Policy in accordance with the requirements of the United States and New Jersey Departments of Agriculture on the extent to which the school(s) in the district are in compliance with the district's Wellness Policy, the extent to which the district's Wellness Policy compares to model school wellness policies, and a description of the progress made in attaining the goals outlined in the district's Wellness Policy.
2. The District Wellness Policy Coordinator will present this assessment to the Board of Education at a public Board meeting, make such assessment available to the public, and recommend any updates to the Policy accordingly.

E. Records

1. The District Wellness Policy Coordinator shall ensure records are maintained to document compliance with the requirements of the District Wellness Policy. Such records will include, but not be limited to:
 - a. The Board-approved Wellness Policy;
 - b. Documentation demonstrating the Policy has been made available to the public;
 - c. Documentation of the efforts made in the school district to review and update the Policy;



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- d. Documentation demonstrating compliance with the annual public notification requirements;
- e. Documentation demonstrating the most recent assessment on Policy implementation; and
- f. Documentation demonstrating the most recent assessment on the implementation of the School Wellness Policy has been made available to the public.

FD. Publication/Dissemination

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

The Healthy, Hunger-Free Kids Act of 2010

Adopted:

