

**REGULAR MEETING  
BOARD OF EDUCATION, SCHOOL DISTRICT OF THE CHATHAMS  
MONDAY, JUNE 21, 2021**

**7:30 PM REGULAR BUSINESS MEETING**

**CHATHAM HIGH SCHOOL AUDITORIUM  
255 LAFAYETTE AVENUE, CHATHAM, NEW JERSEY**

**MINUTES**

- I. CALL TO ORDER:** Jill Critchley Weber, President AT 7:33 PM
- II. OPEN PUBLIC MEETING STATEMENT:** In accordance with the requirements of the Open Public Meetings Act, Chapter 231, P.L. 1975 Announcement, I wish to announce that:

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this act, the School District of the Chathams Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Board Administrative Offices, sent to the Clerks of Chatham Borough and Chatham Township, the Library of the Chathams, the Chatham Courier, the Daily Record, the Star Ledger and TAP (news online).

**III. ROLL CALL:**

**Present:** Michelle Clark, Matthew Gilfillan, Lata Kenney, Bradley Smith and Jill Critchley Weber

**Absent:** Sal Arnuk, Ann Ciccarelli, Chris Delsandro and Michael Ryan

**Also Present:** Dr. Michael LaSusa, Superintendent; Mr. Peter Daquila, Business Administrator/Board Secretary; Ms. Beth; Grant, Human Resources Manager; Emily Sortino, Assistant Superintendent of Student Support Services and 18 members of the public and press.

- IV. PLEDGE OF ALLEGIANCE** - Jill Critchley Weber led the assembly in the Pledge of Allegiance.
- V. BOARD PRESIDENT'S COMMENTS** – Jill Critchley Weber thanked the administration for a wonderful graduation and everything that was accomplished this school year
- VI. ADMINISTRATIVE REPORTS**
- A. SUPERINTENDENT'S REPORT**
- Open Campus

Dr. LaSusa introduced two of the class officers from the CHS class of 2022 that requested Open Campus for the 2021-2022 school year. . The request was endorsed and supported by both Principal Darren Groh and Vice-Principal Lori Gironda.

Jill Weber noted that responsibility comes with the privilege of Open Campus and watching out for one another. The board approved the request for Open Campus.

- Update on Status of Schools

Dr. LaSusa is waiting for guidance from the D.O.E. and D.O.H. on the next school year.

The Policy Committee has discussed the return to school.

Dr. LaSusa noted that the graduation turned out very well and the CHS administration did a great job.

## **B. BUSINESS ADMINISTRATOR'S REPORT**

- Construction Update

Peter Daquila stated that the work on the Cougar Fieldhouse Restrooms will begin soon and be completed by the beginning of August.

Waiting for the update from Tremco on the schedule for the roof projects at WAS, CMS and CHS.

## **VII. COMMITTEE REPORTS**

- A. Personnel** (J. Weber): The committee met on 6/7/2021 and discussed staffing for the 2021-2022 school year. Also, discussed a staff matter and the return of student teachers for the 2021-2022 school year.
- B. Curriculum** (L. Kenney): The committee met on 6/7/2021 and discussed math for K-5 and other instruction for the 2021-2022 school year.
- C. Finance/Facilities** (M. Gilfillan): The committee met on 6/14/2021 and discussed capital work for summer 2021. Projects for 2022 were discussed and a possible referendum. Also discussed WAS boiler room and application for the use of emergency funding to the expansion tanks. It was noted that Peter Daquila was applying for a local Education Recreation Grant. The return to school was also discussed.
- D. Policy and Planning** (B. Smith): The committee met on 6/14/2021 and discussed the return to school and vaccinations. Also discussed all of the policies on the agenda that are being abolished, approved for 1<sup>st</sup> reading and the policy approved for 1<sup>st</sup>, 2<sup>nd</sup> and adoption tonight.

### **Liaisons**

Chatham Borough (A. Ciccarelli): Nothing to report.

Chatham Township (M. Clark): Nothing to report.

Chatham Athletic Boosters (A. Ciccarelli/J. Weber): Nothing to report.

Chatham Performing Arts Boosters (J. Weber): The department produced a musical at CHS, CMS and a musical ensemble at the schools. Ms. Weber thanked Laura DeBiasse on her retirement.

Chatham Education Foundation (L. Kenney): The CEF congratulates all the graduates and all the folks who donated to the CEF.

Chatham Recreation (M. Gilfillan): Nothing to report.

PTO District Cabinet (A. Ciccarelli): Nothing to report.

## VIII. MINUTES

Motion by Trustee: Ms. Critchley Weber, seconded by: Mr. Smith, Roll call vote: 5-0-0

*Approval: Minutes*

**RESOLVED:** That the Board of Education approves the minutes from the following meetings:

- May 17, 2021 - Public Session

## IX. PUBLIC COMMENTARY

### *NOTICE OF PUBLIC COMMENT TIME LIMIT*

*Hearing of citizens during the Public Commentary section of the Agenda is an opportunity for any member of the public to be heard about issues which are/are not topics scheduled for the current meeting. To help facilitate an orderly meeting, and to permit all to be heard, speakers will be asked to limit their comments to a reasonable length of time.*

- Rez Estevez, SBS parent: Request of transparency on race and equality for CRT individuals to reduce oppression. Striving to eliminate different treatment for each race.
- Kyle Roberts, parent of 6 year old: Opposed to the mask mandate that existed for the 2020/2021 school year. Feels that children wearing masks was very difficult and negatively impacted learning and behavior. Feels that masks cause stress and fear and inhibits brain development.
- Nicole Lois: Supports the request for no masks in 2021/2022 and thanked Dr. LaSussa and the administration for everything done during the 2020/2021 school year. Asked for no masks for 2021/2022 school year.
- Jill Weber: CRT will be discussed by Policy and Curriculum.
- Dr. Michael LaSusa: Stated that until guidance is provided by the DOE and 2 DOH's he cannot willingly ignore state statutes.

- Matthew Gilfillan: The district should be proactive and make our opinions known. The board discussed finding a comfort level for the student and staff wearing masks. Asked if it can be a parent option. The topic will be discussed with the board attorney.

## X. ACTION ITEMS

### A. PERSONNEL

Agenda items A.1 to A.32. Motion by Trustee: Ms. Critchley Weber, seconded by Trustee: Mr. Smith, Roll call vote: 5-0-0/A1-6, 8-32

4-0-1/A7 Ms. Ciccarelli abstained

#### 1. (0299-20/21) Acceptance: Resignation

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education accepts the resignation of the following staff members:

Name	Location/Position	Effective Date	Notes
Wejsa, Sheri	CHS/Teacher of Social Studies	06/30/2021	
Spinner, Jennifer	SBS/Elementary School Teacher	06/30/2021	
Ghadge, Archana	MAS/Paraprofessional	06/30/2021	
Calvert, Lexie	MAS/Paraprofessional	06/30/2021	
Coleman, Ashlee	LAF/Paraprofessional	06/30/2021	
Sylvestri, Susan	WAS/Paraprofessional	06/30/2021	
D'Costa, Lucy	WAS/Paraprofessional	06/30/2021	
Tisi, Samantha	WAS/Paraprofessional	06/30/2021	

#### 2. (0300-20/21) Amendment: Resignation

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education amends the resignation of the following staff members:

Name	Location/Position	Effective Date	Notes
Robins, Damaris	Central Office/Transportation Coordinator	06/04/2021	Supersedes action on 05/17/2021 to amend effective date.

#### 3. (0301-20/21) Amendment: Contracts - 2020/2021 School Year

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education amends contracts for the following individual for the 2020/2021 school year, as per the agreement between the School District of the Chathams and the Chatham Education Association (CEA):

Name	Position	Location	Column / Step	FTE	Other	Salary	Night Differential	Effective Date	Termination Date
Orejarena, Sandra	Paraprofessional	MAS	N/A	N/A	\$600	\$18.67 / hourly	N/A	09/14/2020	06/30/2021

**NOTE:** Supersedes action on 09/21/2020 to include \$600 other salary

Nadal, Kevin	Custodian	District Floater	IV/3	1.0	N/A	\$39,183.00 Prorated at \$1,632.62	\$2,000.00 Prorated at \$83.33	06/16/2021	06/30/2021
<b>NOTE:</b> Supersedes action on 05/17/2021 to amend start date and salary.									

**Addendum:**

Name	Position	Location	Column / Step	FTE	Other	Salary	Night Differential	Effective Date	Termination Date
Honore, Bernard	Custodian	District Floater	IV/4	1.0	N/A	\$39,683.00 Prorated at \$457.86	\$2,000.00 Prorated at \$23.07	06/28/2021	06/30/2021
<b>NOTE:</b> Supersedes action on 05/17/2021 to amend start date and salary.									

4. (0302-20/21) Approval: Contract - 2020/2021 School Year

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the contract for the following individual for the 2020/2021 school year, as per the agreement between the School District of the Chathams and the District Confidential Staff:

Name	Position	Location	Category / Step	FTE	Salary	Effective Date	Termination Date
Myers, Sandra	Transportation Coordinator	Central Office	N/A	N/A	\$58,000.00 Prorated at \$1,784.56	06/21/2020	06/30/2021
Time worked for the period June 1 through June 17 payable by timesheet at hourly rate.							

5. (0303-20/21) Approval: Contract - 2021/2022 School Year

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the contract for the following individual for the 2021/2022 school year, as per the agreement between the School District of the Chathams and the District Confidential Staff:

Name	Position	Location	Category / Step	FTE	Salary	Effective Date	Termination Date	Notes
Myers, Sandra	Transportation Coordinator	Central Office	N/A	N/A	\$58,000.00	07/01/2021	06/30/2022	

6. (0304-20/21) Amendment: Contracts - 2021/2022 School Year

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education amends the contract for the following individual for the 2021/2022 school year, as per the agreement between the School District of the Chathams and the Chatham Education Association (CEA):

Name	Position	Location	Category / Step	FTE	Salary	Effective Date	Termination Date	Notes
Broyer, Jennifer	Elementary School Teacher	SBS	MA/14	1.0	\$82,480.00	08/24/2021	06/30/2022	Supersedes action on 04/26/2021 to

								amend FTE and salary.
--	--	--	--	--	--	--	--	-----------------------

7. (0305-20/21) Approval: Contracts - 2021/2022 School Year

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the contracts for the following individuals for the 2021/2022 school year, as per the agreement between the School District of the Chathams and the Chatham Education Association (CEA):

Name	Position	Location	Column	Step	FTE	Salary	Effective Date	Termination Date	Notes
Schnall, Megan	Teacher of Mathematics	CMS	MA	10	1.0	\$71,640.00	08/24/2021	06/30/2022	
DaRocha, Elsie	Teacher of Special Education	CHS	BA	9	1.0	\$64,285.00	08/24/2021	06/30/2022	
Shimizu, Keiko	Teacher of Art	SBS	MA	7	1.0	\$66,230.00	08/24/2021	06/30/2022	
Williams, Katie	Elementary School Teacher	LAF	MA	11	1.0	\$74,285.00	08/24/2021	06/30/2022	
Kowalski, Kiersten	Teacher of Special Education	MAS	BA	6	1.0	\$60,685.00	08/24/2021	06/30/2022	
Annunziata, Karen	Elementary School Teacher	LAF	MA	4	1.0	\$63,265.00	08/24/2021	06/30/2022	
Lyness, Katherine	Teacher of Social Studies	CHS	MA	9	1.0	\$68,935	08/24/2021	06/30/2022	
Kesselbrenner Doree	Paraprofessional	CMS	N/A	N/A	N/A	\$19.22 / hourly	08/24/2021	06/30/2022	
Sink, Lori	Paraprofessional	CHS	N/A	N/A	N/A	\$19.22 / hourly	08/24/2021	06/30/2022	
Clark, Kelsey	Paraprofessional	CMS	N/A	N/A	N/A	\$19.22 / hourly	08/24/2021	06/30/2022	
Mahoney, Janice	Paraprofessional	SBS	N/A	N/A		\$19.22 / hourly	08/24/2021	06/30/2022	
Schell, Ellen	Paraprofessional	SBS	N/A	N/A		\$19.22 / hourly	08/24/2021	06/30/2022	
Hyde, Anne	Paraprofessional	CHS	N/A	N/A		\$19.22 / hourly	08/24/2021	06/30/2022	

8. (0306-20/21) Approval Contract - Leave Replacement Assignment

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the contract for the following Leave Replacement assignment for the 2020/2021 school year:

Name	Position	Location	Column / Step	FTE	Salary	Effective Date	Termination Date	Notes
Fallon, Abigail	Teacher of Elementary	LAF	N/A	N/A	\$290.38/diem	05/18/2021	06/17/2021	

Arthurs, David	Teacher of English Language Arts	CMS	N/A	N/A	\$290.38/diem	04/12/2021	06/17/2021	
----------------	----------------------------------	-----	-----	-----	---------------	------------	------------	--

9. (0307-20/21) Approval Contracts - Leave Replacement Assignment

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the contracts for the following Leave Replacement assignments for the 2021/2022 school year:

Name	Position	Location	Column / Step	FTE	Salary	Effective Date	Termination Date	Notes
Audino, Lea	School Counselor	SBS	BA/3	1.0	\$59,185.00 Prorated at \$26,337.28	08/24/2021	01/07/2022	
Ortman, Amelia	Student Assistance Coordinator	CMS	BA/3	1.0	\$59,185.00 Prorated at \$17,755.37	08/24/2021	11/23/2021	
Gillo, Rob	Teacher of Health & Physical Education	CMS	BA/3	1.0	\$59,185.00 Prorated at \$18,939.10	08/24/2021	11/30/2021	
Hubert, Sean	Teacher of Special Education	CHS	BA/3	1.0	\$59,185.00 Prorated \$23,673.87	08/24/2021	12/23/2022	
Aquilina, Samantha	Teacher of Special Education	SBS	BA/3	1.0	\$59,185.00	08/24/2021	06/30/2022	

10. (0308-20/21) Approval: Contracts - Paraprofessional Staff

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the appointment of the following district staff members for the 2021/2022 school year as per the agreement between the Board of Education and the Chatham Education Association. (Attachment A.10)

11. (0309-20/21) Approval Contracts: Supplementary Nurse

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the following individuals to provide part-time supplementary nursing services for the 2021/2022 school year:

Name	Location	FTE	Column/ Step	Salary	Effective Date	Termination Date	Notes
McRoberts, Kate	LAF	N/A	N/A	\$40.00 hourly	08/30/2021	06/17/2022	Not to exceed 15 hours per week.
Smith, Deborah	CMS	N/A	N/A	\$40.00 hourly	08/30/2021	06/17/2022	Not to exceed 15 hours per week.

12. (0310-20/21) Approval: Unpaid Absences

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the following unpaid absences during the 2020/2021 school year:

Name	Position	Location	Number of Requested Unpaid Days	Start Date	End Date	Notes
Ames, Ellen	Paraprofessional	MAS	5	06/11/2021	06/17/2021	
Vega, Alexander	Paraprofessional	CMS	3	06/15/2021	06/17/2021	
Gentiluomo, Rosario	Maintainer	District	6	07/19/021	07/26/2021	

13. (0311-20/21) Approval: Use of Accumulated Family Illness Days

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the Use of Accumulated Family Illness Days, as listed below:

Employee #	Total Number of Days	Notes
ID# 7390	3	
ID# 1351	1	

14. (0312-20/21) Approval: Maternity Leaves of Absence

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the following Maternity Leave of Absence:

Employee #	Leave Start Date	Sick & Accumulated Sick Days Applied	FMLA Start Date (unpaid with benefits)	NJFLA Start Date (unpaid with benefits)	Extended Leave Start Date (unpaid without benefits)	Date of Return (Anticipated)	Notes
ID# 8006	11/02/2021	40	01/11/2022	01/11/2022	N/A	04/08/2022	

15. (0313-20/21) Rescind: Contracts - Extra Duty Stipends 2020/2021

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education rescinds contracts for Extra Duty Stipends, for the 2020/2021 school year, as per the agreement between the School District of the Chathams and the Chatham Education Association (CEA):

Staff Member	Activity	Ratio	Compensation	Notes
Emirch, Caitlin	Media Club II	0.1	\$1,005.50	
Hadley, Catharine	Play Area/Bus Supervisor II AM	0.1	\$1,005.50	

16. (0314-20/21) Approval: Advanced Placement Testing Coordination

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves Kaitlin Sleight and Sean Newcombe to serve as College Board site managers at CHS at a rate of \$60.00 per hour. The District will be reimbursed up to \$1,500.00 by The College Board.



17. (0315-20/21) Approval: Extra Class - Certificated Staff

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves an Extra Class for Certificated Staff, for the 2021/2022 school year, detailed as follows:

Name/Position	Location	Effective Date	End Date	Salary	Notes
Terrance Ferguson/Teacher of English	CHS	08/30/2021	01/31/2022	\$6,000	
John Hajdu/Teacher of Math/Science	CHS	08/30/2021	01/31/2022	\$6,000	
Julie Green/Teacher of Math	CHS	08/30/2021	01/31/2022	\$6,000	
Adam Agree/Teacher of Social Studies	CHS	08/30/2021	01/31/2022	\$6,000	
Jason Mariano/Teacher of Design/Technology	CHS	08/30/2021	01/31/2022	\$6,000	

18. (0316-20/21) Approval: Contracts - Extra Duty Stipends 2021/2022

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the Contracts for Extra Duty Stipends, for the 2021/2022 school year, as per the agreement between the School District of the Chathams and the Chatham Education Association (CEA):

Staff Member	Activity	Ratio	Compensation
Lauren LoPorto	District Leader Science	0.6	\$6,033.00
Justin Perinotti	District Leader Science	0.6	\$6,033.00
Laura Noonan	District Leader Science	0.6	\$6,033.00
Nancy Volker	District Leader Math	0.6	\$6,033.00
Laura Piccola	District Leader Math	0.6	\$6,033.00
Dawn Kurlak	District Leader Math	0.6	\$6,033.00
Susan Corbetta	District Leader Math	0.6	\$6,033.00
Catharine Hadley	District Leader Math	0.6	\$6,033.00
Vincent Palladino	District Leader Math	0.6	\$6,033.00
George Iannuzzi	District Leader ELA	0.6	\$6,033.00
Jacqueline Berger	District Leader ELA	0.6	\$6,033.00
Jessica Vega	District Leader ELA	0.6	\$6,033.00
Shannon Moran	District Leader ELA	0.6	\$6,033.00
Christine Nigro	District Leader ELA	0.6	\$6,033.00
Kimberly Dellano	District Leader ELA	0.6	\$6,033.00
Matthew Weinshenker	District Leader Social Studies	0.6	\$6,033.00
Amanda McPherson	District Leader Social Studies	0.6	\$6,033.00
Holly Izsa	District Leader Social Studies	0.6	\$6,033.00
Bridget Zima	District Leader Special Education	0.6	\$6,033.00
Michael Gagliano	District Leader Special Education	0.6	\$6,033.00
Michelle Cervone	District Leader Special Education	0.6	\$6,033.00
Gary Adair	District Leader HPE	0.6	\$6,033.00

Douglas Finken	District Leader HPE	0.6	\$6,033.00
Samantha Stojanov	District Leader Technology	0.6	\$6,033.00
Christina Lesnewich	District Leader Technology	0.6	\$6,033.00
Lyndsay Wittenberg	District Leader Technology	0.6	\$6,033.00
Rachel Goldberg	District Leader Technology	0.6	\$6,033.00

19. (0317-20/21) Approval: Fall Coaching Staff

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the contracts for *Fall Coaches*, for the 2021/2022 school year as per agreement between School District of the Chathams and CEA, as listed below:

Name		Season	Sport	Assignment	Ratio	Salary
Picariello, Evan	*	Fall 2021	Football	Head	1.0	\$10,055.00
Gregory Solomon Jr.		Fall 2021	Football	Assistant	0.6	\$6,033.00
Tripp, Eric		Fall 2021	Football	Assistant	0.6	\$6,033.00
Agree, Adam	*	Fall 2021	Football	Assistant	0.6	\$6,033.00
Nagy, Brian	*	Fall 2021	Football	Assistant	0.6	\$6,033.00
Pivnick, Todd		Fall 2021	Football	Assistant	0.6	\$6,033.00
Moskowitz, Dan		Fall 2021	Football	Volunteer	N/A	N/A
Sullivan, Joseph		Fall 2021	Football	Volunteer	N/A	N/A
Tatarka, Ryan	*	Fall 2021	Football	Volunteer	N/A	N/A
DiMartino, Patrick		Fall 2021	Football	Volunteer	N/A	N/A
Romeo, John		Fall 2021	Football	Volunteer	N/A	N/A
Maka, Mark	*	Fall 2021	Soccer	Boys' Head	0.75	\$7,541.00
Mantone, Thomas	*	Fall 2021	Soccer	Boys' Assistant	0.6	\$6,033.00
Mazurkiewicz, Chris	*	Fall 2021	Soccer	Boys' Assistant	0.6	\$6,033.00
de Oliveira, Juliano		Fall 2021	Soccer	Adjunct Coach	0.3	3,016.50
TBD		Fall 2021	Sailing	Head	N/A	N/A
Marino, Dan		Fall 2021	Sailing	Volunteer	N/A	N/A
Jeffrey Bonanni		Fall 2021	Sailing	Volunteer	N/A	N/A
Press, Tracy		Fall 2021	Sailing	Volunteer	N/A	N/A

Lynch, Theodore		Fall 2021	Sailing	Volunteer	N/A	N/A
Adair, Gary	*	Fall 2021	Soccer	Girls' Head	0.75	\$7,541.00
Zarra, Gianna	*	Fall 2021	Soccer	Girls' Assistant	0.6	\$6,033.00
Turton, Amanda	*	Fall 2021	Soccer	Girls' Assistant	0.6	\$6,033.00
Farley, James	*	Fall 2021	Soccer	Girls' Adjunct	0.3	\$3,017.00
Barry, Patrick		Fall 2021	Cross Country	Boys' Head	0.75	\$7,541.00
Parlavecchio, Gianna	*	Fall 2021	Cross Country	Head Girls'	0.75	\$7,541.00
Parlavecchio, Kayla Jo		Fall 2021	Cross Country	Assistant	0.6	\$6,032.46
Franz, Kathryn	*	Fall 2021	Cross Country	Volunteer	N/A	N/A
Amster, Anna	*	Fall 2021	Volleyball	Head	0.75	\$7,541.00
LiVecchi, Sara		Fall 2021	Volleyball	Assistant	0.6	\$6,033.00
Ferguson, Terrence	*	Fall 2021	Volleyball	Assistant	0.6	\$6,033.00
Leyden, Kaitlin	*	Fall 2021	Field Hockey	Head	0.75	\$7,541.00
Hennelly, Michelle	*	Fall 2021	Field Hockey	Assistant	0.6	\$6,033.00
TBD		Fall 2021	Field Hockey	Assistant	0.6	\$6,033.00
Fallon, Kristen	*	Fall 2021	Field Hockey	Volunteer	N/A	N/A
Pyhel, Kim		Fall 2021	Field Hockey	Volunteer	N/A	N/A
DiSturco, Tara		Fall 2021	Cheerleading	Head	0.6	\$6,033.00
Cai, James	*	Fall 2021	Tennis	Girls' Head	0.65	\$6,536.00
Beebe, Brenda	*	Fall 2021	Tennis	Girls' Assistant	0.6	\$6,033.00
TBD		Fall 2021	Tennis	Girls' Adjunct	0.3	\$3,017.00
TBD		Fall 2021	Fitness Room Supervisor	N/A	0.3	\$3,017.00
<i>*Denotes District</i>						

20. (0318-20/21) Amendment: Brain Camp, 2-3

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education amends staff to include payment for planning hours for the Brain Camp 2-3, Summer 2021 programs, funded by the ESSER grant, as listed below:

Teacher	Hours/Day	Hourly	Days	Planning Hours	Planning Amount	Total Amount
Jacqueline Berger	4.5	\$52.00	20	10	\$520	\$5,200.00
Cathy Gomber	4.5	\$52.00	15	10	\$520	\$4,030.00
Megan Tompkins	4.5	\$52.00	5	N/A	N/A	\$1,170.00
<b>Paraprofessional</b>						
Paraprofessional	Hours/Day	Hourly Rate	Days	N/A	N/A	Total Amount
Lisa Beth Reina	4.5	\$24.54	19	N/A	N/A	\$2,098.17
Megan Tompkins	4.5	\$24.54	19	N/A	N/A	\$2,098.17

21. (0319-20/21) Amendment: Summer Adventures

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education amends the staff for the Summer Adventures Program, for Summer 2021, funded by the ESSR grant, as listed below:

Teacher	Hourly Rate	Hours/Day	Days	Planning Hours	Planning Amount	Total Amount
Kimberly Dellano	\$52	4.5	10	10	\$520	\$2,860.00
Karen Rutkowski	\$52	4.5	10	5	\$260	\$2,600.00
Tara Burroughs	\$52	4.5	10	5	\$260	\$2,600.00
<b>Paraprofessional</b>						
Paraprofessional	Hourly Rate	Hours/Day	Days			Total Amount
Archana Ghadge	\$19.22	4.5	9	N/A	N/A	\$778.41
Yana Doyle	\$24.54	4.5	9	5	\$260	\$1,253.87

22. (0320-20/21) Amendment: Summer Connect

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education amends the staff to include planning hours ,for the Summer Connect Program, funded by the ESSR grant, for Summer 2021 as listed below:

Teacher	Hourly Rate	Hours/Day	Days	Planning Hours	Planning Amount	Total Amount
Anna Amster	\$52	5	3	5	\$520	\$1,300.00
Alexis Irene	\$52	5	3	5	\$520	\$1,300.00
Rachel Goldberg	\$52	5	3	5	\$520	\$1,300.00
Samantha Kenny	\$52	5	3	5	\$520	\$1,300.00

23. (0321-20/21) Approval: Step Up Math

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the staff for the Step Up Math, funded by the ESSR grant, for Summer 2021 as listed below:

Teacher	Hourly Rate	Hours/Day	Days	Planning Hours	Planning Amount	Total Amount
Catherine Spano	\$52.00	1.5	8	1.5	7	\$1,170.00
Alex Elgart	\$52.00	1.5	8	1.5	7	\$1,170.00

24. (0322-20/21) Approval: Summer Technology Support

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves Liam Sweeney to provide Summer Technology Support at a rate of \$14.00 hourly, effective June 22, 2021 through August 23, 2021.

25. (0323-20/21) Approval: Security ESY Program

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves Mary Rabadeau to provide security for the 2021 ESY Program at Lafayette School for 4.5 hours per day, for 25 days at a rate of \$26.76 hourly effective June 24 to July 30, 2021. Not to exceed \$3,010.50.

26. (0324-20/21) Amendment: Extended School Year Staff

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education amends the approval of nursing services provided by Christina Sachs during ESY 2021 not to exceed 40.5 hours at a rate of \$52.00/hourly not to exceed \$2,106.00. This amendment increases the duration in hours from 22.5 hours (\$1,170.00) as approved on 04/26/2021.

27. (0325-20/21) Approval: Extended School Year Staff

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves *Extended School Year Program Staff Members*, to provide services during Summer 2021, as listed below:

POSITION	STAFF	HOURS/DAY	TEACHER/PARA HOURLY RATE	DAYS NEEDED	TOTAL COST
Paraprofessional	Megan LePore	4.5	\$19.22	25	\$2,162.25
Paraprofessional	Doreen Patrone	4.5	\$19.22	25	\$2,162.25
Paraprofessional	Wendy Zigon	4.5	\$19.22	25	\$2,162.25

**Addendum:**

Substitutes	Daily Para Sub Rate	Daily Sub Teacher Rate
Paraprofessional & Teacher		
Helen Marqueen	\$76.50	\$100.00
Steven Schein	\$76.50	\$100.00

28. (0326-20/21) Approval: Summer CST Work

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves Child Study Team (CST) Members to perform mandated evaluations at \$400.00 per case and to include meetings not related to evaluations at a rate of \$50.00 per hour, not to exceed a total of \$85,000.00 during summer 2021 recess.

29. (0327-20/21) Amendment: 2020/2021 Telehealth

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education amends the following staff members that were approved on March 1, 2021, to provide telehealth counseling to students after school hours at the rate of \$60.00 per hour not to exceed a total amount of \$40,320.00:

Name	Position
Lisa Kool-Behr	School Counselor
Alyssa Beier	School Psychologist
Katherine Cimei	School Psychologist
Elizabeth Gaynor	School Psychologist
Alexis Irene	School Counselor
Lydia MacIntosh-Haye	School Psychologist
Christine Mahoney	Student Assistance Counselor
Alexandra Mandala	Student Assistance Counselor
Jennifer Manger	School Psychologist
Kelly Medvin	School Counselor
Stephanie Montefinese	School Counselor
Kaitlin Sleight	College & Career Counselor
Cindy Weiner	School Counselor
Gail Weinroth	School Counselor
Katelyn DeSantis	School Counselor

30. (0328-20/21) Approval: Supplemental Instruction - Carmela Zack

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves Carmela Zack to provide supplemental instruction to special education student #4272961703 for 5 hours per week in an amount not to exceed \$1,200.00.

31. (0329-20/21) Approval: Supplemental Instruction - Karen Rutkowski

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves Karen Rutkowski to provide supplemental instruction to special education student #4272961703 for 5 hours per week in an amount not to exceed \$1,200.00.

32. (0330-20/21) Approval: Travel

**WHEREAS:** In accordance with the State of New Jersey School District Accountability Act (A-5) and the School District of the Chatham's *Policy 6471 - School District Travel*, travel by school district employe and Board of Education members must be approved in advance; now

**THEREFORE, BE IT RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the following expenses for faculty, staff, administrators, and board members for seminars, conferences and workshops. The expense includes travel costs, if applicable.

Month	Day	Year	First	Last	Position	Vendor	Purpose	Location	Cost
June	30	2021	Gina	DelloStritto	Resource Teacher	Wilson Learning	Foundations Level 2 Launch	Virtual	\$289
July	12-13	2021	Kim	Lanza	Supervisor, Student Support Services	Wilson Learning	Annual Conference	Virtual	\$369
July	12-13	2021	Martina	McElroy	Elementary Teacher	Wilson Learning	Annual Conference	Virtual	\$369
July	12-13	2021	Samantha	Suckno	Elementary Teacher	Wilson Learning	Annual Conference	Virtual	\$369
July	17	2021	Charles	Cannon	Head Custodian	Rutgers	Code Compliance Update	Virtual	\$144
July	19-29	2021	Hayley	Molinaro	Science Teacher	RVCC	NGSS Summer Institute	Virtual	\$200
July	30	2021	Christine	McGookin	Special Ed Teacher	Wilson Learning	Just Words Workshop	Virtual	\$289

33. (0331-20/21) Approval: Contract - 2021/2022 School Year

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the contract for the following individual for the 2021/2022 school year:

Name	Position	Location	Column	Step	FTE	Salary	Effective Date	Termination Date	Notes
Von Hagel, Nicholas	Auditorium Coordinator	District	N/A	N/A	1.0	\$45,000.00	07/01/2021	06/30/2022	

**B. FINANCE/FACILITIES**

Agenda items B.1 to B.33, Motion by Trustee: Mr. Gilfillan, seconded by Trustee: Mr. Smith, Roll call vote: 5-0-0

Matthew Gilfillan thanked the following for their donations:

- Milton Avenue School – Box Tops for Education
- Milton Avenue School PTO
- Blackbaud Giving Fund – Lafayette Avenue School
- Special thanks to Mr. Frank O’Neill in honor of Adele O’Neill donation – Milton Avenue School.

1. (0215-20/21) Approval: Payments - Bills List & Payroll

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the following payments: (Attachment B.1)

Description	Total
Bill List - 06-21-2021	\$2,926,264.86
Payroll - May 15, 2021	\$2,084,775.32
Payroll - May 30, 2021	\$2,091,096.11

<b>Total</b>	<b>\$7,102,136.29</b>
--------------	-----------------------

2. *(0216-20/21) Approval: Monthly Report of County Transfers - May 2021*  
**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the Monthly Report of County Transfers for May 2021. *(Attachment B-2)*
  
3. *(0217-20/21) Approval: Report of the Board Secretary - May 2021*  
**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the Report of the Board Secretary for May 2021. *(Attachment B-3)*
  
4. *(0218-20/21) Approval: Report of the Board Treasurer - May 2021*  
**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the Report of the Board Treasurer for May 2021. *(Attachment B-4)*
  
5. *(0219-20/21) Approval: Finance Certification - May 2021*  
**RESOLVED:** Pursuant to N.J.A.S. 18A:17-9, the Board Secretary does certify that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.S. 18A:17-9. Pursuant to N.J.A.S. 18A:17-36, the School District of the Chathams Board of Education has reviewed for the minutes of this meeting the Board Secretary's and Treasurer's monthly financial reports for May 2021 that no account or fund has been over-expended in violation of N.J.A.S. 18A:17-36.
  
6. *(0220-20/21) Approval: Acceptance of Funds from the 2020/2021 Securing Our Children's Future Bond Act Grant*  
**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the acceptance of funds from the 2020/2021 Securing Our Children's Future Bond Act Grant Application for \$234,432.00 in order to fund various security projects and the projects approved in the Alyssa's Law Compliance Grant. Costs in excess of the grant allocation will be funded by the local funds in the general operating budget.
  
7. *(0221-20/21) Approval: Asbestos Abatement at Washington Avenue Elementary School*  
**WHEREAS:** On May 21, 2021 the Board of Education received bids for the Asbestos Floor Tile Abatement Project at the Washington Avenue School:

·	Bako Constructions, Totowa, NJ	\$	21,400.00
·	B&G Restoration, Inc., Butler, NJ	\$	22,000.00
·	Greenwood Abatement Inc, Butler, NJ	\$	28,800.00

Upon the environmental agent's recommendation the bid should be awarded to Bako Construction, since it is the lowest responsible bidder and has a prior favorable work experience in the district.

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education awards the contract for the Asbestos Floor Tile Abatement Project at the Washington Avenue School to Bako Construction of Totowa, NJ.
  
8. *(0222-20/21) Approval: Partial Roof Replacement Projects*



**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education awards the contracts for the following to Weatherproofing Technologies of Beachwood, Ohio:

Chatham High School Partial Roof Replacement	\$1,519,241.89
Chatham Middle School Partial Roof Replacement	\$ 509,857.88
Washington Avenue School Partial Roof Replacement	\$ 378,269.99

The contracts have been awarded through the ESCNJ (Educational Service Commission of NJ) Roofing & Envelope Services Bid # ESCNJ/AEPA 21D. These projects were funded as part of the 2021/2022 budget.

9. *(0223-20/21) Approval: Submission of 2021/2022 IDEA Grant Application*

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the submission of the 2021/22 IDEA Grant Application for the following amounts for special education programs:

- IDEA Basic \$ 845,101.00
- IDEA Preschool \$ 25,400.00

The IDEA Basic amount includes \$39,523.00 of Non-Public Funds. The district's spending amount for IDEA Basic is \$805,578.00.

10. *(0224-20/21) Approval: Submission of the Elementary & Secondary Education Act Grant (ESEA) Funds Application*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the submission of the 2021/2022 ESEA Grant Funds Application with the following amounts:

- Title II-A \$38,493.00
- Title III Immigrant \$ 7,196.00

The ESEA Title II-A amount includes \$3,037.00 of Non-Public Funds. The district's spending amount for ESEA Title II-A is \$ 35,456.00.

The School District of the Chathams will participate in a consortium for \$7,196.00 of Title III Immigrant funds with Westfield Board of Education.

11. *(0225-20/21) Acceptance: Box Tops for Education - Milton Avenue School*

**RESOLVED:** Upon recommendation of the Superintendent and as approved by the MAS Principal, Nick Andrezza, the Board of Education approves the donation from Box Tops for Education in the amount of \$35.90, to be used at the principal's discretion.

12. *(0226-20/21) Acceptance: PTO Donation - Milton Avenue School*

**RESOLVED:** Upon recommendation of the Superintendent and as approved by the MAS Principal, Nick Andrezza, the Board of Education approves the donation from Milton Avenue School PTO in the amount of \$20,000.00 to be used toward the purchase of an awning for the outdoor classroom.

13. *(0227-20/21) Acceptance: Donation - In Honor of Adele O'Neill - Milton Avenue School*

**RESOLVED:** Upon recommendation of the Superintendent and as approved by the MAS Principal, Nick Andrezza, the Board of Education approves the donation from Mr. Frank O'Neill in the amount of \$10,000.00 in the honor of Ms. Adele O'Neill, a former teacher at the Milton Avenue School. The donation will be used towards the purchase of an awning for the outdoor classroom.

14. (0228-20/21) Acceptance: The Blackbaud Giving Fund - Lafayette Avenue School

**RESOLVED:** Upon recommendation of the Superintendent and as approved by the LAS Principal, Ms. Chery Russo, the Board of Education approves the donation from The Blackbaud Giving Fund in the amount of \$247.00, to be used at the principal's discretion.

15. (0229-20/21) Approval: CJ Pride Consortium (Central Jersey Program for Recruitment of Diverse Educators) Membership

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the district to become a member of the CJ Pride Consortium for the 2021/2022 school year at a cost of \$100.00 per year. (Agreement on file in the Business Office)

16. (0230-20/21) Approval: Transportation Bid for 2021/2022

**WHEREAS:** On June 9, 2021 the Board of Education received bids for the Student Transportation for the 2021/2022 school year. First Student of Cincinnati, Ohio was the only responsible bidder;

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education accepts and approves the bid, R3:21, from First Student for the 2021/2022 school year:

H	1	AM/PM	\$209.30
H	2	AM/PM	\$209.30
H	3	AM/PM	\$209.30
H	4	AM/PM	\$209.30
M	1	AM/PM	\$214.10
M	2	AM/PM	\$214.10
M	3	AM/PM	\$214.10
M	4	AM/PM	\$214.10
M	5	AM/PM	\$214.10
M	6	AM/PM	\$214.10
M	7	AM/PM	\$214.10
M	8	AM/PM	\$214.10
S	6	MID	\$136.50
S	123	MID	\$136.50
WA	2	MID	\$136.50
Per Diem Total			\$ 2,959.50
Annual Amount (180 School Days)			\$532,710.00

17. (0231-20/21) Approval: Transportation Services for 2021/2022

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the renewals of the First Student 2007/2008 (Renewal #14), 2010/2011 (Renewal #11), 2012/2013 (Renewal #9) contracts, in accordance with N.J.A.C. 6A:27-9.13, for student transportation services for the 2021/2022 school year, for the State mandated CPI increase of 1.69% for goods/services provided beyond what was stated in their 2020/2021 contract rates, for a total route per diem amount of \$1,981.83 effective September 1, 2021 through June 30, 2022, for each school day the buses operate.

Renewal #14 (LAID-01R)

L	1	AM/PM	\$174.43
L	2	AM/PM	\$174.43
L	3	AM/PM	\$174.43
L	4	PM	\$124.59
S	1	AM/PM	\$174.43
S	2	AM/PM	\$174.43
S	3	AM/PM	\$174.43
S	4	PM	\$65.39
S/L	4	AM	\$65.38
S/L	5	AM	\$124.59
WA	1	AM/PM	\$199.36
		Total	\$1,625.89

Renewal #11	(LAID-02)		
L	5	PM	\$107.13

Renewal #9	(LAS-11-2012)		
L	6	AM/PM	\$248.82

Per Diem Total	\$	1,981.83
Annual Amount (180 School Days)	\$	356,728.78

18. (0232-20/21) Approval: Addition of CMS Late Bus Route

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the Chatham Middle School late bus route for the 2021/2022 school year as needed, for the State mandated CPI increase of 1.69% beyond their 2020/2021 rate for goods/services provided, for a per diem cost of \$109.04 effective September 1, 2021 through June 30, 2022; and

**BE IT FURTHER RESOLVED:** That the Board of Education approves bus stops for the Chatham Middle School late bus for the 2021/2022 school year. *(Bus route is on file in the Business Office).*

19. (0233-20/21) Approval: Updated Transportation Routes and Stops for 2021-2022

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the bus routes and stops for the 2021/2022 school year *(Bus routes are on file in the Business Office).*

CHS - AM	CHS - PM	CMS - AM	CMS - PM	LAS - AM	LAS - PM
H-1	H-1	M-1	M-1	L-1	L-1
H-2	H-2	M-2	M-2	L-2	L-2
H-3	H-3	M-3	M-3	L-3	L-3
H-4	H-4	M-4	M-4	*S/L-4 LAF/SBS	L-4
		M-5	M-5	*S/L-5 LAF/SBS	L-5
		M-6	M-6	L-6	L-6
		M-7	M-7		
		M-8	M-8		

SBS - AM	SBS - Mid Day	SBS - PM	WAS - AM	WAS - MidDay	WAS- PM
----------	---------------	----------	----------	--------------	---------

S-1		S-1	WA-1	WA-2	WA-1
S-2		S-2			
S-3		S-3			
*S/L-4 LAF/SBS		S-4			
*S/L-5 LAF/SBS					
	S-1, 2, 3				
	S-6				

\* Same Routes

20. (0234-20/21) Approval: Transportation Services for 2021/2022 Athletics and School Related Activities  
**WHEREAS:** On June 9, 2021 the Board of Education received bids for Athletic and School Related Activities Transportation for the 2021/2022 school year. First Student of Cincinnati, Ohio was the only responsible bidder;

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education accepts and approves the bid, R3:21SRA, from First Student for the 2021/2022 school year:

Basis of Bid Per Bus	Cost Per Bus	Cost Each Additional Hour
School bus trips between 8:45 AM - 2:30 PM	\$240.00	\$ 70.00
School bus after 4:00 PM, 4 hour minimum	\$435.00	\$ 92.00

If a trip is cancelled within 90 minutes of pick up time there is a \$125.00 cancelation fee for each bus.

21. (0235-20/21) Approval: NJDOE Post High School Data Collection

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the Chatham High School Child Study Team: Dr. Jacqueline Calle, Mrs. Denise Caamano and Mrs. Susan MacDonald and Ms. Aimee Schwartz to conduct student interviews as part of the New Jersey Department of Education, Office of Special Education Programs Post High School Data Collection during July and August 2021 at the rate of \$500.00 per child study team member not to exceed a total of \$2,000.00.

22. (0236-20/21) Approval: ESY & Regular Year Out-of-District Students

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the tuition and transportation costs for the 2021/2022 Extended School Year (ESY) and Regular School Year out-of-district placements for special education students as listed below:

Primary Location	State ID	ESY 2021	Regular Tuition 2021/2022	1:1 Aide	Total Tuition 2021/2022
Academy 360 - Upper School	8834548866	\$8,728.72	\$72,607.08	\$35,875.00	\$117,210.80
Academy 360 - Upper School	3991923834	\$8,728.72	\$72,607.08	\$35,875.00	\$117,210.80
Academy 360 - Upper School	2119449349	\$8,728.72	\$72,607.08		\$81,335.80
Banyan School	4299855823	\$6,678.84	\$57,247.20		\$63,926.04
Banyan School	4198290762	\$6,678.84	\$57,247.20		\$63,926.04
Calais School	3828370337	\$11,807.40	\$70,844.40		\$82,651.80
Cornerstone Day School	4234071976		\$89,850.20		\$89,850.20
Developmental Learning Center (Warren)	1291268199	\$16,311.00	\$97,866.00		\$114,177.00
Garden Academy	9316154407	17,970.00	\$107,820.00		\$125,790.00

Institute for Educational Achievement	2207445100	\$17,435.40	\$104,612.4		\$122,047.80
Limitless - DCCF	3838358274	\$5,645.00		\$2,300.00	\$7,945.00
PG Chambers School	8425537748	\$12,840.00	\$77,040.00		\$89,880.00
Newmark High School	6339477030	\$6,491.54	\$61,498.80		
Newmark High School	9269134824	\$6,491.54	\$61,498.80		
Reed Academy	9335487600	\$17,215.00	\$103,291.00		\$120,506.00
Reed Academy	5346681098	\$17,215.00	\$103,291.00		\$120,506.00
Roxbury High School - VISTA	7109899252	\$53,363.00	\$4,150.00	\$39,316.00	\$96,829.00
Sage Day	5150518377	\$3,977.00	\$66,559.00		\$70,536.00
St. Joseph's School for the Blind	2540849959	\$13,803.60	\$82,821.60		\$96,625.20
Windsor School	4078578024		\$77,400.00		\$77,400.00

23. (0237-20/21) Approval: Evaluation Services

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves Dr. L. Hanes & Associates to provide evaluation services for special education students in an amount not to exceed \$2,250.00.

24. (0238-20/21) Approval: Occupational Therapy Evaluation Services

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves AJL Therapy for Kids, LLC to provide occupational therapy evaluation services for special education student #3991923834 in the amount of \$250.00.

25. (0239-20/21) Approval: Nursing Services

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves Homecare Therapies dba Horizon Healthcare staffing to provide substitute nursing services for the 2021 ESY program in an amount not to exceed \$1,260.00.

26. (0240-20/21) Approval: Part C Services

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves Oxford Consulting Service, Inc. to provide IDEA Part C extended school year services for a preschool child with a disability in an amount not to exceed \$2,800.00.

27. (0241-20/21) Approval: Home Instruction

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves Silvergate Prep to provide home instruction at the rate of \$60.00/hour not to exceed \$3,720.00 for the 2020/2021 school year.

28. (0242-20/21) Approval: ESY Services

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the reimbursement for extended school year services to the parents of special education student #6279317903 in the amount of \$2,400.00.

29. (0243-20/21) Approval: Home Instruction

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves E.I. US, LLC dba LearnWell to provide home instruction at the rate of \$61.00/hour not to exceed \$366.00 for the 2020/2021 school year.

30. (0244-20/21) *Approval: Settlement Agreement*  
**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the Settlement Agreement between the district and the parents of special education student #7767811643.
31. (0245-20/21) *Approval: Settlement Agreement*  
**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the Settlement Agreement between the district and the parents of special education student #2728358100.
32. (0246-20/21) *Approval: Social Skills Services*  
**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves Kids Together NJ, LLC to provide social skills services for the duration of the ESY program for special education students in an amount not to exceed \$800.00.
33. (0247-20/21) *Approval: Home Instruction*  
**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves Saint Clare's Behavioral Health to provide home instruction at the rate of \$55.00/hour not to exceed \$440.00 for the 2020/2021 school year.
34. (0248-20/21) *Approval: Transfer Current Year Surplus into Capital Reserve Account*  
**WHEREAS:** N.J.S.A. 18A:21-2 & 3, N.J.S.A. 18A:7G-31, N.J.S.A. 18A:7F-41, and N.J.A.C. 6A:23A-14.1 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end; and  
**WHEREAS:** The aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution; and  
**WHEREAS:** The Board of Education wishes to transfer unanticipated excess current year revenue and/or unexpended appropriations from the General Fund into the Capital Reserve Account at year end; and  
**WHEREAS:** The Board of Education has determined that an amount not to exceed \$3,000,000.00 is available for such purpose of transfer;  
**NOW, THEREFORE, BE IT RESOLVED:** By the Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

## C. CURRICULUM

Agenda items C.1 to C.3. Motion by Trustee: Ms. Kenney seconded by Trustee: Ms. Critchley Weber, Roll call vote: 5-0-0

Dr. LaSusa noted that the Safe Return Plan due to be filed by 6/14/2021 as part of the ARP.

1. (0050-20/21) *Acceptance: Harassment, Intimidation and Bullying (HIB) Investigative Report for the period from May 17, 2021 through June 18, 2021.*  
**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education accepts the Harassment, Intimidation and Bullying (HIB) Investigative Report for the period of May 17, 2021 through June 18, 2021, pursuant to N.J.S.A. 18A:37-1 et seq.

2. *(0051-20/21) Affirmation: Findings of Harassment, Intimidation and Bully Investigations*  
**RESOLVED:** That the Board affirms the determination made by the Superintendent regarding the HIB Investigations reported by the Superintendent at the Board's May 17, 2021 Meeting, which encompasses all HIB findings from April 26, 2021 through May 14, 2021.
  
3. *(0052-20/21) Approval: Safe Return to In-Person Instruction Plan*  
**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the Safe Return to In-person Instruction Plan created per the Department of Education guidelines and anticipated ARP-ESSER funding for the 2021/2022 school year. *(Attachment C-3)*

#### **D. POLICY - NONE**

Agenda items D1 to D3, Motion by Trustee: Mr. Smith, seconded by Trustee: Mr. Gilfillan, Roll call vote: 5-0-0

1. *(017-20/21) Approval: Abolishing Policy and Regulation*  
**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the abolishing of the Policy and Regulation 1649 P Federal Families First Coronavirus (COVID 19) response Act.
  
2. *(018-20/21) Amendment: First Reading, Second Reading and Adoption of Policy*  
**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the amendments to the Policy # 1648 Restart and Recovery Plan (M). *(Attachment D.2)*
  
3. *(019-20/21) Approval: First Reading of Policies and Regulations*  
**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves of the first reading of the Policies and Regulations listed below: *(Attachment D.3)*
  - 0131 Bylaws, Policies, and Regulations (Mandatory, Revised)
  - 2421 Career and Technical Education (Recommended, Revised)
  - 3134 Assignment of Extra Duties (Recommended, Revised)
  - 3142 Nonrenewal of Non Tenured Teaching Staff Member (Recommended, Revised)
  - 3221 Evaluation of Teachers (Mandatory, Revised)
  - 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (Mandatory, Revised)
  - 3223 Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals (Mandatory, Revised)
  - 3224 Evaluation of Principals, Vice Principals and Assistant Principals (Mandatory, Revised)
  - 4146 Nonrenewal of Non-tenured Support Staff Member (Recommended, Revised)
  - 5460.02 Bridge Year Pilot Program (Mandatory, New)
  - 6471 School District Travel

#### **XI. BOARD BUSINESS**

- Jill Weber: Noted that Brad Smith has volunteered since 2013 for the NJ chapter on Autism Awareness and Fund Raising.
- Jill Weber: Asked if June 19<sup>th</sup>, the federal holiday be added to the holiday schedule.
- Dr. LaSusa: Noted that the June 19<sup>th</sup> most likely will not affect school but the 12 holidays will be altered to include June 19<sup>th</sup>.
- Mathew Gilfillan: Thanked Dr. LaSusa and the district for all the efforts in 2020/2021 school year. He also thanked the district for all the years his children were educated.
- Michelle Ciccarelli: Thanked Dr. LaSusa and the district for opening and staying open during the pandemic.

## **XII. PUBLIC COMMENTARY**

- Rez Estevez: Appreciates the discussion on masks. He asks for more visibility to vet items and not include them in the curriculum.

## **XIII. EXECUTIVE SESSION**

**WHEREAS:** The Open Public Meetings Act, N.J.S.A. 10:4-11, permits the Board of Education to meet in closed session to discuss certain matters, now, therefore be it

**RESOLVED:** The Board of Education adjourns to closed session to discuss: (select one or more)

1. A matter rendered confidential by federal or state law;
2. A matter in which release of information would impair the right to receive government funds;
3. Material the disclosure of which constitutes an unwarranted invasion of individual privacy;
4. A collective bargaining agreement and/or negotiations related to it;
5. A matter involving the purchase, lease, or acquisition of real property with public funds;
6. Protection of public safety and property and/or investigations of possible violations or violations of law;
7. Pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege;
8. Specific prospective or current employees unless all who could be adversely affected request an open session;
9. Deliberation after a public hearing that could result in a civil penalty or other loss; and be it further

**RESOLVED:** The minutes of this closed session will be made public when the need for confidentiality no longer exists.

## **XIV. PUBLIC SESSION**

**XV. ADJOURNMENT** – On a motion by Ms. Weber, seconded by Ms. Ciccarelli, and as approved by unanimous voice vote, the meeting adjourned at 8:36 PM.

**Minutes recorded by:**

**Peter Daquila**  
**Business Administrator/Board Secretary**



Bills To Be Approved Board Report  
Checks Dated From 06/22/2021 To 06/30/2021

Check No.	Check Date	Vendor Name	Check Total
10*71481	06/30/2021	A.M.E.	\$2,899.92
10*71482	06/30/2021	AMAZON.COM LLC	\$57.56
10*71483	06/30/2021	AMERIFLEX LLC	\$350.00
10*71484	06/30/2021	ANDERSON'S - TAYMARK	\$507.05
10*71485	06/30/2021	ARCTIC FALLS	\$23.25
10*71486	06/30/2021	ASSETGENIE INC.	\$599.00
10*71487	06/30/2021	ATLANTIC TOMORROW'S OFFICE TECHNOLOGY	\$24,246.22
10*71488	06/30/2021	AUDIO INC	\$2,605.00
10*71489	06/30/2021	BARNES & NOBLE	\$67.90
10*71490	06/30/2021	BUILDINGS & GROUNDS PETTY CASH	\$221.12
10*71491	06/30/2021	BUSINESS OFFICE / PETTY CASH	\$999.49
10*71492	06/30/2021	CAAMANO, DENISE 05	\$44.40
10*71493	06/30/2021	MARCI CAROVILLANO 01	\$133.70
10*71494	06/30/2021	CDW GOVERNMENT INC	\$8,150.42
10*71495	06/30/2021	CEF	\$113.21
10*71496	06/30/2021	CENERGISTIC LLC	\$8,600.00
10*71497	06/30/2021	CENTRAL PRODUCTS LLC	\$22.09
10*71498	06/30/2021	CHATHAM PRINT & DESIGN	\$135.77
10*71499	06/30/2021	CLEARY GIACOBBE ALFIERI & JACOBS LLC	\$4,000.00
10*71500	06/30/2021	CREATURE COMFORT PET THERAPY	\$125.00
10*71501	06/30/2021	DIFFERENT ROADS TO LEARNING INC	\$1,753.84
10*71502	06/30/2021	DYLAN SALINGER	\$1,005.50
10*71503	06/30/2021	EDUCATIONAL SERVICES COMM OF MORRIS CTY	\$55,710.46
10*71504	06/30/2021	EDUCERE LLC	\$399.00
10*71505	06/30/2021	FIRST STUDENT	\$2,673.81
10*71506	06/30/2021	FOLLETT LIBRARY RESOURCES	\$111.98
10*71507	06/30/2021	GLENN CLARK	\$1,216.25
10*71508	06/30/2021	ANNE-MICHAEL GONZALEZ	\$55.92
10*71509	06/30/2021	GRAINGER INC	\$252.58
10*71510	06/30/2021	GAIL HATCH	\$88.07
10*71511	06/30/2021	HEINEMANN EDUCATIONAL BOOKS	\$1,914.00
10*71512	06/30/2021	HOMECARE THERAPIES, INC. LLC	\$1,347.50
10*71513	06/30/2021	IDS SECURE SHREDDING - INFORMATION DESTRUCTION SYSTEMS, LLC	\$75.00
10*71514	06/30/2021	JAEGER LUMBER	\$143.90
10*71515	06/30/2021	JOHN N. LEISTER	\$1,000.00
10*71516	06/30/2021	UNITED SITE SERVICES	\$1,131.56
10*71517	06/30/2021	JOHNSTONE SUPPLY	\$5,941.40
10*71518	06/30/2021	LIONS EYE PRODUCTION, LLC	\$5,950.00
10*71519	06/30/2021	LOSERS MUSIC INC	\$71.40
10*71520	06/30/2021	COLLEEN MULLEN 03	\$87.50
10*71521	06/30/2021	PAPER CLIPS, INC.	\$383.76
10*71522	06/30/2021	PAR CODE SYMBOLOGY INC.	\$380.00
10*71523	06/30/2021	POLLARD DANIEL	\$11.69
10*71524	06/30/2021	PTO OF THE CHATHAMS - HIGH SCHOOL	\$104.32
10*71525	06/30/2021	RACHEL GRUDBERG	\$260.00
10*71526	06/30/2021	REBECCA AND TERRANCE LEE	\$12,000.00
10*71527	06/30/2021	RICCIARDI BROTHERS, INC.	\$1,416.75
10*71528	06/30/2021	RK OCCUPATIONAL & ENV ANALYSIS	\$3,296.00
10*71529	06/30/2021	SAINT CLARE'S HOSPITAL, INC	\$220.00
10*71530	06/30/2021	SANTANGELO, MICHAEL 13	\$34.30
10*71531	06/30/2021	SERVICE PLUS	\$1,496.55

Bills To Be Approved Board Report  
 Checks Dated From 06/22/2021 To 06/30/2021

Check No.	Check Date	Vendor Name	Check Total
10*71532	06/30/2021	SHI INTERNATIONAL CORPORATION	\$2,690.95
10*71533	06/30/2021	SILVERGATE PREPATORY SCHOOL LLC	\$360.00
10*71534	06/30/2021	SPECTROTEL	\$212.45
10*71535	06/30/2021	SPORTS PARADISE	\$2,645.00
10*71536	06/30/2021	STAPLES ADVANTAGE	\$334.46
10*71537	06/30/2021	STAPLES	\$271.49
10*71538	06/30/2021	STATE OF NEW JERSEY	\$7,325.47
10*71539	06/30/2021	STEPS TO LITERACY	\$44.99
10*71540	06/30/2021	SUMMIT ELECTRICAL SUPPLY CO	\$29.00
10*71541	06/30/2021	T-MOBILE USA INC	\$40.00
10*71542	06/30/2021	THE MUSIC SHOP, LLC	\$1,396.00
10*71543	06/30/2021	VANDERHOOF TRANSPORTATION CO INC	\$2,140.00
10*71544	06/30/2021	VILLAGE SUPERMARKETS	\$232.66
10*71545	06/30/2021	VISUAL COMPUTER SOLUTIONS, INC.	\$1,341.04
10*71546	06/30/2021	W.B. MASON	\$212.22
10*71547	06/30/2021	WILSON LANGUAGE TRAINING CORPORATION	\$681.20
10*71548	06/30/2021	SMITH YARDVILLE SUPPLY CO	\$60.46
Total General Account Checks			\$174,451.53
60*5766	06/30/2021	BUSINESS OFFICE / PETTY CASH	\$185.50
60*5767	06/30/2021	GENEVIEVE CONNOR	\$1,760.00
Total Cafeteria Checks			\$1,945.50
Grand Total Checks			\$176,397.03

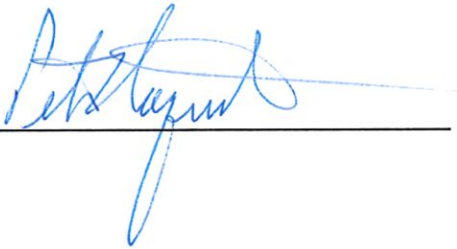
**The School District of the Chathamans  
Simple Board Payment Approval List  
for July 2021-22**

Vendor	Check #	Date	Amount
American Academy Of Pediatrics	71569	7/12/2021	85.00
American Academy Of Pediatrics	71569	7/12/2021	135.00
Arthur J. Gallagher & Co.	71561	7/12/2021	840.00
Arthur J. Gallagher & Co.	71561	7/12/2021	28.00
Arthur J. Gallagher & Co.	71561	7/12/2021	955.00
Arthur J. Gallagher & Co.	71561	7/12/2021	420.00
Asbo International	71550	7/12/2021	240.00
Ascd	71551	7/12/2021	49.00
Banc Of America Leasing	Wire 1	7/12/2021	42,405.24
Banc Of America Leasing	Wire 1	7/12/2021	121,174.93
Cengage Learning	71552	7/12/2021	1,209.43
Dell Computer	71554	7/12/2021	204,918.00
Delta Dental Plan Of NJ	71555	7/12/2021	59,838.87
Depository Trust Company	Wire 2	7/12/2021	199,112.50
Depository Trust Company	Wire 3	7/12/2021	453,175.00
Depository Trust Company	Wire 3	7/12/2021	415,000.00
Distributed Website Corporation	71556	7/12/2021	2,912.00
Distributed Website Corporation	71556	7/12/2021	595.00
Dr. L. Hanes and Associates, Inc.	71557	7/12/2021	450.00
Dr. L. Hanes and Associates, Inc.	71557	7/12/2021	450.00
Dr. L. Hanes and Associates, Inc.	71557	7/12/2021	450.00
Dr. L. Hanes and Associates, Inc.	71557	7/12/2021	450.00
Dr. L. Hanes and Associates, Inc.	71557	7/12/2021	450.00
Dr. L. Hanes and Associates, Inc.	71557	7/12/2021	450.00
Educational Services Comm Of Morris Cty	71558	7/12/2021	5,045.00
EnergyCAP, LLC	71559	7/12/2021	7,211.55
Frontline Technologies, Inc	71560	7/12/2021	25,339.66
Frontline Technologies, Inc	71560	7/12/2021	24,395.21
Genesis Educational Services	71562	7/12/2021	8,473.00
Genesis Educational Services	71562	7/12/2021	15,451.00
Grainger Inc	71563	7/12/2021	66.63
Grainger Inc	71563	7/12/2021	1,317.71
Honeywell International Inc	71564	7/12/2021	133,434.00
Keystone Information Systems Inc	71565	7/12/2021	8,005.00
Learning A-Z	71566	7/12/2021	7,271.40
Level Data, Inc.	71567	7/12/2021	2,946.70
Madison Area Ymca	71568	7/12/2021	5,743.50
NJ Edge Net, Inc.	71570	7/12/2021	6,180.75
NJPSA	71571	7/12/2021	845.00
NJPSA	71571	7/12/2021	845.00
NJPSA	71571	7/12/2021	845.00
NJPSA	71571	7/12/2021	845.00
NJPSA	71571	7/12/2021	845.00
NJPSA	71571	7/12/2021	845.00
NJPSA	71571	7/12/2021	1,095.00
NJPSA	71571	7/12/2021	1,095.00
NJPSA	71571	7/12/2021	1,095.00
NJPSA	71571	7/12/2021	845.00
NJPSA	71571	7/12/2021	845.00
NJPSA	71571	7/12/2021	845.00
NJPSA	71571	7/12/2021	845.00
NJSBA - Nj School Boards Association	71572	7/12/2021	23,160.05
Parette Somjen Architects Llc	71573	7/12/2021	47,112.16
Parette Somjen Architects Llc	71573	7/12/2021	80,024.64
Parette Somjen Architects Llc	71573	7/12/2021	32,000.00
Payschools	71549	7/12/2021	12,500.00
Payschools	71549	7/12/2021	5,881.52
Peter Daquila	71553	7/12/2021	655.00
Proquest Info Learning Ctr	71574	7/12/2021	1,563.95

The School District of the Chatham  
Simple Board Payment Approval List  
for July 2021-22

Vendor	Check #	Date	Amount
Proquest Info Learning Ctr	71574	7/12/2021	1,340.07
Securly, Inc.	71575	7/12/2021	15,333.33
Strauss Esmay Associates Llp	71576	7/12/2021	2,975.00
			<u>1,990,504.80</u>

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

  
\_\_\_\_\_

SBA 7/7/2021  
\_\_\_\_\_

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

BYLAWS

Page 1 of 3

Bylaws, Policies, and Regulations (M)

### 0131 BYLAWS, POLICIES, AND REGULATIONS

The Board of Education shall exercise its rule-making power by adopting, revising, and abolishing bylaws, policies, and regulations for the organization and operation of the school district.

“Regulations” for the purpose of this Bylaw are only those regulations that are required to be adopted by the Board.

#### Adoption, Amendment, and Abolishment

Bylaws, policies, and regulations may be adopted; and revised at any meeting of the Board, provided the proposed adoption; or revision has been approved by the Board at a previous meeting of the Board.

Bylaws, policies, or regulations may be abolished at any meeting of the Board provided the proposed abolishing of the proposed bylaw, policy, or regulation has been approved by the Board at a previous meeting of the Board.

The Board shall at its organization meeting or annually at a meeting of the Board and by a majority vote of those present and voting, readopt existing bylaws, policies, and regulations without prior notice.

The Board may, under emergency circumstances, suspend the operation of a bylaw, ~~or~~ policy, or regulation and adopt, revise, or abolish a bylaw, policy, or regulation without prior notice. The emergency adoption, revision, or abolishment of a bylaw, policy, or regulation shall terminate at the next meeting of the Board or at such earlier date as may be specified by the Board unless further acted upon by the Board in accordance with this Bylaw.

The adoption, revision, abolishment, or suspension of a bylaw, policy, or regulation shall be recorded in the minutes of the Board. Any bylaw, policy, or regulation or part of a bylaw, policy, or regulation that is superseded by a term in a negotiated agreement or by a subsequently adopted

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

BYLAWS

Page 2 of 3

Bylaws, Policies, and Regulations (M)

bylaw, policy, or regulation shall no longer be in force and effect as a bylaw, policy, or regulation and shall be abolished by the Board in accordance with this Bylaw.

### Promulgation and Distribution

The manual of bylaws, policies, and regulations shall be maintained. A copy of the manual of bylaws, policies, and regulations shall be available and accessible to each Board member, the Superintendent, the School Business Administrator/Board Secretary, the Board Attorney, each Building Principal, and other individuals designated by the Superintendent.

The Superintendent shall institute a plan for the orderly promulgation of policies to staff members who are affected by them and shall provide staff members with access to an up-to-date manual of Board bylaws, policies, and regulations.

The manual of bylaws, policies, and regulations shall be considered a public record open to inspection in the Business Office. The manual retained by the Business Office shall be considered the master copy of the manual. The policies and regulations are also posted on the district website.

### Consideration of Bylaws, Policies, and Regulations

Bylaws, policies, and regulations will be considered for adoption by the Board in accordance with the following procedure:

1. A recommendation for a new or revised bylaw, policy, or regulation shall be recommended to the Board and/or Superintendent.
2. A recommendation for a new or revised bylaw, policy, or regulation may be referred, at the discretion of the Board President and as appropriate to the subject, to the Superintendent, a Board committee, or a public advisory committee for study and formulation of a recommendation to the Board. Any study of a new or revised recommended bylaw, policy, or regulation

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

BYLAWS

Page 3 of 3

Bylaws, Policies, and Regulations (M)

will consider whether the matter is adequately addressed in existing Board bylaw, policy, or regulation;

3. If a recommendation for a new or revised bylaw, ~~or~~ policy, or regulation results from referral for study, a proposed draft will be referred to the Superintendent and at the discretion of the Board President and as appropriate to the subject, to a Board committee.
4. All proposed new and revised bylaws, policies, and regulations shall be submitted to the Superintendent. The Superintendent or designee will review all new and revised draft bylaws, policies, and regulations prior to the Board receiving a draft of new or revised bylaws, policies, or regulations for Board consideration;
5. The proposed draft bylaw, policy, or regulation approved by the Board on first reading; will be submitted for adoption at a succeeding meeting of the Board. Revisions in the draft may be made at any meeting prior to adoption by a simple majority vote of the Board. A revision at any succeeding meeting that alters the substantive meaning of the draft will constitute a new first reading, and the draft must be presented for adoption at a succeeding Board meeting. A change that is merely editorial may be followed by a vote to adopt the new or revised bylaw, policy, or regulation on second reading.

N.J.S.A. 18A:11-1

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

PROGRAM

Page 1 of 3

Career and Technical Education (M)

### 2421 CAREER AND TECHNICAL EDUCATION

The Board of Education believes a program(s) of career and technical education is important to the educational development of its students. The New Jersey system of career and technical education has as its purpose to:

1. Support developmental career education designed to provide students opportunities to enhance career awareness, exploration, preparation, and decision-making skills necessary for success in the workplace;
2. Provide secondary and postsecondary students with career and technical education programs and programs of study in Department-recognized Career Clusters in accordance with N.J.A.C. 6A:19-1.1(a)2.;
3. Support a comprehensive K-12 career education and counseling system; and
4. Support the workforce development system by helping to ensure quality postsecondary educational opportunities for adult students.

The Board provides a program of career and technical education with students guaranteed the right to apply and, if accepted, to attend a county vocational school district. The district shall provide a county vocational school district and its designated representative(s) with reasonable opportunity, during school hours, to present information about the county vocational school district's programs to all students, grades Kindergarten through twelve in the schools of the district in accordance with N.J.A.C.



# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

PROGRAM

Page 2 of 3

Career and Technical Education (M)

6A:19-2.3(d). The Board of Education may not in any manner inhibit student access to such information.

In addition, the district has established local career and technical programs and programs of study approved pursuant to N.J.A.C. 6A:19-3.1 as part of a separate career and technical high school or as part of a comprehensive high school curriculum in accordance with the provisions of N.J.A.C. 6A:19 2.1(e). These programs shall be approved by the Commissioner of Education.

Admission to the district's career and technical education programs will be open to regularly enrolled students in grades 9 through 12 on the basis of their potential for achieving the occupational or other objective of such instruction.

All students participating in career and technical education programs within this district or in shared-time career and technical programs are considered to be regularly enrolled in the schools of this district and are subject to the policies and rules of this Board. The district shall establish admission requirements that include equity and access for all populations, including special populations and special education students. No student shall be denied admission or participation in any career and technical education programs due to race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, socioeconomic status, or disability.

Students may be permitted to enroll in programs of vocational instruction offered by a county vocational school district outside the county only as required in the provisions of N.J.A.C. 6A:19-2.3(a)2.

The district will comply with the general program requirements for career and technical education as defined in N.J.A.C. 6A:19-3.1. Students participating in part-time school and part-time employment career and technical programs will not be exploited, illegally employed, or employed under conditions that fail to safeguard the student's health and interest. These students shall receive wages commensurate with wages paid to other employees for similar work and shall be protected by provisions of the Worker's Compensation Act and any other acts of the State pertaining to such training and employment. The school district will comply with all safety and health standards

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

PROGRAM

Page 3 of 3

Career and Technical Education (M)

contained in N.J.A.C. 6A:19-6.1 for career and technical education programs, programs of study, and structured learning experiences.

Career and technical education programs offered by the school district shall comply with the provisions of N.J.S.A. 18A:54 and N.J.A.C. 6A:19.

The Superintendent shall seek and utilize all available Federal, State, and private sources of revenue for the financial support of career and technical education programs in the district.

N.J.S.A. 18A:35-4.2; 18A:38-15; 18A:54

N.J.A.C. 6A:19

Adopted: August 20, 2007

Revised:

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 1 of 1  
Assignment of Extra Duties (M)

### 3134 ASSIGNMENT OF EXTRA DUTIES

The professional responsibilities of teaching staff members include such extra duties as may be assigned by the Superintendent or designee. The Superintendent or designee will, in accordance with the Board of Education's managerial prerogative, assign teaching staff members to extra duties.

All aspects of assignment to, retention in, dismissal from, and any terms and conditions of employment concerning extra-curricular activities shall be deemed mandatory subjects for collective negotiations in accordance with the provisions of N.J.S.A. 34:13A-23.

Performance in any extra duties may be considered in a teaching staff member's evaluation.

N.J.S.A. 18A:27-4

N.J.S.A. 34:13A-23

Approved: August 20, 2007

Revised:

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 1 of 3

### 3142 Nonrenewal of Nontenured Teaching Staff Member

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

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

On or before May 15 of each year, each nontenured teaching staff member continuously employed by a Board of Education since the preceding September 30 shall receive a written notice from the Superintendent that such employment will not be offered if the Superintendent recommends the nontenured teaching staff member not be renewed. The Superintendent shall notify each nontenured teaching staff member to whom reemployment will not be offered of

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 2 of 3

such nonrenewal in writing on or before May 15. Any nontenured teaching staff member receiving who received written notice that a teaching contract for the succeeding school year will not be offered may, within fifteen calendar days of receiving such notification thereafter, request in writing a statement of the reasons for nonrenewal such non-employment which shall be given to the nontenured staff member in writing within thirty calendar days after the receipt of such request. The Superintendent will provide a written statement of reasons within thirty days after the receipt of any such request.

Whenever the nontenured teaching staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured teaching staff member may request in writing shall have the right to an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured teaching staff member's receipt of the Board's statement of reasons. The informal appearance shall be scheduled within thirty calendar days from the nontenured teaching staff member's receipt of the Board's statement of reasons to permit the staff member an opportunity to convince the members of the Board to offer reemployment. The staff member must request the appearance before the Board within ten calendar days of the nontenured teaching staff member's receipt of the statement of reasons. The informal appearance before the Board shall be held in accordance with the provisions of N.J.A.C. 6A:10-8.1.

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

N.J.S.A. 18A:27-3.1; 18A:27-3.2; 18A:27-4.1; 18A:27-10 et seq.

N.J.A.C. 6A:10-98.1

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 3 of 3

Adopted: May 26, 2009

Revised & Adopted: January 11, 2010

Revised & Adopted: April 12, 2010

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3142 / Page 1 of 5

## R 3142 Nonrenewal of Nontenured Teaching Staff Member

### A. Evaluations

1. Each nontenured teaching staff member shall be evaluated in strict compliance with N.J.S.A. 18A:27-3.1, N.J.A.C. 6A:10-1.1 et seq., and the policies and procedures of this district.

### B. Nonrenewal Recommendation

1. When a nontenured teaching staff member's performance does not meet the standards of the school district, employment will not be offered to the nontenured teaching staff member for the succeeding school year.
2. On or before May 15 of each year, each nontenured teaching staff member continuously employed by a Board of Education since the preceding September 30 shall receive a written notice from the Superintendent that such employment will not be offered if the Superintendent recommends the nontenured teaching staff member not be renewed.
3. A recommendation by the Superintendent to not renew a nontenured teaching staff member's contract for the succeeding school year may be based upon the nontenured teaching staff member's observations, evaluations, job performance, or any factor affecting his/her employment in the school district.
4. A nontenured teaching staff member employment contract can be renewed only upon the Superintendent's recommendation and a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3142 / Page 2 of 5

## C. Nonrenewal Action

1. Prior to notifying the nontenured teaching staff member of the nonrenewal, the Superintendent shall notify the Board of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board members of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation in a written notice to the Board prior to May 15 or in the alternative, in executive session. If notification is provided to the Board in executive session, the Superintendent and the Board will meet in executive session prior to May 15 to review the Superintendent's recommendation(s).
  - a. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those nontenured teaching staff members whose possible nonrenewal will be discussed at the meeting. If any such nontenured teaching staff member requests the discussion take place in public, the recommendation for his/her nonrenewal will be severed from any other nonrenewal recommendation(s) and will be scheduled for discussion at a public meeting prior to May 15.
2. A nontenured teaching staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board of Education vote is not required on the Superintendent's recommendation(s) to not renew a nontenured teaching staff member's contract.



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3142 / Page 3 of 5

D. Notice of Nonrenewal

1. The nonrenewal notice shall be provided to the nontenured teaching staff member not recommended for renewal by the Superintendent on or before May 15. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the nontenured teaching staff member's address of record.

E. Request for Statement of Reasons

1. Any nontenured teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing, a statement of the reasons for such non-employment which shall be given to the nontenured teaching staff member in writing within thirty calendar days after the receipt of such request.
2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the nontenured teaching staff member's observations and evaluations and the nontenured teaching staff member has been given a copy of those observations and evaluations, the statement of reasons may incorporate the observations and evaluations by reference.
3. The written statement of reasons will be prepared by the Superintendent.

F. Nonrenewal Appearance

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3142 / Page 4 of 5

1. Whenever the nontenured teaching staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured teaching staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured teaching staff member's receipt of the Board's statement of reasons.
2. The informal appearance shall be scheduled within thirty calendar days from the nontenured teaching staff member's receipt of the Board's statement of reasons.
3. The Board will exercise discretion in determining a reasonable length of time for the proceeding, depending upon each instance's specific circumstances.
4. The proceeding of an informal appearance before the Board may be conducted in executive session pursuant to N.J.S.A. 10:4-12(b)(8). If conducted in executive session notice must be given in accordance with N.J.S.A. 10:4-13.
5. The Board shall provide the nontenured teaching staff member adequate written notice regarding the date and time of the informal appearance.
6. The nontenured teaching staff member's appearance before the Board shall not be an adversary proceeding. The purpose of the appearance shall be to provide the nontenured teaching staff member the opportunity to convince Board of Education members to offer reemployment.
7. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board presiding.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3142 / Page 5 of 5

8. The nontenured teaching staff member may be represented by an attorney or by one individual of his/her choosing. The nontenured teaching staff member may present, on his or her behalf, witnesses who do not need to present testimony under oath and shall not be cross-examined by the Board. Witnesses shall be called one at a time into the meeting to address the Board and shall be excused from the meeting after making their statements.

## G. Final Determination

1. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured teaching staff member. However, after an informal appearance before the Board, the Superintendent may make a recommendation for reemployment of the nontenured teaching staff member to the voting members of the Board. If the Superintendent recommends the nontenured teaching staff member for reemployment, the voting members of the Board must, by a majority vote of the full Board at a public session, approve or not approve the Superintendent's recommendation for reemployment.
2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured teaching staff member reemployment after the informal appearance before the Board.
3. Within three working days following the informal appearance, the Board shall notify the affected nontenured teaching staff member, in writing, of its final determination. The Board may delegate notification of its final determination to the Superintendent or Board Secretary.

Adopted: August 20, 2007

Status: 2nd Reading and Adoption, BOE Meeting, July 12, 2021

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 1 of 3  
Evaluation of Teachers

### 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.

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 performance reports and all information collected, compiled, and/or maintained by employees for the purpose 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 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 all teachers which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 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 may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 2 of 3  
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 and N.J.S.A. 18A:27-3.1. 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.S.A. 18A:27-3.1

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

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 3 of 3  
Evaluation of Teachers

Adopted: September 17, 2007

Revised: May 26, 2009

Revised: January 22, 2014

Revised:

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 1 of 29

## 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 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 2 of 29

“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.

“Corrective Action Plan” means a written plan developed by the designated supervisor 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. The scores from the teacher practice instrument are components of the teacher’s evaluation rubric and the scores are included in the summative evaluation rating for the individual. The scores from educator practice instruments may be applied to the teacher’s summative evaluation rating in a manner determined by the school district.



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 3 of 29

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description and professional standards and 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 instrument, 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.

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

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

“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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 4 of 29

“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 teachers and 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-12.

“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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 5 of 29

“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

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 Annual Performance Reports – N.J.A.C. 6A:10-1.4

All information contained in 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 6 of 29

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

1. The Board of Education shall annually adopt evaluation rubrics for teachers. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.
2. The evaluation rubrics for teachers shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 (P.L. 2012, c. 26, § 17c).
3. Evaluation rubrics shall be submitted to the Commissioner by August 1 for approval by August 15 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 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,

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 7 of 29

upon receipt, promptly distributed or otherwise made available to teachers who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to teachers 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;
- 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 8 of 29

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 instrument:
    - 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 instrument;
    - b. Annually provide updates and refresher training for supervisors who 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;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 9 of 29

- c. 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 school year.
  - (1) Co-observers shall use the co-observation to promote accuracy and consistency in scoring.
  - (2) A co-observation may count as one required observation for the purpose of evaluation pursuant to N.J.A.C. 6A:10-4.4, as long as the observer meets the requirements set forth in N.J.A.C. 6A:10-4.3 and 4.4, but the co-observation shall not count as two or more required observations. If a co-observation counts as one required observation, the score shall be determined by the teacher's designated supervisor.
- d. The Superintendent shall annually certify to the Department that all supervisors of teachers in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

## 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 10 of 29

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. A District Evaluation Advisory Committees is not required and the Board of Education shall have the discretion to establish a District Evaluation Advisory Committee.

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

1. The provisions outlined in Policy and Regulation 3221 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teachers.
2. Evaluation policies and procedures requiring the annual evaluation of all teachers shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
  - a. Roles and responsibilities for implementation of evaluation



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 11 of 29

- 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.;
  - 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;
  - f. The process for preparation of individual professional development plans; and
  - g. The process for preparation of an annual 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 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:

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 12 of 29

- 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:
    - (1) The educator'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
  - c. The preliminary annual 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 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 and components of the teacher's evaluation rubric; and

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 13 of 29

- c. The teacher's individual professional development plan or 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 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.
- 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, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teacher and 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. The corrective action plan shall be developed and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 14 of 29

- a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five teacher working days following the school district's receipt of the teacher's summative rating.
3. 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;
  - b. Include specific, demonstrable goals for improvement;
  - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
  - d. Include timelines for meeting the goal(s).
4. 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, 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 15 of 29

5. Progress toward the teacher's goals outlined in the corrective action plan:
  - a. Shall be documented in the teacher's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the teacher on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teacher's progress toward his or her corrective action plan goals; and
  - b. May be used as evidence in the teacher's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
6. 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.
7. 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. 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 teacher's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.
8. 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 16 of 29

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).

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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 17 of 29

- 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 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:

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 18 of 29

- (1) Oversee the mentoring of teachers according to N.J.A.C. 6A:9C-5.3(a)2. and support the implementation of the school district mentoring plan;
  - (2) Conduct evaluations of teachers pursuant to N.J.A.C. 6A:10-2.4 and 4.4;
  - (3) Ensure corrective action plans for teachers are created in accordance to N.J.A.C. 6A:10-2.5; and ensure 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-4.2.
- b. To conduct observations for the purpose of evaluation, the teacher member shall have:
- (1) Agreement of the majority representative;
  - (2) An appropriate supervisory certificate; and
  - (3) Approval of the Principal who supervises the teacher being observed.



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 19 of 29

- c. The teacher member who participates in the evaluation process shall not serve concurrently as a mentor under N.J.A.C. 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:
  - 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 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 20 of 29

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.
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:

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 21 of 29

- 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), and based on growth and/or achievement.
    - (1) For teachers who teach subjects or grades not covered by the NJSLS, student growth objective(s) shall align to standards adopted or endorsed, as applicable, by the State Board.
2. The median student growth percentile shall be included in the annual summative rating of a teacher who:
- a. Teaches at least one course or group within a course that falls within a standardized-tested grade or subject. The Department shall maintain on its website a course listing of all standardized-tested grades and subjects for which student growth percentile can be calculated pursuant to 4. below;
  - b. Teaches the course or group within the course for at least sixty percent of the time from the beginning of the course to the day of the standardized assessment; and
  - c. Has at least twenty individual student growth percentile scores attributed to his or her name during the school year

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 22 of 29

of the evaluation. If a teacher does not have at least twenty individual student growth percentile scores in a given school year, the student growth percentile scores attributed to a teacher during the two school years prior to the evaluation year may be used in addition to the student growth percentile scores attributed to the teacher during the school year of the evaluation. Only student growth percentile scores from school 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.
5. Student growth objectives for teachers shall be developed and measured according to the following procedures:

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 23 of 29

- 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 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 year, or within twenty-five teacher 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 24 of 29

Adjustments shall be recorded in the teacher's personnel file on or before February 15.

(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 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).

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 25 of 29

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 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 conference and any pre-observation conference(s) for observations of tenured teachers who are not on a corrective action plan may be conducted by 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 26 of 29

- e. A pre-observation 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. For all teachers, at least one of the required observations shall be announced and preceded by a pre-observation conference, and at least one of the required observations shall be unannounced. The Superintendent shall decide whether additional required observations are announced or unannounced, if applicable. The following additional requirements shall apply:
    - a. Each observation required for the purpose of evaluation shall be conducted for at least twenty minutes.
    - b. Nontenured teachers shall be observed at least three 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.
      - (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.
    - 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



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 27 of 29

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.
- d. Teachers on a corrective action plan shall receive, in accordance with N.J.A.C. 6A:10-2.5(h), one additional observation, including a post-observation conference.
- e. Upon receiving a final summative evaluation that necessitates a corrective action plan, in accordance with N.J.A.C. 6A:10-2.5(a), any remaining required observation(s) shall not be conducted until the corrective action plan has been finalized.
- f. A written or electronic observation report shall be signed by the supervisor who conducted the observation and post-observation and the teacher who was observed.
- g. 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 performance report.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 28 of 29

4. 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 year, he or she shall receive at least two observations to earn a teacher practice score.

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 four rating categories;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 29 of 29

- (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, 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.

Adopted: September 17, 2007

Revised: June 15, 2009

Revised: January 22, 2014

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS

Page 1 of 3

Evaluation of Teaching Staff Members, Excluding  
Teachers and Administrators

### 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.

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 performance reports and all information collected, compiled, and/or maintained by employees for the purpose 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 and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

### TEACHING STAFF MEMBERS

Page 2 of 3

#### Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

The Board shall annually adopt evaluation rubrics for all teaching staff members which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 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 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 may 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 and N.J.A.C. 6A:10-6.2. 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.

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS

Page 3 of 3

Evaluation of Teaching Staff Members, Excluding  
Teachers and Administrators

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: September 17, 2007

Revised: June 23, 2008

Revised: January 22, 2014

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 1 of 15

## 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 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 2 of 15

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 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 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.



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 3 of 15

“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.

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

“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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 4 of 15

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

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

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

“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

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 Annual Performance Reports – N.J.A.C. 6A:10-1.4

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 5 of 15

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

1. The Board of Education shall annually 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 August 1 for approval by August 15 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.;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 6 of 15

- 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 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 7 of 15

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.
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. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 8 of 15

thorough training for any supervisor who will evaluate teaching staff members for the first time. Training shall be provided on each component of the evaluated teaching staff member's evaluation rubric before the evaluation of a teaching staff member; and

- c. The Superintendent shall annually certify to the Department that all supervisors of teaching staff members in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

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. A District Evaluation Advisory Committees is not required and the Board of Education shall have the discretion to establish a District Evaluation Advisory Committee.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 9 of 15

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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 10 of 15

- f. The process for preparation of individual professional development plans; and
  - g. The process for preparation of an annual 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 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 the scores or evidence compiled using the teaching staff member's evaluation rubric, including, when applicable:
    - (1) The educator'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 teaching staff member toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
  - c. The preliminary annual 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



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 11 of 15

assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.

5. The annual 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 and components of the teaching staff member's evaluation rubric; and
    - c. The teaching staff member's individual professional development plan or 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.
  7. The Board of Education shall include all 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 12 of 15

corrective action plan shall be developed by the teaching staff member and 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. 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 by October 31 of the school year following the year of evaluation, except:
  - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a 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 within twenty-five teaching staff member working days following the school district's receipt of the teaching staff member's summative rating.
  
3. 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).

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 13 of 15

4. The teaching staff member's designated supervisor and the teaching staff member on a corrective action plan shall discuss the teaching staff member's progress toward the goals outlined in the corrective action plan during each required post-observation conference. The teaching staff member and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teaching staff member's progress, position, or role.
5. Progress toward the teaching staff member's goals outlined in the corrective action plan:
  - a. Shall be documented in the teaching staff member's personnel file and reviewed at the annual summary conference and the mid-year evaluation. 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
  - b. 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.
6. Responsibilities of the evaluated teaching staff member on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teaching staff member's designated supervisor.
7. The corrective action plan shall remain in effect until the teaching staff member receives his or her next summative evaluation rating.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 14 of 15

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

## I. Required Observations for Teaching Staff Members N.J.A.C. 6A:10-6.2

1. The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured teaching staff members, except teachers, Principals, Vice Principals, and Assistant Principals. Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:
  - a. Be at least twenty minutes in length;
  - b. Be followed within fifteen teaching staff member working days by a conference between the supervisor who made the observation and the nontenured teaching staff member;
  - c. Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and
  - 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 15 of 15

3. All nontenured teaching staff members shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1.
  - a. The required observations and evaluations for nontenured teaching staff members shall take place before April 30 each year. These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three observations and evaluations must have been completed prior to April 30.
  - b. The number of required observations and evaluations for nontenured teaching staff members may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year.
4. Evaluations for tenured teaching staff shall be completed prior to June 30.

Adopted:

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS

Page 1 of 3

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

### 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.

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 performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS

Page 2 of 3

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

not limited to, digital 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.

The Board shall annually adopt evaluation rubrics for all administrators which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 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 may 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.

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS

Page 3 of 3

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

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: September 17, 2007

Revised: June 23, 2008

Revised: May 26, 2009

Revised: January 22, 2014



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 1 of 16

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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 2 of 16

“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 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 administrators other than Principals, Vice Principals, and Assistant Principals may be applied to the administrator’s summative evaluation rating in a manner determined by the school district.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 3 of 16

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description and professional standards and 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.

“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.

“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.

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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 4 of 16

“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 teachers and designated supervisors set for groups of students.

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

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

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

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 Annual Performance Reports – N.J.A.C. 6A:10-1.4

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 5 of 16

All information contained in 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 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 August 1 for approval by August 15 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:

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 6 of 16

- 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.
- 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 7 of 16

- 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.
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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 8 of 16

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. Annually provide updates and refresher training for supervisors who 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;
- c. The Superintendent shall annually certify to the Department that all supervisors of administrators in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

## 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



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 9 of 16

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. A District Evaluation Advisory Committee is not required and the Board of Education shall have the discretion to establish a District 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.;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 10 of 16

- c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Vice Principals, and Assistant Principals for calculating the median and school-wide student growth percentile;
  - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
  - e. Process for developing and scoring student growth objectives;
  - f. The process for preparation of individual professional development plans; and
  - g. The process for preparation of an annual performance report by the Superintendent or designated supervisor and an annual summary conference between the administrator and his or her designated supervisor.
3. The annual summary conference between designated supervisors and the administrator shall be held before the 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 administrator based upon the job description and the scores or evidence compiled using the administrator's evaluation rubric, including, when applicable:
    - (1) The educator's practice instrument; and

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 11 of 16

- (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
  - b. The progress of the administrator toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
  - c. The preliminary annual 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 performance report for the administrator shall be prepared by the 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 and components of the administrator's evaluation rubric; and
  - c. The administrator's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.
6. The administrator and the designated supervisor shall sign the report within five administrator working days of the review.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 12 of 16

7. The Board of Education shall include all 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. The corrective action plan shall be developed and the administrator and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
  - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the administrator and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five administrator

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 13 of 16

working days following the school district's receipt of the administrator's summative rating.

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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 14 of 16

data and evidence to demonstrate the administrator's progress toward his or her corrective action plan goals; and

- b. 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.
6. 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 administrator's designated supervisor.
  7. 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;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 15 of 16

- 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.
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.
  - a. 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 16 of 16

- b. 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.
4. Evaluations for tenured administrators shall be completed prior to June 30.

Adopted: January 22, 2014



# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 1 of 3

### 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.

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 performance reports and all information collected, compiled, and/or maintained by employees for the purpose 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 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 all Principals, Vice Principals, and Assistant Principals which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 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

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 2 of 3

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 may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

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

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 3 of 3

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: January 22, 2014

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 1 of 22

## 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 2 of 22

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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 3 of 22

“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.

“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 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.

“Semester” means half of the school year.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 4 of 22

“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 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-12 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

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.

TEACHING STAFF MEMBERS  
R 3224/page 5 of 22  
Evaluation of Principals, Vice Principals,  
and Assistant Principals

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 5 of 22

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

All information contained in 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 August for approval by August 15 of each year.

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



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 6 of 22

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:10-2 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.
  - 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, and 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),

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 7 of 22

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 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 8 of 22

including, when applicable, detailed descriptions of student achievement measures and all aspects of the principal practice instrument;

- b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate Principals, Vice Principals, or Assistant Principals for the first time. Training shall be provided on each component of the evaluated Principal's, Vice Principal's, or Assistant Principal's evaluation rubric before the evaluation of the Principal, Vice Principal, or Assistant Principal;
- c. The Superintendent shall annually certify to the Department that all supervisors of Principals, Vice Principals, and Assistant Principals in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

## 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 9 of 22

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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 10 of 22

- e. Process for developing and scoring student growth objectives;
  - f. The process for preparation of individual professional development plans; and
  - g. The process for preparation of an annual 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 designated supervisor and the Principal, Vice Principal, or Assistant Principal shall be held before the 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 the scores or evidence compiled using the evaluation rubric, including, when applicable:
    - (1) The educator's practice instrument; and
    - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
  - b. The progress of the Principal, Vice Principal, or Assistant Principal toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
  - c. The preliminary annual performance report.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 11 of 22

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 performance report for the Principal, Vice Principal, or Assistant Principal shall be prepared by the 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 and components of the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric; and
  - c. The Principal's, Vice Principal's, or Assistant Principal's individual professional development plan or a corrective action plan from the evaluation year being reviewed in the report.
6. The Principal, Vice Principal, or Assistant Principal and the designated supervisor shall sign the report within five Principal, Vice Principal, and Assistant Principal working days of the review.
7. The Board of Education shall include all 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 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 12 of 22

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 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. The corrective action plan shall be developed and the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
    - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor shall meet to discuss the corrective action plan within 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.
  3. 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:

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 13 of 22

- a. Address areas in need of improvement identified in the principal evaluation rubric;
  - b. Include specific, demonstrable goals for improvement;
  - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
  - d. Include timelines for meeting the goal(s).
4. The 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 progress toward the goals outlined in the corrective action plan during each post-observation conference, when required by N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-5.4.
5. Progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan:
- a. Shall be documented in the Principal's, Vice Principal's, or Assistant Principal's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the Principal, Vice Principal, or Assistant Principal on a corrective action plan and 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
  - b. 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.



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 14 of 22

6. 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 designated supervisor.
7. The Superintendent or his or her designee, and the Principal, as appropriate, shall conduct a mid-year evaluation of any Principal, Vice Principal, or Assistant Principal pursuant to N.J.S.A. 18A:6-121.c. The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum a conference to discuss progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.
8. 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.
9. The corrective action plan shall remain in effect until the Principal, Vice Principal, or Assistant Principal receives his or her next summative evaluation rating.
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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 15 of 22

## 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 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 16 of 22

- 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 no less than fifty percent of evaluation rubric rating.
    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:
      - 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 supervisor pursuant to N.J.A.C.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 17 of 22

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.
  - b. If the Vice Principal or Assistant Principal does not agree with the list of teachers linked to his or her name for the purposes of this measurement, the Principal shall make the final determination.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 18 of 22

5. Administrator goals for Principals, Vice Principals, or Assistant Principals shall be developed and measured according to the following procedures:
  - a. The 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 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 designated supervisor, each administrator goal. Each Vice Principal and Assistant Principal 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 his or her designated supervisor do not agree upon the administrator goal the Principal's, Vice Principal's, or Assistant Principal's 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 designated supervisor by October 31 of each school year, or within twenty-five Principal, Vice Principal, and Assistant Principal working days of the Principal's, Vice Principal's, or Assistant Principal's start date if he or she begins work after October 1.
  - d. The administrator goal score shall be approved by the 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 19 of 22

## K. Principal Practice Component of Evaluation Rubric – N.J.A.C. 6A:10-5.3

1. Measures of principal practice shall include a measure determined through a Commissioner-approved principal practice instrument and may include a leadership measure determined through the Department-created leadership rubric.
2. Principal practice component rating shall be based on the measurement of the Principal's, Vice Principal's, or Assistant Principal's performance according to the school district's Commissioner-approved principal practice instrument. Observations pursuant to N.J.A.C. 6A:10-5.4 shall be used as one form of evidence for this measurement.
3. Leadership practice shall be determined by a score on a leadership rubric, which will assess the Principal's, Vice Principal's, or Assistant Principal's ability to improve student achievement and teaching staff member effectiveness through identified leader behaviors. The rubric will be posted on the Department's website and annually maintained.

## L. Principal, Vice Principal, and Assistant Principal Observations – N.J.A.C. 6A:10-5.4

1. The Superintendent or his or her designee, shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).
2. A Principal, or the Superintendent or his or her designee, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.
3. For the purpose of collecting data for the evaluation of a Principal, Vice Principal, or Assistant Principal, an observation, as described in N.J.S.A. 18A:6-119 and N.J.A.C. 6A:10-1.2, may include, but is not limited to: building

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 20 of 22

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 supervisor who is present at the observation shall conduct a post-observation conference with the Principal, Vice Principal, or Assistant Principal being observed. A post-observation conference shall occur no more than fifteen Principal, Vice Principal, or Assistant Principal working days following each observation.
  - b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the principal practice instrument and the Principal's, Vice Principal's, or Assistant Principal's individual professional development plan, collecting additional information needed for the evaluation, and offering areas to improve effectiveness.
  - c. With the consent of the observed Principal, Vice Principal, or Assistant Principal, post-observation conferences for individuals who are not on a corrective action plan may be conducted via written communication, including electronic communication.
  - d. One post-observation conference may be combined with the Principal's, Vice Principal's, or Assistant Principal's annual summary conference as long as it occurs within the required fifteen Principal, Vice Principal, or Assistant Principal working days following the observation.
  - e. A written or electronic observation report shall be signed by the supervisor who conducted the observation and post-observation and the Principal, Vice Principal, or Assistant Principal who was observed.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 21 of 22

f. The Principal, Vice Principal, or Assistant Principal shall submit his or her written objection(s) of the evaluation within ten Principal, Vice Principal, and Assistant Principal working days following the conference. The objection(s) shall be attached to each party's copy of the annual 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(h) for Principals, Vice Principals, and Assistant Principals who are on a corrective action plan.

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 2015 Professional Standards for Educational Leaders developed by the National Policy Board for Educational Administration (NPBEA) incorporated herein by reference;

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



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 22 of 22

- c. Rely on, to the extent possible, 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. Include descriptions of specific training and implementation details required for the instrument to be effective.

Adopted: January 22, 2014

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

### SUPPORT STAFF MEMBERS

Page 1 of 3

#### Nonrenewal of Nontenured Support Staff Member

#### 4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

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

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

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

Any nontenured support staff member receiving notice that a contract for the succeeding year will not be offered, may within fifteen calendar days, request in writing a statement of the

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

### SUPPORT STAFF MEMBERS

Page 2 of 3

#### Nonrenewal of Nontenured Support Staff Member

reasons for such nonemployment which shall be given to the nontenured support staff member in writing within thirty calendar days after the receipt of such request.

Whenever a nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured support staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured support staff member's receipt of the Board's statement of reasons. The informal appearance shall be scheduled within thirty calendar days from the nontenured support staff member's receipt of the Board's statement of reasons.

The Board is not required to offer reemployment or vote on reemployment after an informal appearance with a nontenured support staff member who was not recommended for reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured support staff member reemployment after the informal appearance before the Board. Within three working days following the informal appearance, the Board shall notify the affected nontenured support staff member, in writing, of its final determination.

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

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

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

### SUPPORT STAFF MEMBERS

Page 3 of 3

#### Nonrenewal of Nontenured Support Staff Member

N.J.S.A. 18A:27-3.2; 18A:27-4.1-

N.J.A.C. 6A:10-9.1

Adopted: April 14, 2014

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
SUPPORT STAFF  
MEMBERS  
4146 / Page 1 of 6

## R 4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

### A. Evaluations

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

### B. Nonrenewal Recommendation

1. When a nontenured support staff member's performance does not meet the standards of the school district, employment will not be offered to the nontenured support staff member-for the succeeding school year.
2. The nontenured support staff member shall be informed by the Superintendent of Schools, in writing, that employment for the next succeeding school year will not be offered. This written notice shall be provided to the nontenured support staff member in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.
3. A recommendation by the Superintendent to not renew the nontenured support staff member may be based upon the nontenured support staff member's evaluations, job performance, or any factor affecting his/her employment in the school district.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
SUPPORT STAFF  
MEMBERS  
4146 / Page 2 of 6

4. A nontenured support staff member contract can ~~only~~ be renewed only upon the Superintendent's recommendation and a majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons.
  - A. Nonrenewal Action
    1. Prior to notifying the nontenured support staff member of the nonrenewal, the Superintendent shall notify the Board of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board members of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation in a written notice to the Board or in the alternative, in executive session. Using this option If notification is provided to the Board in executive session, the Superintendent and the Board will meet in executive session in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between parties.
      - a. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those nontenured support staff members whose possible nonrenewal will be discussed at the meeting. If any such nontenured support staff member requests the discussion take place in public, the recommendation for his/her nonrenewal will be severed from any other nonrenewal recommendation and will be scheduled for discussion at a public meeting.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
SUPPORT STAFF  
MEMBERS  
4146 / Page 3 of 6

2. The Superintendent will ensure the timelines for nonrenewal action are in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.
  3. A nontenured support staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board of Education vote is not required on the Superintendent's recommendation(s) to not renew a nontenured support staff member's contract.
- D. Notice of Nonrenewal
1. The nonrenewal notice shall be provided to the nontenured support staff member not recommended for renewal by the Superintendent in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the nontenured support staff member's address of record.
- E. Request for Statement of Reasons
1. Any nontenured support staff member receiving notice that a contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing a statement of the reasons for such nonemployment which shall be given to the nontenured support staff member in writing thirty calendar days after the receipt of such request.
  2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the nontenured support staff member's evaluations and the nontenured support staff member

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
SUPPORT STAFF  
MEMBERS  
4146 / Page 4 of 6

has been given a copy of those evaluations, the statement of reasons may incorporate the evaluations by reference.

3. The statement of reasons may be prepared by the Superintendent or the Board Secretary and shall be delivered to the nontenured support staff member who requested the statement of reasons within thirty calendar days after the receipt of the nontenured support staff member's request for the statement of reasons.

## F. Nonrenewal Appearance

1. Whenever the nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured support staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured support staff member's receipt of the Board's statement of reasons.
2. The informal appearance shall be scheduled within thirty calendar days from the nontenured support staff member's receipt of the Board's statement of reasons.
3. The Board will exercise discretion in determining a reasonable length of time for the proceeding depending upon each instance's specific circumstances.
4. The proceeding of an informal appearance before the Board may be conducted in executive session pursuant to N.J.A.C. 10:4-12(b)(8). If conducted in executive session notice must be given in accordance with N.J.S.A. 10:4-13.
5. The Board shall provide the nontenured support staff member adequate written notice regarding the date and time of the informal appearance.
6. The nontenured support staff member's appearance before the Board shall not be an adversary proceeding. The purpose of the appearance shall be to provide



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
SUPPORT STAFF  
MEMBERS  
4146 / Page 5 of 6

the nontenured support staff member the opportunity to convince Board of Education members to offer reemployment.

7. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board presiding.
8. The nontenured support staff member may be represented by an attorney or by one individual of his/her choosing. The nontenured support staff member may present, on his or her behalf, witnesses who do not need to present testimony under oath; and shall not be cross-examined by the Board. Witnesses shall be called one at a time into the meeting to address the Board and shall be excused from the meeting after making their statements.

## G. Final Determination

1. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured support staff member. However, after an informal appearance before the Board, the Superintendent may make a recommendation for reemployment of the nontenured support staff member to the voting members of the Board. If the Superintendent recommends the nontenured teaching staff member for reemployment, the voting members of the Board must, by a majority vote of the full Board at a public session, approve or not approve the reemployment.
2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured support staff member reemployment after the informal appearance before the Board.
3. Within three working days following the informal appearance, the Board shall notify the affected nontenured support staff member, in writing, of its final determination. The Board may delegate notification of its final determination to the Superintendent or Board Secretary.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
SUPPORT STAFF  
MEMBERS  
4146 / Page 6 of 6

Approved: April 14, 2014

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

STUDENTS

Page 1 of 2

Bridge Year Pilot Program

### 5460.02 BRIDGE YEAR PILOT PROGRAM (M)

The New Jersey Commissioner of Education has established a three-year "Bridge Year Pilot Program," under which each school district with a high school shall offer students in the graduating classes of 2021 and 2022 the opportunity to pursue a Bridge Year during the year immediately following their senior year of high school, in accordance with the provisions of P.L. 2020 c.41. The purpose of the Bridge Year Pilot Program shall be to provide participating students an additional year to address learning loss and missed opportunities in extracurricular activities, including spring sports programs, as a result of the public health state of emergency caused by the COVID-19 pandemic.

For the purpose of this Policy, "host high school" means the high school that a student, who pursues a Bridge Year pursuant to the provisions of P.L. 2020 c.41, attended as a junior in high school.

Under the Bridge Year Pilot Program, each high school in a school district shall designate a school staff member as a Bridge Year Liaison to serve as the school's central point of contact for students interested in pursuing a Bridge Year and for students participating in a Bridge Year. Nothing in P.L. 2020 c.41 shall be construed to require a school district to hire an individual to serve as a Bridge Year Liaison.

To be eligible to participate in the Bridge Year Pilot Program, a student shall be nineteen years of age or younger and shall not turn twenty years of age at any time during the Bridge Year, except that a classified student shall be eligible to participate if the student will turn twenty years of age during the Bridge Year due to services provided pursuant to the student's individualized education program. To participate in the Bridge Year Pilot Program, eligible students must notify their host high school's Bridge Year Liaison by February 15 of their senior year.

The Bridge Year Liaison shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student. To ensure ample time to plan for the implementation of

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

STUDENTS

Page 2 of 2

Bridge Year Pilot Program

services outlined in the ILP, each Bridge Year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.

During the fall semester of the student's Bridge Year, the student shall take between nine and twelve credits at the host high school, the county college that serves the county of the host high school, or a combination thereof. During the spring semester of the student's Bridge Year, the student shall take between nine and twelve credits at the county college that serves the county of the host high school. During either semester of the Bridge Year, a student may also take up to three credits offered by a four-year institution of higher education at any high school in the State or at any other location to fulfill the student's credit requirement. At the conclusion of each semester of the Bridge Year, the host high school shall update the student's high school transcript to reflect any high school credits earned during the Bridge Year.

In the event that a student initially decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student's host high school shall release all final transcripts and other records as necessary and as may be requested. A student who decides not to continue the Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities pursuant to P.L. 2020 c.41.

The State Board of Education shall promulgate regulations pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B -1 et seq.), necessary to effectuate the provisions of P.L. 2020 c.41.

The Higher Education Student Assistance Authority shall promulgate regulations, pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B -1 et seq.), necessary to effectuate the provisions of subsection d. of section 2 of this Act.

P.L. 2020 c.41

Adopted:

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
5460.02  
STUDENTS  
Page 1 of 7

## R 5460.02 BRIDGE YEAR PILOT PROGRAM (M)

All public school districts, including charter and renaissance schools, that enroll high school students must offer all eligible students the opportunity to participate in the Bridge Year Pilot Program (P.L. 2020 c.41).

To participate in the Bridge Year Pilot Program, eligible students must notify their host high school's Bridge Year Liaison of their intent to participate by February 15 of their senior year.

### A. Bridge Year Liaison

1. To facilitate compliance with the requirements of the Bridge Year Pilot Program, each public high school in a school district shall designate a school staff member as a Bridge Year Liaison.
2. The school's Bridge Year Liaison shall serve as the school's point of contact for students interested in participating in the Bridge Year Pilot Program, facilitate planning of the Bridge Year students' academic services, and regularly communicate with the respective county college regarding students' academic progress.
3. Bridge Year Liaisons shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student.
4. The Bridge Year Liaison:
  - a. Shall collect and report attendance in accordance with the school district's policy for those students participating in classes not at the host high school

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
5460.02  
STUDENTS  
Page 2 of 7

consistent with N.J.A.C. 6A:16-7.6. Attendance for classes at the host high school shall be collected and recorded in the normal course;

- b. Must receive reports from the institution of higher education that a Bridge Year student attends at least quarterly. The reports must demonstrate, in a manner specified by the student's ILP, the student's academic progress and performance; and
- c. Shall ensure that at the conclusion of each semester of the Bridge Year, the student's high school transcript reflects any high school and college credits earned during the Bridge Year in accordance with Policy and Regulation 5460.02.

## B. Student Eligibility

- 1. To be eligible to participate in Bridge Year Pilot Program, a student must:
  - a. Be in the graduating classes of 2021 or 2022;
  - b. Meet all applicable high school graduation requirements by the end of their senior year of high school;
  - c. Be nineteen years old or younger during the entirety of the Bridge Year; a student that would turn twenty years old before the end of their Bridge Year is not eligible to participate;
    - (1) A student with disabilities is eligible to participate if the student will turn twenty years old during the Bridge Year due to services provided under the student's individualized education program (IEP); and
  - d. Maintain a grade point average of 2.0 during the Bridge Year.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
5460.02  
STUDENTS  
Page 3 of 7

2. Students with disabilities who receive special education and related services under the Individuals with Disabilities Education Act (IDEA) must be granted the opportunity to participate in a school district's Bridge Year Pilot Program in accordance with Federal and State special education requirements.
    - a. Regarding the Bridge Year's age requirements in B.1.c. above, school districts that have students with disabilities who have satisfied their State and local graduation requirements, but may need an extra year of services, and will not turn twenty-one years old before June 30, may receive services for another year as determined by the student's IEP team, which includes the student and the student's parent(s).
    - b. The school district's Bridge Year Liaison should collaborate with the student's IEP team as the services provided to students with disabilities should be focused on transition services. Services shall be delivered via the IEP.
- C. Academics
1. Individual Learning Plans (ILP)
    - a. Each Bridge Year student's academic and co-curricular goals for the Bridge Year shall be defined in an ILP. A student's ILP shall detail the activities and strategies for accomplishing these goals, including, but not limited to, counseling, academic support, coursework, and co-curricular or athletic participation. The New Jersey Department of Education (NJDOE) developed an ILP template for school districts, which will be available on the NJDOE's webpage.
      - (1) In developing a student's ILP, a school district should utilize the considerations outlined in Bridge Year Pilot Program (P.L. 2020 c.41) Implementation Guidance.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
5460.02  
STUDENTS  
Page 4 of 7

- b. To ensure ample time to plan for the implementation of services outlined in the ILP, each Bridge Year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.

## 2. Academic and Course Requirements

- a. Students participating in the Bridge Year Pilot Program shall meet the following academic and course requirements:
  - (1) During the fall semester, students shall take between nine and twelve credits at the host high school, county college in the county in which the host high school is located, or a combination thereof;
  - (2) During the spring semester, students shall take between nine and twelve credits at the county college in the county in which the host high school is located;
  - (3) During either semester, students may take up to three credits offered by a four-year institution of higher education at any high school in the State or any other location to fulfill the student's credit requirements described in C.2.a.(1) and (2) above;
  - (4) Students who pursue a Bridge Year and participate in a spring sport sanctioned by the New Jersey State Interscholastic Athletic Association (NJSIAA) shall enroll in less than twelve college credits, or otherwise be enrolled in a number of college credits as to not be considered a full-time college student, in each of the fall and spring semesters during the student's Bridge Year;
  - (5) During the Bridge Year, students do not need to participate in health, safety, and physical education as required by N.J.S.A. 18A:35-5, 7, and 8 (N.J.A.C. 6A:8-5.1(a)1.vi); and



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
5460.02  
STUDENTS  
Page 5 of 7

- (6) A Bridge Year student shall be considered a non-matriculated student of the respective county college.
  - b. School districts that do not operate on the basis of fall and spring semesters should meet the spirit of the academic and course requirements outlined in C.2.a. above and ensure that Bridge Year students meet their total credit requirements for the entirety of the Bridge Year Pilot Program.
3. Graduation
  - a. As stated in B.1.b. above, all students must meet all applicable high school graduation requirements by the end of their senior year of high school before participating in the Bridge Year Pilot Program.
  - b. The Bridge Year student may participate in the graduation ceremony at the end of his or her senior year or the end of his or her Bridge Year.
  - c. The student's diploma will be withheld and formal matriculation from high school will be deferred until completion of the Bridge Year Pilot Program.
    - (1) Participating students are only held to the graduation requirements of their senior year and are not required to meet the graduation requirements of their Bridge Year in order to receive their high school diploma.
      - (a) For example, 12<sup>th</sup> graders in the graduating class of 2021 – whose Bridge Year would take place during the 2021-2022 school year – will be held only to the graduation requirements applicable to the class of 2021, as modified pursuant to Executive Order 214 by the Governor of New Jersey, and not to the graduation requirements for the class of 2022.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
5460.02  
STUDENTS  
Page 6 of 7

- d. At the conclusion of each semester of the Bridge Year Pilot Program, the host high school shall update the student's high school transcript to reflect any high school credits earned during the Bridge Year.
- e. If a student decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student's host high school shall release all final transcripts and other records as necessary and as may be requested.

## D. Data Reporting

### 1. NJ SMART

- a. The NJDOE will add a new field in the NJ SMART SID Management to indicate whether 12<sup>th</sup> graders are planning to participate in the Bridge Year Pilot Program in the following year (beginning in the 2020-2021 school year) or whether a 12<sup>th</sup> grader is currently participating in a Bridge Year Pilot Program (beginning in the 2021-2022 school year).
- b. School districts will be required to begin entering this information for all 12<sup>th</sup> graders beginning with the June 2021 snapshot.

### 2. School and District Accountability

- a. Students participating in the Bridge Year Pilot Program will continue to be included in the accountability calculations for both Every Student Succeeds Act school accountability and New Jersey Quality Single Accountability Continuum (QSAC) district accountability during their Bridge Year.
  - (1) This would include graduation rate and chronic absenteeism calculations for both school and district accountability.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
5460.02  
STUDENTS  
Page 7 of 7

STUDENTS  
R 5460.02/page 7 of 7  
Bridge Year Pilot Program

- (2) Students participating in the Bridge Year Pilot Program will not count as graduates for graduation rate calculations until they receive a diploma at the end of the Bridge Year.

## E. Athletic Requirements

1. Students participating in the Bridge Year Pilot Program are eligible to participate in NJSIAA sanctioned sports at their host high school – and only at their host high school – during the spring season of their Bridge Year.
  - a. Bridge Year students are not eligible to participate in fall or winter sports during their Bridge Year.
2. Students must meet the eligibility requirements outlined by the NJSIAA.
3. A student who decides not to continue their Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities.
4. Bridge Year students participating in spring athletics are subject to the athletic code of conduct, and any other applicable codes, rules, or school district policies as other students participating in the spring sport.

Issued:

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 1 of 28

## R 6471 SCHOOL DISTRICT TRAVEL

### A. Definitions (N.J.S.A. 6A:23A-1.2)

1. For the purpose of this Policy, “travel expenditures” means those costs paid by the school district using local, State, or Federal funds, whether directly by the school district or by employee reimbursement, for travel by school district employees and district Board of Education members, to the following five types of travel events:
  - a. Training and seminars – means all regularly scheduled, formal residential or non-residential training functions conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;
  - b. Conventions and conferences – means general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some training may take place at such events;
  - c. School district sponsored events – means conferences, conventions, receptions, or special meetings, where the school plans, develops, implements, and coordinates the event and is the event’s primary financial backer. School district employees are actively involved in working the event and other employees may attend as participants;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 2 of 28

- d. Regular school district business travel – means all regular official business travel, including attendance at meetings, conferences, and any other gatherings which are not covered by the definitions included in a., b., and c. above. Regular school district business travel also includes attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge and regularly scheduled in-State professional development activities with a registration fee that does not exceed \$150 per employee or district Board member. The \$150 limit per employee or district Board member may be adjusted by inflation; and
- e. Retreats – means meetings with school district employees and school Board members, held away from the normal work environment at which organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event.

## B. Maximum Travel Budget (N.J.A.C. 6A:23A-7.3)

- 1. Annually in the prebudget year, the Board of Education shall establish by resolution a maximum travel expenditure amount for the budget year, which the school district shall not exceed. The resolution shall also include the maximum amount established for the prebudget year and the amount spent to date.
  - a. The maximum school district travel expenditure amount shall include all travel supported by local and State funds.
  - b. The Board may exclude travel expenditures supported by Federal funds from the maximum travel expenditure amount.
    - (1) If Federal funds are excluded from the established maximum amount, the Board shall include in the resolution the total amount of travel supported by Federal funds from the prior year, prebudget year, and projected for the budget year.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 3 of 28

- c. Exclusion of Federal funds from the annual maximum travel budget shall not exempt such travel from the requirements applicable to State and local funds.
  2. The Board of Education may authorize an annual maximum amount per employee for regular business travel only for which Board of Education approval is not required.
    - a. The annual maximum shall not exceed \$1,500 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.
    - b. Regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 and in this Regulation shall include attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge. It also shall include regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150 per employee or Board member.
    - c. Regular school district business travel shall require approval of the Superintendent prior to obligating the school district to pay related expenses and prior to attendance at the travel event.
      - (1) The Superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely district Board of Education approval.
      - (2) The Superintendent shall establish, in writing, the internal levels of approval required prior to his or her approval of the travel event, as applicable.
- C. Travel Approval Procedures (N.J.A.C. 6A:23A-7.4)
  1. All travel requests for employees of the school district shall be submitted to the Superintendent or designee and approved in writing by the Superintendent and

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 4 of 28

approved by a majority of the Board of Education's full voting membership, except if the Board of Education has excluded regular business travel from prior approval in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.

- a. The Superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely Board approval.
- b. The Superintendent shall establish, in writing, the internal levels of preliminary approval required prior to the Superintendent's approval of the travel event, as applicable.
  - (1) The School Business Administrator/Board Secretary or designee shall review all travel requests either before or after the Superintendent's approval and prior to submission of the Board for approval to determine if the expenses as outlined in the request are in compliance with the requirements of N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, the current State travel payment guidelines established by the Department of the Treasury, and the current guidelines established by the Federal Office of Management and Budget.
    - (a) If any travel expenses requested are not in compliance with the guidelines outlined above, the School Business Administrator/Board Secretary or designee will return the request to be revised in accordance with the guidelines outlined above.
    - (b) The Superintendent may deny the request, approve the request conditioned upon the staff member assuming the financial responsibility for those travel expenses that are not in compliance with the guidelines, or may return the request to

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 5 of 28

the school staff member to be revised in accordance with the guidelines outlined above.

2. All travel requests for Board members shall require prior approval by a majority of the Board's full voting membership, except where the Board has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and 24.1.
3. The Board of Education may approve, at any time prior to the event, travel for multiple months as long as the approval detailed in Board of Education minutes itemizes the approval by event, total cost, and number of employees and/or Board members attending the event. General or blanket pre-approval shall not be authorized.
4. All travel requests shall receive prior approval of the Board of Education except if the Board has excluded from the requirements prior Board approval of any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.4(d). For the exclusion of prior Board approval to apply, the required travel event shall be detailed, with number of employee(s), Board member(s), and total cost in the applicable contract, grant, donation, statute, or Federal regulation.
  - a. This shall not include general grant guidelines or regulations that are permissive, but do not require the travel event, unless the specific travel event, number of employee(s), Board member(s), and total cost is detailed in the approved grant, donation, or other fund acceptance agreement.
  - b. This shall not include general contractual provisions in employment contracts for continuing education or professional development, except if the Board has included in its policy a maximum amount per employee for regular business travel that does not require prior Board of Education approval pursuant to N.J.A.C. 6A:23A-7.3.



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 6 of 28

5. If occasional unforeseen situations arise wherein a travel request cannot obtain prior approval of the Board of Education, justification shall be included in the text of the travel request.
    - a. Such requests shall require prior written approval of the Superintendent or designee, and the Executive County Superintendent or designee.
    - b. The Board shall ratify the request at its next regularly scheduled meeting.
    - c. Travel to conferences, conventions, and symposiums shall not be considered emergencies and shall not be approved after the fact.
  6. Subsequent to pre-approval by a majority of the full voting membership of the Board of Education, reimbursement of prospective employee travel expense shall be pre-approved by the Executive County Superintendent.
- D. Required Documentation for Travel (N.J.A.C. 6A:23A-7.5)
1. The Board of Education requires the documentation listed in D.2. below to justify the number of employees attending an event and the benefits to be derived from their attendance;
  2. Neither the Superintendent or designee, nor the Board of Education shall approve a travel request unless it includes, at a minimum, the following information:
    - a. The name and date(s) of the event;
    - b. A list of Board members and/or employees to attend, either by name and title;
    - c. The estimated cost associated with travel;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 7 of 28

- d. A justification and brief statement that includes the primary purpose for the travel, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of the school district.
    - (1) For training events, the statement must include whether the training is for a certification required for continued employment, continuing education requirements, requirements of Federal or State law, or other purpose related to the programs and services currently being delivered or soon to be implemented in the school district; or related to school district operations;
  - e. The account number and funding source - Federal, State, private, or local; and
  - f. For annual events, the total attendance and cost for the previous year.
3. The school district shall maintain documentation on file that demonstrates compliance with the Board of Education's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.
- E. School Business Administrator/Board Secretary Responsibilities Regarding Accounting for Travel (N.J.A.C. 6A:23A-7.6)
- 1. The School Business Administrator/Board Secretary or designee shall prepare itemized travel budgets by function and object of expense for each cost center, department, or location maintained in the school district's accounting system, as applicable, as part of the preparation of and documentation for the annual school district budget.
    - a. The aggregate amount of all travel budgets shall not exceed the Board of Education approved maximum travel expenditure amount for the budget year as required by N.J.A.C. 6A:23A-7.3.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 8 of 28

2. The School Business Administrator/Board Secretary shall maintain separate accounting for school district travel expenditures, as necessary, to ensure compliance with the school district's maximum travel expenditure amount. The separate accounting tracking system may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with Policy and Regulation 6471 and N.J.A.C. 6A:23A-7, and shall be in a detailed format suitable for audit.
  3. The School Business Administrator/Board Secretary or designee shall review and approve the cost and supporting documentation required by N.J.A.C. 6A:23A-7 and submitted by the person(s) having incurred travel expense. The School Business Administrator shall not approve or issue payment of travel expenditures or reimbursement requests until all required documentation and information to support the payment has been submitted, and shall not approve any travel expenditure that, when added to already approved travel expenditures, would exceed the Board of Education approved maximum travel expenditure amount for the budget year.
  4. The School Business Administrator/Board Secretary shall be responsible for the adequacy of documentation of transactions processed by his or her staff and the retention of the documentation to permit audits of the records.
  5. A Board of Education employee, a Board member, or an organization shall not receive partial or full payment for travel and travel-related expenses in advance of the travel, pursuant to N.J.S.A. 18A:19-1 et seq. The payment of travel and travel-related expenses, including travel-related purchases for which a purchase order is not applicable, shall be made personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. N.J.A.C. 6A:23A-7.6, Policy 6471, and this Regulation do not preclude the school district from paying the vendor directly with the proper use of a purchase order (for example, for registration, airline tickets, hotel).
- F. Sanctions for Violations of Travel Requirements (N.J.A.C. 6A:23A-7.7)

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 9 of 28

1. A Board of Education that violates its established maximum travel expenditure, as set forth in N.J.A.C. 6A:23A-7.3, or that otherwise is not in compliance with N.J.A.C. 6A:23A-7 travel limitations, may be subject to sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and 24, including reduction of State aid in an amount equal to any excess expenditure pursuant to N.J.S.A. 18A:11-12 and 18A:7F-60.
2. The staff member designated as the final approval authority for travel who approves any travel request or reimbursement in violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.
3. An employee or Board member who violates the provisions of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.
4. In accordance with N.J.A.C. 6A:23A-7.7(d), there must be procedures to monitor compliance and application of the penalty, as outlined in N.J.A.C. 6A:23A-7.7, upon determination a violation has occurred after Board of Education payment of the event.
  - a. In addition to the annual audit test procedures to ensure compliance as required in N.J.A.C. 6A:23A-7.7(e) and F.5. below, the School Business Administrator/Board Secretary will designate a staff member to review travel payments that are being recommended to the Board for payment prior to Board approval and travel payments previously approved by the Board for payment and paid for any violations.
    - (1) In the event the annual audit test procedures or the review by the staff member designated by the School Business Administrator/Board Secretary determines a travel payment

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 10 of 28

recommended to the Board for payment or a travel payment previously approved by the Board and was paid in violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471, the school district auditor or the staff member designated by the School Business Administrator/Board Secretary shall inform the Superintendent of Schools of the violation in writing.

- (2) The Superintendent shall determine if a violation of N.J.A.C. 6A:23A-7 requires a penalty in accordance with N.J.A.C. 6A:23A-7.7.
- (3) If a violation is determined prior to payment or reimbursement of the travel event, the Superintendent may exclude application of any additional penalties.

5. The annual audit conducted pursuant to N.J.S.A. 18A:23-1 shall include test procedures to ensure compliance with the Board of Education's policy and travel limitations set forth in this section and N.J.S.A. 18A:11-12.

## G. Prohibitive Travel Reimbursements (N.J.A.C. 6A:23A-7.8)

1. The following types of expenditures are not eligible for reimbursement:
  - a. Subsistence reimbursement for one-day trips, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12;
  - b. Subsistence reimbursement for overnight travel within the State, except where authorized by the Commissioner in accordance with N.J.A.C. 6A:23A-7.11;
  - c. Travel by Board members or employees whose duties are unrelated to the purpose of the travel event or who are not required to attend to meet continuing education requirements or to comply with law or regulation;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 11 of 28

- d. Travel by spouses, civil union partners, domestic partners, immediate family members, and other relatives;
- e. Costs for employee attendance for coordinating other attendees' accommodations at the travel event;
- f. Lunch or refreshments for training sessions and retreats held within the school district, including in-service days and for employee participants traveling from other locations within the school district;
- g. Training to maintain a certification that is not required as a condition of employment (For example: CPE credits to maintain a CPA license if the employee is not required to be a CPA for continued school district employment);
- h. Charges for laundry, valet service, and entertainment;
- i. Limousine services and chauffeuring costs to, or during, the event;
- j. Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., unless absolutely necessary for the conduct of school district business. Justification shall accompany any request for car rentals. If approved, the most economical car rental is to be used, including the use of subcompacts and discounted and special rates. An example of the justified use of a car rental is when an employee is out of State, making inspections at various locations, and the use of public transportation is impracticable. When car rental is authorized, the employee shall not be issued an advance payment for the anticipated expense associated with the rental;
- k. Alcoholic beverages;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 12 of 28

- l. Entertainment costs, including amusement, diversion, social activities, and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);
- m. Gratuities or tips in excess of those permitted by Federal per diem rates;
- n. Reverse telephone charges or third party calls;
- o. Hospitality rooms;
- p. Souvenirs, memorabilia, promotional items, or gifts;
- q. Air fare without documentation of quotes from at least three airlines and/or on-line services; and
- r. Other travel expenditures that are unnecessary and/or excessive.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 13 of 28

## H. Travel Methods (N.J.A.C. 6A:23A-7.9)

1. For the purpose of section H. of this Regulation and N.J.A.C. 6A:23A-7.9, "transportation" means necessary official travel on railroads, airlines, shuttles, buses, taxicabs, rideshares, school district-owned or leased vehicles, and personal vehicles.
2. The purchase or payment of related transportation expenses shall be made by purchase order or personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. An actual invoice or receipt for each purchase or expense shall be submitted with a claim for reimbursement.
3. Pursuant to Office of Management and Budget (OMB) Travel Circulars and N.J.A.C. 6A:23A-7.1 et seq., the following travel methods requirements shall apply:
  - a. Air and rail tickets shall be purchased via the Internet, if possible, using airline or online travel services such as Travelocity, Expedia, or Hotwire.
  - b. Air travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
    - (1) The most economical air travel should be used, including the use of discounted and special rates.
    - (2) The following options should be considered when booking tickets:
      - (a) Connecting versus nonstop flights;
      - (b) Departing earlier or later compared to the preferred departure time;



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 14 of 28

- (c) Utilizing alternative airports within a city, for example, Chicago, Illinois-Midway Airport versus O'Hare Airport;
  - (d) Utilizing alternative cities, for example, Newark versus Philadelphia;
  - (e) Utilizing "low cost" airlines; and
  - (f) Exploring alternate arrival and/or departure days.
- (3) No employee or Board member can earn benefits as a result of school district funded travel. Employees and Board members shall be prohibited from receiving "frequent flyer" or other benefits accruing from school district funded travel.
- (4) Airfare other than economy (that is, business or first class) shall not be fully reimbursed by the school district except when travel in such classes:
- (a) Is less expensive than economy;
  - (b) Avoids circuitous routings or excessive flight duration; or
  - (c) Would result in overall transportation cost savings.
- (5) All airfare other than economy and not covered by the above exceptions purchased by an employee or Board member shall be reimbursed only at the economy rate for the approved destination.
- (6) Cost estimates on travel requests and associated authorizations shall be consistent with current airline tariffs, with consideration of available special fares or discounts, for the requested destination.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 15 of 28

- (7) Airline tickets shall not be booked until all necessary approvals have been obtained.
  - (8) Additional expenses over and above the authorized travel request shall be considered only for factors outside the purchaser's control. The burden of proof shall be placed upon the purchaser and any additional expenses incurred without sufficient justification and documentation, as determined by the School Business Administrator/Board Secretary, shall not be reimbursed.
  - (9) Justification shall accompany requests for airline ticket reimbursement when purchased by employees or Board members contrary to H.3.b.(1) through (8) above. Sufficient justification shall be considered only for factors outside the purchaser's control. Noncompliant purchases without sufficient justification shall not be reimbursed.
- c. Rail travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
- (1) The most economical scheduling of rail travel shall be utilized, including excursion and government discounts, whenever applicable.
  - (2) The use of high-speed rail services, such as Acela, shall not be authorized.
  - (3) All rail travel shall be processed in the same manner as prescribed for air travel in H.3.b. above.
- d. Use of a school district-owned or -leased vehicle shall be the first means of ground transportation. Use of a personally owned vehicle on a mileage basis shall not be permitted for official business where a school district-owned or -leased vehicle is available.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 16 of 28

- (1) Mileage allowance in lieu of actual expenses of transportation shall be approved by the Board and allowed at the rate authorized by the annual State Appropriations Act, or a lesser rate at the Board's discretion for an employee or Board member traveling by his or her personally owned vehicle on official business.
  - (a) If any condition in an existing negotiated contract is in conflict with the OMB Travel Circulars, such as the mileage reimbursement rates, the provisions of the existing contract shall prevail.
- (2) Parking and toll charges shall be allowed in addition to mileage allowance.
- (3) Reimbursement for travel to points outside the State by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of public transportation.
- (4) In determining the relative costs of private and public transportation, all associated costs (that is, tolls, taxicabs, airport or station transfers, etc.) shall be considered.
- (5) All employees and Board members using privately owned cars in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The card shall be made available to the Superintendent or designee before authorization to use privately owned cars.
- (6) Employees and district Board members who are out-of-State residents shall provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 17 of 28

- e. School district-owned or -leased vehicles shall be utilized in accordance with N.J.A.C. 6A:23A-6.12.
- f. Necessary taxicab or rideshare charges shall be permitted. However, travel to and from airports, downtown areas, and between hotel and event site shall be confined to regularly scheduled shuttle service, whenever such service is complimentary or is less costly. If shuttle service is not available, taxicabs or rideshares may be used.
- g. Cruises shall not be permitted for travel events or transportation.

## I. Routing of Travel (N.J.A.C. 6A:23A-7.10)

- 1. Pursuant to State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars:
  - a. All travel shall follow the most direct, economical, and usually traveled route. Travel by other routes as a result of official necessity shall be eligible for payment or reimbursement only if satisfactorily established in advance of such travel.
  - b. If a person travels by indirect route for personal convenience, the extra expense shall be borne by the individual.
  - c. Reimbursement for expenses shall be based only on charges that do not exceed what would have been incurred by using the most direct, economical, and usually traveled route.

## J. Subsistence Allowance – Overnight Travel (N.J.A.C. 6A:23A-7.11)

- 1. Pursuant to the State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 18 of 28

in the OMB Travel Circulars, one-day trips that do not involve overnight lodging shall not be eligible for subsistence reimbursement, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12.

2. Pursuant to the OMB Travel Circulars, generally, overnight travel shall not be eligible for subsistence reimbursement if travel is within the State. Overnight travel is permitted if it is authorized pursuant to 3. below, or is a required component by the entity issuing a grant, donation, or other funding agreement with the school district. The specific required overnight in-State travel event shall be detailed in the final grant, donation, or other fund acceptance agreement along with the number of authorized travelers and total cost. All reimbursements shall be subject to N.J.A.C. 6A:23A-7 unless the funding acceptance agreement specifies otherwise.
3. Pursuant to the State travel regulations as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars, the Commissioner shall be authorized to grant waivers for overnight travel for Board members and school district employees to attend in-State conferences.
  - a. Such waivers will be granted in only extremely limited circumstances when the sponsoring organization can demonstrate the conference is broad and multi-disciplinary in scope, incorporates content offerings from numerous specialty areas, and includes important professional development opportunities and/or required training.
  - b. The sponsoring organization shall demonstrate the conference's content, structure, scheduling, and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging. When such waivers are granted, individual school districts or individuals shall not be required to submit waiver requests for attendance at these conferences.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 19 of 28

- c. Sponsors of in-State conferences may submit to the Commissioner a request for a waiver of this prohibition by providing information regarding the conference as follows:
  - (1) The name and dates of the event;
  - (2) Justification for the length of the conference and the necessity to hold events for each day beyond the first day of the conference;
  - (3) Identification of all other conferences sponsored or co-sponsored by the organization (whether single or multi-day) in the previous year;
  - (4) A description of the target audience by position title and/or educational certificate and endorsement;
  - (5) Justification of the importance of the target audience attending the event;
  - (6) The cost of registration;
  - (7) A detailed list and description of any activities to be charged to the participants by the sponsor separate from the registration fee, such as luncheons, workshops, entertainment, etc., including:
    - (a) The cost of the activity;
    - (b) Whether participation is mandatory or voluntary; and
    - (c) The purpose such as social, guest speaker, working session, etc.
  - (8) A copy of agenda or program for the event;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 20 of 28

- (9) A brief statement that includes the primary purpose of the event, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of a school or school district;
  - (10) For training events, whether the training is needed for a certification required for continued employment, continuing education requirements, or requirements of Federal or State law; and
  - (11) For annual events, total attendance, and registration cost for the previous year.
4. If a waiver of the prohibition on overnight travel is granted pursuant to N.J.A.C. 6A:23A-7.11, it shall permit reimbursement for travel expenses only for individuals whose home-to-convention commute exceeds fifty miles.
5. Overnight travel within the State shall not be eligible for subsistence reimbursement if travel is on the day prior to the start of the conference. Reimbursement shall be prohibited for lodging prior to check-in time for the first day of the event or after check-out time on the last day of the event.
6. The United States General Services Administration publishes a schedule of Federal per diem rates in the Federal Register for approved overnight travel by the event location. The latest Federal per diem rates schedule for lodging, meals, and incidental expenses by location can be found at [www.gsa.gov](http://www.gsa.gov). The following restrictions apply to allowable per diem reimbursements:
  - a. Allowable per diem reimbursement for lodging, meals, and incidentals shall be actual reasonable costs, not to exceed the Federal per diem rates for the event location. Registration and conference fees are not subject to the Federal per diem rate caps. If the event location is not listed, the maximum per diem allowance shall be equal to the standard Continental United States (CONUS) per diem rates published by the General Services Administration for meals, incidental expenses, and lodging.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 21 of 28

- b. Pursuant to N.J.S.A. 18A:11-12.o., reimbursement for lodging expenses for overnight travel, out-of-State or in-State as authorized by the Commissioner, may exceed the Federal per diem rates if the hotel is the site of the convention, conference, seminar, or meeting and the going rate of the hotel is in excess of Federal per diem rates.
  - (1) If the hotel at the site of the current travel event is not available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate at the site of the current event.
  - (2) If there is no hotel at the site of the current travel event (for example, Atlantic City Convention Center), then reimbursement for lodging shall not exceed the Federal per diem rate.
- c. If the meal is not part of a one-sum fee for a travel event, reimbursement may be approved for the full cost of an official convention meal that the employee or Board member attends, when such meal is scheduled as an integral part of the convention or conference proceedings. Receipts shall be submitted to obtain reimbursement in such situations. The amount of the Federal per diem rate for the corresponding meal shall be deducted from that day's subsistence allowance.
- d. The allowance for a meal(s) or incidentals shall not be eligible for reimbursement when included and paid in the registration fee, the cost of lodging, or transportation charge.
- e. Receipts shall be required for all hotel and incidental expenses. Meal expenses under the Federal per diem allowance limits shall not require receipts pursuant to N.J.S.A. 18A:11-12.o.(3), unless required by the Board of Education.
- f. If the total per diem reimbursement is greater than the Federal per diem rates, the costs shall be considered excessive in the absence of substantial justification accompanying the travel voucher submitted by the employee



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 22 of 28

or district Board member. In such cases, receipts shall be submitted for all costs, including meals.

- g. Employees and Board members shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits or is more advantageous to the conduct of school district business.
- h. Actual subsistence expenses shall not be reimbursable if paid by the traveler to a member of his or her family, to another school district employee, or to a family member of another school district employee.

K. Meal Allowance – Special Conditions – and Allowable Incidental Travel Expenditures (N.J.A.C. 6A:23A-7.12)

- 1. Meals for in-State travel shall not be eligible for reimbursement except as expressly authorized within N.J.A.C. 6A:23A-7.
- 2. A meal allowance may be provided to employees or Board members in relation to one-day, out-of-State trips required for school business purposes that do not require an overnight stay. The reimbursement for breakfast, lunch, and/or dinner shall not exceed the amounts authorized in State travel regulations as published by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars.
- 3. Lunch for off-site training sessions may be authorized for an amount up to \$7 per person only when it is necessary that employees or Board members remain at a site other than their school district and there are no viable options for lunch at the off-site location.
  - a. Per N.J.S.A. 18A:11-12.a.(1)(d), employee and Board member retreats shall be held onsite unless there is no school district site available.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 23 of 28

- b. If lunch is included in a lump-sum registration fee for an off-site training session, the full amount is eligible for reimbursement, if reasonable. Providing lunch for on-site staff meetings and in-service days or for employees who come from other parts of the school district shall not be permitted. (See K.4. below.)
    - c. Refreshments for breaks may also be provided at training sessions held at a site other than the school district.
  4. Subsistence expenses for an employee or Board member shall not be allowed within the school district or within a radius of ten miles thereof, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12. Non-allowed expenses include, but are not limited to, meals and refreshments for on-site staff meetings and in-service days.
  5. Reimbursement may be approved for the cost of an official luncheon or dinner, up to \$10 and \$15, respectively, that an employee or Board member is authorized to attend, if the meal is scheduled as an integral part of an official proceeding or program related to school district business and the employee's or Board member's responsibilities.
    - a. School district business above refers to the management operations of the school district and does not refer to activities that benefit students and are part of the instructional program. Pursuant to N.J.A.C. 6A:23A-5.8(b)4, all reasonable expenditures related to school district employees that are essential to the conduct of a student activity are permitted.
  6. Regular meetings, special meetings, and work sessions of the Board of Education shall be limited to light meals and refreshments for all Board members.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 24 of 28

- a. The meals may be served to employees who are required to attend the event and if it is impractical for the employee to commute to and from his or her residence between the end of the work day and the beginning of the event, or if the employee is required to remain at the school district to prepare for the event.
  - b. The school district shall acquire the light meals and refreshments by the solicitation of quotes, if required pursuant to N.J.S.A. 18A:18A-1 et seq.
  - c. If the school district's food service program can prepare comparable meals at a lower cost, the food service program shall be used.
  - d. The average cost per meal shall not exceed \$10.
  - e. The school district shall purchase or prepare food that is sufficient to provide each district Board member, dignitary, non-employee speaker, or allowable staff member one meal. Meals should be carefully ordered to avoid excess. Unintended left over food should be donated to a charitable shelter or similar facility, if at all possible.
7. Reimbursement may be approved for allowable telephone and incidental travel expenses that are essential to transacting official business.
- a. Charges for telephone calls on official business may be allowed. The voucher shall show the dates on which such calls were made, the points between which each call was made, and the cost per call.
  - b. Employees and Board members using their personally owned telephone for business may request reimbursement, less Federal Communications Tax. Calls for business are tax exempt and the telephone company will make allowances for the tax if the employee or Board member certifies to the telephone company when paying bills for personally owned phones that said calls were business calls.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 25 of 28

- c. Incidental expenses, defined as "non-meal tips" by the State travel regulations, when necessarily incurred by the traveler in connection with the transaction of official business, may be submitted for reimbursement only when the necessity and nature of the expense are clearly and fully explained on the travel voucher and the voucher is approved. Travel vouchers shall be supported by receipts showing the quantity and unit price.

## L. Records and Supporting Documents (N.J.A.C. 6A:23A-7.13)

1. All persons authorized to travel on business shall keep a memorandum of expenditures chargeable to the school district, noting each item at the time and date the expense is incurred.
2. The travel voucher shall be completed by the employee or Board member to document the details of the travel event. The travel voucher shall be signed by the employee or Board member to certify the validity of the charges for which reimbursement is sought. The form also shall bear the signatures of approval officials for processing.
3. Sufficient documentation shall be maintained centrally by the school district to support payment and approval of the travel voucher.
4. In addition to the documentation required for reimbursement, each person authorized to travel shall submit a brief report that includes the primary purpose for the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district. This report shall be submitted prior to receiving reimbursement.
5. Documentation for requests for travel reimbursement shall show:
  - a. The date(s) and individual points of travel, number of miles traveled between such points, and kind of conveyance used;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 26 of 28

- b. If the distance traveled between individual points is greater than the usual route between the points, the reason for the greater distance shall be stated;
- c. The hours of the normal work day and actual hours worked shall be shown when requesting meal reimbursement for non-overnight travel;
- d. Original receipts shall be required for all reimbursable expenses, except for meals that qualify for per diem allowances and for parking meters;
- e. Actual vendor receipts for personal credit card charges shall be attached to reimbursement requests. Credit card statements shall not be accepted as documentation of expenses;
- f. Personal charges on a hotel bill shall be deducted and shown on the bill;
- g. When lodging is shared jointly, the fact shall be stated on the travel voucher;
- h. Where travel is not by the most economical, usually traveled route, the employee or Board member reimbursement request shall set forth the details of the route, the expenses actually incurred, the hour of departure, the hour of arrival, and an explanation for the use of costlier travel arrangements;
- i. When travel is authorized for the employee's or Board member's own automobile on a mileage basis, the points between which travel was made, and the distance traveled between each place shall be shown. A statement as to ownership of the auto or other conveyance used, as well as a certification that liability insurance is in effect, shall be documented;
- j. Reimbursement requests shall be supported by other receipts as required;
- k. The voucher shall be itemized; and

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 27 of 28

1. Reimbursement requests shall be rendered monthly when in excess of \$25. Travel for a single travel event shall be reported as soon as possible after the trip.
  6. All outstanding travel vouchers for the school year ending June 30 shall be submitted as soon as possible after June 30 regardless of amount, notwithstanding 5.l. above.
  7. Travel mileage reimbursement requests of the just-completed school year that are not submitted by July 30 or the date approved by the school district for the closing of books, whichever is earlier, for the just-completed school year shall not be approved or paid.
- M. Out-of-State and High-Cost Travel Events (N.J.A.C. 6A:23A-5.9)
1. Reimbursement for all in-State and out-of-State travel shall be made pursuant to N.J.S.A. 18A:11-12.
  2. Out-of-State travel events shall be limited to the fewest number of Board members or affected employees needed to acquire and present the content offered to all Board members or staff, as applicable, at the conclusion of the event. Lodging may be provided only if the event occurs on two or more consecutive days and if home-to-event commute exceeds fifty miles.
  3. When a travel event has a total cost that exceeds \$5,000, regardless of the number of attendees, or when more than five individuals from the school district are to attend a travel event out-of-State, the school district shall obtain prior written approval of the Executive County Superintendent.
    - a. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 28 of 28

4. For all employee and Board member travel events out of the country, regardless of cost or number of attendees, the school district shall obtain prior written approval of the Executive County Superintendent.
  - a. Such requests shall be supported by detailed justification.
  - b. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.
  - c. It is expected that approvals will be rare.

Adopted: May 26, 2009

Revised: January 11, 2010

Revised: April 12, 2010

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

BYLAWS

Page 1 of 3

Bylaws, Policies, and Regulations (M)

### 0131 BYLAWS, POLICIES, AND REGULATIONS

The Board of Education shall exercise its rule-making power by adopting, revising, and abolishing bylaws, policies, and regulations for the organization and operation of the school district.

“Regulations” for the purpose of this Bylaw are only those regulations that are required to be adopted by the Board.

#### Adoption, Amendment, and Abolishment

Bylaws, policies, and regulations may be adopted; and revised at any meeting of the Board, provided the proposed adoption; or revision has been approved by the Board at a previous meeting of the Board.

Bylaws, policies, or regulations may be abolished at any meeting of the Board provided the proposed abolishing of the proposed bylaw, policy, or regulation has been approved by the Board at a previous meeting of the Board.

The Board shall at its organization meeting or annually at a meeting of the Board and by a majority vote of those present and voting, readopt existing bylaws, policies, and regulations without prior notice.

The Board may, under emergency circumstances, suspend the operation of a bylaw, ~~or~~ policy, or regulation and adopt, revise, or abolish a bylaw, policy, or regulation without prior notice. The emergency adoption, revision, or abolishment of a bylaw, policy, or regulation shall terminate at the next meeting of the Board or at such earlier date as may be specified by the Board unless further acted upon by the Board in accordance with this Bylaw.

The adoption, revision, abolishment, or suspension of a bylaw, policy, or regulation shall be recorded in the minutes of the Board. Any bylaw, policy, or regulation or part of a bylaw, policy, or regulation that is superseded by a term in a negotiated agreement or by a subsequently adopted



# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

BYLAWS

Page 2 of 3

Bylaws, Policies, and Regulations (M)

bylaw, policy, or regulation shall no longer be in force and effect as a bylaw, policy, or regulation and shall be abolished by the Board in accordance with this Bylaw.

### Promulgation and Distribution

The manual of bylaws, policies, and regulations shall be maintained. A copy of the manual of bylaws, policies, and regulations shall be available and accessible to each Board member, the Superintendent, the School Business Administrator/Board Secretary, the Board Attorney, each Building Principal, and other individuals designated by the Superintendent.

The Superintendent shall institute a plan for the orderly promulgation of policies to staff members who are affected by them and shall provide staff members with access to an up-to-date manual of Board bylaws, policies, and regulations.

The manual of bylaws, policies, and regulations shall be considered a public record open to inspection in the Business Office. The manual retained by the Business Office shall be considered the master copy of the manual. The policies and regulations are also posted on the district website.

### Consideration of Bylaws, Policies, and Regulations

Bylaws, policies, and regulations will be considered for adoption by the Board in accordance with the following procedure:

1. A recommendation for a new or revised bylaw, policy, or regulation shall be recommended to the Board and/or Superintendent.
2. A recommendation for a new or revised bylaw, policy, or regulation may be referred, at the discretion of the Board President and as appropriate to the subject, to the Superintendent, a Board committee, or a public advisory committee for study and formulation of a recommendation to the Board. Any study of a new or revised recommended bylaw, policy, or regulation

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

BYLAWS

Page 3 of 3

Bylaws, Policies, and Regulations (M)

will consider whether the matter is adequately addressed in existing Board bylaw, policy, or regulation;

3. If a recommendation for a new or revised bylaw, ~~or~~ policy, or regulation results from referral for study, a proposed draft will be referred to the Superintendent and at the discretion of the Board President and as appropriate to the subject, to a Board committee.
4. All proposed new and revised bylaws, policies, and regulations shall be submitted to the Superintendent. The Superintendent or designee will review all new and revised draft bylaws, policies, and regulations prior to the Board receiving a draft of new or revised bylaws, policies, or regulations for Board consideration;
5. The proposed draft bylaw, policy, or regulation approved by the Board on first reading; will be submitted for adoption at a succeeding meeting of the Board. Revisions in the draft may be made at any meeting prior to adoption by a simple majority vote of the Board. A revision at any succeeding meeting that alters the substantive meaning of the draft will constitute a new first reading, and the draft must be presented for adoption at a succeeding Board meeting. A change that is merely editorial may be followed by a vote to adopt the new or revised bylaw, policy, or regulation on second reading.

N.J.S.A. 18A:11-1

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

PROGRAM

Page 1 of 3

Career and Technical Education (M)

### 2421 CAREER AND TECHNICAL EDUCATION

The Board of Education believes a program(s) of career and technical education is important to the educational development of its students. The New Jersey system of career and technical education has as its purpose to:

1. Support developmental career education designed to provide students opportunities to enhance career awareness, exploration, preparation, and decision-making skills necessary for success in the workplace;
2. Provide secondary and postsecondary students with career and technical education programs and programs of study in Department-recognized Career Clusters in accordance with N.J.A.C. 6A:19-1.1(a)2.;
3. Support a comprehensive K-12 career education and counseling system; and
4. Support the workforce development system by helping to ensure quality postsecondary educational opportunities for adult students.

The Board provides a program of career and technical education with students guaranteed the right to apply and, if accepted, to attend a county vocational school district. The district shall provide a county vocational school district and its designated representative(s) with reasonable opportunity, during school hours, to present information about the county vocational school district's programs to all students, grades Kindergarten through twelve in the schools of the district in accordance with N.J.A.C.

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

PROGRAM

Page 2 of 3

Career and Technical Education (M)

6A:19-2.3(d). The Board of Education may not in any manner inhibit student access to such information.

In addition, the district has established local career and technical programs and programs of study approved pursuant to N.J.A.C. 6A:19-3.1 as part of a separate career and technical high school or as part of a comprehensive high school curriculum in accordance with the provisions of N.J.A.C. 6A:19 2.1(e). These programs shall be approved by the Commissioner of Education.

Admission to the district's career and technical education programs will be open to regularly enrolled students in grades 9 through 12 on the basis of their potential for achieving the occupational or other objective of such instruction.

All students participating in career and technical education programs within this district or in shared-time career and technical programs are considered to be regularly enrolled in the schools of this district and are subject to the policies and rules of this Board. The district shall establish admission requirements that include equity and access for all populations, including special populations and special education students. No student shall be denied admission or participation in any career and technical education programs due to race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, socioeconomic status, or disability.

Students may be permitted to enroll in programs of vocational instruction offered by a county vocational school district outside the county only as required in the provisions of N.J.A.C. 6A:19-2.3(a)2.

The district will comply with the general program requirements for career and technical education as defined in N.J.A.C. 6A:19-3.1. Students participating in part-time school and part-time employment career and technical programs will not be exploited, illegally employed, or employed under conditions that fail to safeguard the student's health and interest. These students shall receive wages commensurate with wages paid to other employees for similar work and shall be protected by provisions of the Worker's Compensation Act and any other acts of the State pertaining to such training and employment. The school district will comply with all safety and health standards

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

PROGRAM

Page 3 of 3

Career and Technical Education (M)

contained in N.J.A.C. 6A:19-6.1 for career and technical education programs, programs of study, and structured learning experiences.

Career and technical education programs offered by the school district shall comply with the provisions of N.J.S.A. 18A:54 and N.J.A.C. 6A:19.

The Superintendent shall seek and utilize all available Federal, State, and private sources of revenue for the financial support of career and technical education programs in the district.

N.J.S.A. 18A:35-4.2; 18A:38-15; 18A:54

N.J.A.C. 6A:19

Adopted: August 20, 2007

Revised:

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 1 of 1  
Assignment of Extra Duties (M)

### 3134 ASSIGNMENT OF EXTRA DUTIES

The professional responsibilities of teaching staff members include such extra duties as may be assigned by the Superintendent or designee. The Superintendent or designee will, in accordance with the Board of Education's managerial prerogative, assign teaching staff members to extra duties.

All aspects of assignment to, retention in, dismissal from, and any terms and conditions of employment concerning extra-curricular activities shall be deemed mandatory subjects for collective negotiations in accordance with the provisions of N.J.S.A. 34:13A-23.

Performance in any extra duties may be considered in a teaching staff member's evaluation.

N.J.S.A. 18A:27-4

N.J.S.A. 34:13A-23

Approved: August 20, 2007

Revised:

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 1 of 3

### 3142 Nonrenewal of Nontenured Teaching Staff Member

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

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

On or before May 15 of each year, each nontenured teaching staff member continuously employed by a Board of Education since the preceding September 30 shall receive a written notice from the Superintendent that such employment will not be offered if the Superintendent recommends the nontenured teaching staff member not be renewed. The Superintendent shall notify each nontenured teaching staff member to whom reemployment will not be offered of

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 2 of 3

such nonrenewal in writing on or before May 15. Any nontenured teaching staff member receiving who received written notice that a teaching contract for the succeeding school year will not be offered may, within fifteen calendar days of receiving such notification thereafter, request in writing a statement of the reasons for nonrenewal such non-employment which shall be given to the nontenured staff member in writing within thirty calendar days after the receipt of such request. The Superintendent will provide a written statement of reasons within thirty days after the receipt of any such request.

Whenever the nontenured teaching staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured teaching staff member may request in writing shall have the right to an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured teaching staff member's receipt of the Board's statement of reasons. The informal appearance shall be scheduled within thirty calendar days from the nontenured teaching staff member's receipt of the Board's statement of reasons to permit the staff member an opportunity to convince the members of the Board to offer reemployment. The staff member must request the appearance before the Board within ten calendar days of the nontenured teaching staff member's receipt of the statement of reasons. The informal appearance before the Board shall be held in accordance with the provisions of N.J.A.C. 6A:10-8.1.

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

N.J.S.A. 18A:27-3.1; 18A:27-3.2; 18A:27-4.1; 18A:27-10 et seq.

N.J.A.C. 6A:10-98.1



# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 3 of 3

Adopted: May 26, 2009

Revised & Adopted: January 11, 2010

Revised & Adopted: April 12, 2010

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3142 / Page 1 of 5

## R 3142 Nonrenewal of Nontenured Teaching Staff Member

### A. Evaluations

1. Each nontenured teaching staff member shall be evaluated in strict compliance with N.J.S.A. 18A:27-3.1, N.J.A.C. 6A:10-1.1 et seq., and the policies and procedures of this district.

### B. Nonrenewal Recommendation

1. When a nontenured teaching staff member's performance does not meet the standards of the school district, employment will not be offered to the nontenured teaching staff member for the succeeding school year.
2. On or before May 15 of each year, each nontenured teaching staff member continuously employed by a Board of Education since the preceding September 30 shall receive a written notice from the Superintendent that such employment will not be offered if the Superintendent recommends the nontenured teaching staff member not be renewed.
3. A recommendation by the Superintendent to not renew a nontenured teaching staff member's contract for the succeeding school year may be based upon the nontenured teaching staff member's observations, evaluations, job performance, or any factor affecting his/her employment in the school district.
4. A nontenured teaching staff member employment contract can be renewed only upon the Superintendent's recommendation and a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3142 / Page 2 of 5

## C. Nonrenewal Action

1. Prior to notifying the nontenured teaching staff member of the nonrenewal, the Superintendent shall notify the Board of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board members of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation in a written notice to the Board prior to May 15 or in the alternative, in executive session. If notification is provided to the Board in executive session, the Superintendent and the Board will meet in executive session prior to May 15 to review the Superintendent's recommendation(s).
  - a. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those nontenured teaching staff members whose possible nonrenewal will be discussed at the meeting. If any such nontenured teaching staff member requests the discussion take place in public, the recommendation for his/her nonrenewal will be severed from any other nonrenewal recommendation(s) and will be scheduled for discussion at a public meeting prior to May 15.
2. A nontenured teaching staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board of Education vote is not required on the Superintendent's recommendation(s) to not renew a nontenured teaching staff member's contract.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3142 / Page 3 of 5

D. Notice of Nonrenewal

1. The nonrenewal notice shall be provided to the nontenured teaching staff member not recommended for renewal by the Superintendent on or before May 15. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the nontenured teaching staff member's address of record.

E. Request for Statement of Reasons

1. Any nontenured teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing, a statement of the reasons for such non-employment which shall be given to the nontenured teaching staff member in writing within thirty calendar days after the receipt of such request.
2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the nontenured teaching staff member's observations and evaluations and the nontenured teaching staff member has been given a copy of those observations and evaluations, the statement of reasons may incorporate the observations and evaluations by reference.
3. The written statement of reasons will be prepared by the Superintendent.

F. Nonrenewal Appearance

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3142 / Page 4 of 5

1. Whenever the nontenured teaching staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured teaching staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured teaching staff member's receipt of the Board's statement of reasons.
2. The informal appearance shall be scheduled within thirty calendar days from the nontenured teaching staff member's receipt of the Board's statement of reasons.
3. The Board will exercise discretion in determining a reasonable length of time for the proceeding, depending upon each instance's specific circumstances.
4. The proceeding of an informal appearance before the Board may be conducted in executive session pursuant to N.J.S.A. 10:4-12(b)(8). If conducted in executive session notice must be given in accordance with N.J.S.A. 10:4-13.
5. The Board shall provide the nontenured teaching staff member adequate written notice regarding the date and time of the informal appearance.
6. The nontenured teaching staff member's appearance before the Board shall not be an adversary proceeding. The purpose of the appearance shall be to provide the nontenured teaching staff member the opportunity to convince Board of Education members to offer reemployment.
7. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board presiding.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3142 / Page 5 of 5

8. The nontenured teaching staff member may be represented by an attorney or by one individual of his/her choosing. The nontenured teaching staff member may present, on his or her behalf, witnesses who do not need to present testimony under oath and shall not be cross-examined by the Board. Witnesses shall be called one at a time into the meeting to address the Board and shall be excused from the meeting after making their statements.

## G. Final Determination

1. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured teaching staff member. However, after an informal appearance before the Board, the Superintendent may make a recommendation for reemployment of the nontenured teaching staff member to the voting members of the Board. If the Superintendent recommends the nontenured teaching staff member for reemployment, the voting members of the Board must, by a majority vote of the full Board at a public session, approve or not approve the Superintendent's recommendation for reemployment.
2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured teaching staff member reemployment after the informal appearance before the Board.
3. Within three working days following the informal appearance, the Board shall notify the affected nontenured teaching staff member, in writing, of its final determination. The Board may delegate notification of its final determination to the Superintendent or Board Secretary.

Adopted: August 20, 2007

Status: 2nd Reading and Adoption, BOE Meeting, July 12, 2021

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 1 of 3  
Evaluation of Teachers

### 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.

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 performance reports and all information collected, compiled, and/or maintained by employees for the purpose 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 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 all teachers which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 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 may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 2 of 3  
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 and N.J.S.A. 18A:27-3.1. 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.S.A. 18A:27-3.1

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



# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 3 of 3  
Evaluation of Teachers

Adopted: September 17, 2007

Revised: May 26, 2009

Revised: January 22, 2014

Revised:

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 1 of 29

## 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 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 2 of 29

“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.

“Corrective Action Plan” means a written plan developed by the designated supervisor 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. The scores from the teacher practice instrument are components of the teacher’s evaluation rubric and the scores are included in the summative evaluation rating for the individual. The scores from educator practice instruments may be applied to the teacher’s summative evaluation rating in a manner determined by the school district.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 3 of 29

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description and professional standards and 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 instrument, 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.

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

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

“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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 4 of 29

“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 teachers and 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-12.

“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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 5 of 29

“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

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 Annual Performance Reports – N.J.A.C. 6A:10-1.4

All information contained in 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 6 of 29

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

1. The Board of Education shall annually adopt evaluation rubrics for teachers. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.
2. The evaluation rubrics for teachers shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 (P.L. 2012, c. 26, § 17c).
3. Evaluation rubrics shall be submitted to the Commissioner by August 1 for approval by August 15 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 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,

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 7 of 29

upon receipt, promptly distributed or otherwise made available to teachers who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to teachers 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;
- 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



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 8 of 29

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 instrument:
  - 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 instrument;
  
  - b. Annually provide updates and refresher training for supervisors who 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;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 9 of 29

- c. 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 school year.
  - (1) Co-observers shall use the co-observation to promote accuracy and consistency in scoring.
  - (2) A co-observation may count as one required observation for the purpose of evaluation pursuant to N.J.A.C. 6A:10-4.4, as long as the observer meets the requirements set forth in N.J.A.C. 6A:10-4.3 and 4.4, but the co-observation shall not count as two or more required observations. If a co-observation counts as one required observation, the score shall be determined by the teacher's designated supervisor.
- d. The Superintendent shall annually certify to the Department that all supervisors of teachers in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

## 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 10 of 29

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. A District Evaluation Advisory Committees is not required and the Board of Education shall have the discretion to establish a District Evaluation Advisory Committee.

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

1. The provisions outlined in Policy and Regulation 3221 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teachers.
2. Evaluation policies and procedures requiring the annual evaluation of all teachers shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
  - a. Roles and responsibilities for implementation of evaluation

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 11 of 29

- 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.;
  - 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;
  - f. The process for preparation of individual professional development plans; and
  - g. The process for preparation of an annual 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 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:

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 12 of 29

- 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:
    - (1) The educator'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
  - c. The preliminary annual 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 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 and components of the teacher's evaluation rubric; and

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 13 of 29

- c. The teacher's individual professional development plan or 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 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.
- 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, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teacher and 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. The corrective action plan shall be developed and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 14 of 29

- a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five teacher working days following the school district's receipt of the teacher's summative rating.
3. 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;
  - b. Include specific, demonstrable goals for improvement;
  - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
  - d. Include timelines for meeting the goal(s).
4. 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, 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 15 of 29

5. Progress toward the teacher's goals outlined in the corrective action plan:
  - a. Shall be documented in the teacher's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the teacher on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teacher's progress toward his or her corrective action plan goals; and
  - b. May be used as evidence in the teacher's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
6. 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.
7. 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. 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 teacher's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.
8. 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



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 16 of 29

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).

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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 17 of 29

- 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 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:

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 18 of 29

- (1) Oversee the mentoring of teachers according to N.J.A.C. 6A:9C-5.3(a)2. and support the implementation of the school district mentoring plan;
  - (2) Conduct evaluations of teachers pursuant to N.J.A.C. 6A:10-2.4 and 4.4;
  - (3) Ensure corrective action plans for teachers are created in accordance to N.J.A.C. 6A:10-2.5; and ensure 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-4.2.
- b. To conduct observations for the purpose of evaluation, the teacher member shall have:
- (1) Agreement of the majority representative;
  - (2) An appropriate supervisory certificate; and
  - (3) Approval of the Principal who supervises the teacher being observed.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 19 of 29

- c. The teacher member who participates in the evaluation process shall not serve concurrently as a mentor under N.J.A.C. 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:
  - 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 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 20 of 29

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.
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:

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 21 of 29

- 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), and based on growth and/or achievement.
    - (1) For teachers who teach subjects or grades not covered by the NJSLS, student growth objective(s) shall align to standards adopted or endorsed, as applicable, by the State Board.
2. The median student growth percentile shall be included in the annual summative rating of a teacher who:
- a. Teaches at least one course or group within a course that falls within a standardized-tested grade or subject. The Department shall maintain on its website a course listing of all standardized-tested grades and subjects for which student growth percentile can be calculated pursuant to 4. below;
  - b. Teaches the course or group within the course for at least sixty percent of the time from the beginning of the course to the day of the standardized assessment; and
  - c. Has at least twenty individual student growth percentile scores attributed to his or her name during the school year

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 22 of 29

of the evaluation. If a teacher does not have at least twenty individual student growth percentile scores in a given school year, the student growth percentile scores attributed to a teacher during the two school years prior to the evaluation year may be used in addition to the student growth percentile scores attributed to the teacher during the school year of the evaluation. Only student growth percentile scores from school 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.
5. Student growth objectives for teachers shall be developed and measured according to the following procedures:

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 23 of 29

- 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 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 year, or within twenty-five teacher 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.



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 24 of 29

Adjustments shall be recorded in the teacher's personnel file on or before February 15.

(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 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).

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 25 of 29

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 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 conference and any pre-observation conference(s) for observations of tenured teachers who are not on a corrective action plan may be conducted by 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 26 of 29

- e. A pre-observation 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. For all teachers, at least one of the required observations shall be announced and preceded by a pre-observation conference, and at least one of the required observations shall be unannounced. The Superintendent shall decide whether additional required observations are announced or unannounced, if applicable. The following additional requirements shall apply:
    - a. Each observation required for the purpose of evaluation shall be conducted for at least twenty minutes.
    - b. Nontenured teachers shall be observed at least three 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.
      - (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.
    - 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 27 of 29

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.
- d. Teachers on a corrective action plan shall receive, in accordance with N.J.A.C. 6A:10-2.5(h), one additional observation, including a post-observation conference.
- e. Upon receiving a final summative evaluation that necessitates a corrective action plan, in accordance with N.J.A.C. 6A:10-2.5(a), any remaining required observation(s) shall not be conducted until the corrective action plan has been finalized.
- f. A written or electronic observation report shall be signed by the supervisor who conducted the observation and post-observation and the teacher who was observed.
- g. 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 performance report.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 28 of 29

4. 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 year, he or she shall receive at least two observations to earn a teacher practice score.

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 four rating categories;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3221 / Page 29 of 29

- (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, 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.

Adopted: September 17, 2007

Revised: June 15, 2009

Revised: January 22, 2014

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS

Page 1 of 3

Evaluation of Teaching Staff Members, Excluding  
Teachers and Administrators

### 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.

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 performance reports and all information collected, compiled, and/or maintained by employees for the purpose 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 and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

### TEACHING STAFF MEMBERS

Page 2 of 3

#### Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

The Board shall annually adopt evaluation rubrics for all teaching staff members which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 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 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 may 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 and N.J.A.C. 6A:10-6.2. 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.



# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS

Page 3 of 3

Evaluation of Teaching Staff Members, Excluding  
Teachers and Administrators

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: September 17, 2007

Revised: June 23, 2008

Revised: January 22, 2014

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 1 of 15

## 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 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 2 of 15

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 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 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 3 of 15

“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.

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

“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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 4 of 15

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

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

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

“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

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 Annual Performance Reports – N.J.A.C. 6A:10-1.4

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 5 of 15

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

1. The Board of Education shall annually 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 August 1 for approval by August 15 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.;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 6 of 15

- 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 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 7 of 15

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.
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. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 8 of 15

thorough training for any supervisor who will evaluate teaching staff members for the first time. Training shall be provided on each component of the evaluated teaching staff member's evaluation rubric before the evaluation of a teaching staff member; and

- c. The Superintendent shall annually certify to the Department that all supervisors of teaching staff members in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

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. A District Evaluation Advisory Committees is not required and the Board of Education shall have the discretion to establish a District Evaluation Advisory Committee.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 9 of 15

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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 10 of 15

- f. The process for preparation of individual professional development plans; and
  - g. The process for preparation of an annual 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 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 the scores or evidence compiled using the teaching staff member's evaluation rubric, including, when applicable:
    - (1) The educator'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 teaching staff member toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
  - c. The preliminary annual 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 11 of 15

assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.

5. The annual 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 and components of the teaching staff member's evaluation rubric; and
    - c. The teaching staff member's individual professional development plan or 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.
  7. The Board of Education shall include all 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 12 of 15

corrective action plan shall be developed by the teaching staff member and 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. 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 by October 31 of the school year following the year of evaluation, except:
  - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a 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 within twenty-five teaching staff member working days following the school district's receipt of the teaching staff member's summative rating.
  
3. 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).

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 13 of 15

4. The teaching staff member's designated supervisor and the teaching staff member on a corrective action plan shall discuss the teaching staff member's progress toward the goals outlined in the corrective action plan during each required post-observation conference. The teaching staff member and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teaching staff member's progress, position, or role.
5. Progress toward the teaching staff member's goals outlined in the corrective action plan:
  - a. Shall be documented in the teaching staff member's personnel file and reviewed at the annual summary conference and the mid-year evaluation. 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
  - b. 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.
6. Responsibilities of the evaluated teaching staff member on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teaching staff member's designated supervisor.
7. The corrective action plan shall remain in effect until the teaching staff member receives his or her next summative evaluation rating.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 14 of 15

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

## I. Required Observations for Teaching Staff Members N.J.A.C. 6A:10-6.2

1. The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured teaching staff members, except teachers, Principals, Vice Principals, and Assistant Principals. Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:
  - a. Be at least twenty minutes in length;
  - b. Be followed within fifteen teaching staff member working days by a conference between the supervisor who made the observation and the nontenured teaching staff member;
  - c. Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and
  - 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3222 / Page 15 of 15

3. All nontenured teaching staff members shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1.
  - a. The required observations and evaluations for nontenured teaching staff members shall take place before April 30 each year. These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three observations and evaluations must have been completed prior to April 30.
  - b. The number of required observations and evaluations for nontenured teaching staff members may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year.
4. Evaluations for tenured teaching staff shall be completed prior to June 30.

Adopted:



# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS

Page 1 of 3

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

### 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.

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 performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS

Page 2 of 3

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

not limited to, digital 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.

The Board shall annually adopt evaluation rubrics for all administrators which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 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 may 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.

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS

Page 3 of 3

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

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: September 17, 2007

Revised: June 23, 2008

Revised: May 26, 2009

Revised: January 22, 2014

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 1 of 16

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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 2 of 16

“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 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 administrators other than Principals, Vice Principals, and Assistant Principals may be applied to the administrator’s summative evaluation rating in a manner determined by the school district.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 3 of 16

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description and professional standards and 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.

“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.

“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.

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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 4 of 16

“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 teachers and designated supervisors set for groups of students.

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

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

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

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 Annual Performance Reports – N.J.A.C. 6A:10-1.4

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 5 of 16

All information contained in 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 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 August 1 for approval by August 15 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:



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 6 of 16

- 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.
- 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 7 of 16

- 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.
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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 8 of 16

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. Annually provide updates and refresher training for supervisors who 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;
- c. The Superintendent shall annually certify to the Department that all supervisors of administrators in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

## 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 9 of 16

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. A District Evaluation Advisory Committee is not required and the Board of Education shall have the discretion to establish a District 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.;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 10 of 16

- c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Vice Principals, and Assistant Principals for calculating the median and school-wide student growth percentile;
    - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
    - e. Process for developing and scoring student growth objectives;
    - f. The process for preparation of individual professional development plans; and
    - g. The process for preparation of an annual performance report by the Superintendent or designated supervisor and an annual summary conference between the administrator and his or her designated supervisor.
3. The annual summary conference between designated supervisors and the administrator shall be held before the 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 administrator based upon the job description and the scores or evidence compiled using the administrator's evaluation rubric, including, when applicable:
    - (1) The educator's practice instrument; and

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 11 of 16

- (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
  - b. The progress of the administrator toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
  - c. The preliminary annual 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 performance report for the administrator shall be prepared by the 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 and components of the administrator's evaluation rubric; and
  - c. The administrator's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.
6. The administrator and the designated supervisor shall sign the report within five administrator working days of the review.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 12 of 16

7. The Board of Education shall include all 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. The corrective action plan shall be developed and the administrator and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
  - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the administrator and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five administrator

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 13 of 16

working days following the school district's receipt of the administrator's summative rating.

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



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 14 of 16

data and evidence to demonstrate the administrator's progress toward his or her corrective action plan goals; and

- b. 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.
6. 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 administrator's designated supervisor.
  7. 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;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 15 of 16

- 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.
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.
  - a. 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 16 of 16

- b. 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.
4. Evaluations for tenured administrators shall be completed prior to June 30.

Adopted: January 22, 2014

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 1 of 3

### 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.

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 performance reports and all information collected, compiled, and/or maintained by employees for the purpose 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 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 all Principals, Vice Principals, and Assistant Principals which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 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

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 2 of 3

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 may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

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

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

TEACHING STAFF  
MEMBERS  
Page 3 of 3

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: January 22, 2014

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 1 of 22

## 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 2 of 22

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



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 3 of 22

“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.

“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 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.

“Semester” means half of the school year.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 4 of 22

“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 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-12 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

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.

TEACHING STAFF MEMBERS  
R 3224/page 5 of 22  
Evaluation of Principals, Vice Principals,  
and Assistant Principals

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 5 of 22

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

All information contained in 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 August for approval by August 15 of each year.

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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 6 of 22

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:10-2 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.
  - 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, and 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),

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 7 of 22

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 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 8 of 22

including, when applicable, detailed descriptions of student achievement measures and all aspects of the principal practice instrument;

- b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate Principals, Vice Principals, or Assistant Principals for the first time. Training shall be provided on each component of the evaluated Principal's, Vice Principal's, or Assistant Principal's evaluation rubric before the evaluation of the Principal, Vice Principal, or Assistant Principal;
- c. The Superintendent shall annually certify to the Department that all supervisors of Principals, Vice Principals, and Assistant Principals in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

## 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 9 of 22

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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 10 of 22

- e. Process for developing and scoring student growth objectives;
  - f. The process for preparation of individual professional development plans; and
  - g. The process for preparation of an annual 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 designated supervisor and the Principal, Vice Principal, or Assistant Principal shall be held before the 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 the scores or evidence compiled using the evaluation rubric, including, when applicable:
    - (1) The educator's practice instrument; and
    - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
  - b. The progress of the Principal, Vice Principal, or Assistant Principal toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
  - c. The preliminary annual performance report.



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 11 of 22

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 performance report for the Principal, Vice Principal, or Assistant Principal shall be prepared by the 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 and components of the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric; and
  - c. The Principal's, Vice Principal's, or Assistant Principal's individual professional development plan or a corrective action plan from the evaluation year being reviewed in the report.
6. The Principal, Vice Principal, or Assistant Principal and the designated supervisor shall sign the report within five Principal, Vice Principal, and Assistant Principal working days of the review.
7. The Board of Education shall include all 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 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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 12 of 22

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 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. The corrective action plan shall be developed and the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
  - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor shall meet to discuss the corrective action plan within 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.
3. 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:

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 13 of 22

- a. Address areas in need of improvement identified in the principal evaluation rubric;
  - b. Include specific, demonstrable goals for improvement;
  - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
  - d. Include timelines for meeting the goal(s).
4. The 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 progress toward the goals outlined in the corrective action plan during each post-observation conference, when required by N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-5.4.
  5. Progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan:
    - a. Shall be documented in the Principal's, Vice Principal's, or Assistant Principal's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the Principal, Vice Principal, or Assistant Principal on a corrective action plan and 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
    - b. 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 14 of 22

6. 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 designated supervisor.
7. The Superintendent or his or her designee, and the Principal, as appropriate, shall conduct a mid-year evaluation of any Principal, Vice Principal, or Assistant Principal pursuant to N.J.S.A. 18A:6-121.c. The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum a conference to discuss progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.
8. 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.
9. The corrective action plan shall remain in effect until the Principal, Vice Principal, or Assistant Principal receives his or her next summative evaluation rating.
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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 15 of 22

## 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 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.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 16 of 22

- 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 no less than fifty percent of evaluation rubric rating.
    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:
      - 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 supervisor pursuant to N.J.A.C.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 17 of 22

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.
  - b. If the Vice Principal or Assistant Principal does not agree with the list of teachers linked to his or her name for the purposes of this measurement, the Principal shall make the final determination.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 18 of 22

5. Administrator goals for Principals, Vice Principals, or Assistant Principals shall be developed and measured according to the following procedures:
  - a. The 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 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 designated supervisor, each administrator goal. Each Vice Principal and Assistant Principal 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 his or her designated supervisor do not agree upon the administrator goal the Principal's, Vice Principal's, or Assistant Principal's 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 designated supervisor by October 31 of each school year, or within twenty-five Principal, Vice Principal, and Assistant Principal working days of the Principal's, Vice Principal's, or Assistant Principal's start date if he or she begins work after October 1.
  - d. The administrator goal score shall be approved by the 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.



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 19 of 22

## K. Principal Practice Component of Evaluation Rubric – N.J.A.C. 6A:10-5.3

1. Measures of principal practice shall include a measure determined through a Commissioner-approved principal practice instrument and may include a leadership measure determined through the Department-created leadership rubric.
2. Principal practice component rating shall be based on the measurement of the Principal's, Vice Principal's, or Assistant Principal's performance according to the school district's Commissioner-approved principal practice instrument. Observations pursuant to N.J.A.C. 6A:10-5.4 shall be used as one form of evidence for this measurement.
3. Leadership practice shall be determined by a score on a leadership rubric, which will assess the Principal's, Vice Principal's, or Assistant Principal's ability to improve student achievement and teaching staff member effectiveness through identified leader behaviors. The rubric will be posted on the Department's website and annually maintained.

## L. Principal, Vice Principal, and Assistant Principal Observations – N.J.A.C. 6A:10-5.4

1. The Superintendent or his or her designee, shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).
2. A Principal, or the Superintendent or his or her designee, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.
3. For the purpose of collecting data for the evaluation of a Principal, Vice Principal, or Assistant Principal, an observation, as described in N.J.S.A. 18A:6-119 and N.J.A.C. 6A:10-1.2, may include, but is not limited to: building

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 20 of 22

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 supervisor who is present at the observation shall conduct a post-observation conference with the Principal, Vice Principal, or Assistant Principal being observed. A post-observation conference shall occur no more than fifteen Principal, Vice Principal, or Assistant Principal working days following each observation.
  - b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the principal practice instrument and the Principal's, Vice Principal's, or Assistant Principal's individual professional development plan, collecting additional information needed for the evaluation, and offering areas to improve effectiveness.
  - c. With the consent of the observed Principal, Vice Principal, or Assistant Principal, post-observation conferences for individuals who are not on a corrective action plan may be conducted via written communication, including electronic communication.
  - d. One post-observation conference may be combined with the Principal's, Vice Principal's, or Assistant Principal's annual summary conference as long as it occurs within the required fifteen Principal, Vice Principal, or Assistant Principal working days following the observation.
  - e. A written or electronic observation report shall be signed by the supervisor who conducted the observation and post-observation and the Principal, Vice Principal, or Assistant Principal who was observed.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 21 of 22

f. The Principal, Vice Principal, or Assistant Principal shall submit his or her written objection(s) of the evaluation within ten Principal, Vice Principal, and Assistant Principal working days following the conference. The objection(s) shall be attached to each party's copy of the annual 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(h) for Principals, Vice Principals, and Assistant Principals who are on a corrective action plan.

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 2015 Professional Standards for Educational Leaders developed by the National Policy Board for Educational Administration (NPBEA) incorporated herein by reference;

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

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
TEACHING STAFF  
MEMBERS  
3224 / Page 22 of 22

- c. Rely on, to the extent possible, 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. Include descriptions of specific training and implementation details required for the instrument to be effective.

Adopted: January 22, 2014

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

### SUPPORT STAFF MEMBERS

Page 1 of 3

#### Nonrenewal of Nontenured Support Staff Member

#### 4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

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

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

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

Any nontenured support staff member receiving notice that a contract for the succeeding year will not be offered, may within fifteen calendar days, request in writing a statement of the

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

### SUPPORT STAFF MEMBERS

Page 2 of 3

#### Nonrenewal of Nontenured Support Staff Member

reasons for such nonemployment which shall be given to the nontenured support staff member in writing within thirty calendar days after the receipt of such request.

Whenever a nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured support staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured support staff member's receipt of the Board's statement of reasons. The informal appearance shall be scheduled within thirty calendar days from the nontenured support staff member's receipt of the Board's statement of reasons.

The Board is not required to offer reemployment or vote on reemployment after an informal appearance with a nontenured support staff member who was not recommended for reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured support staff member reemployment after the informal appearance before the Board. Within three working days following the informal appearance, the Board shall notify the affected nontenured support staff member, in writing, of its final determination.

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

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

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

### SUPPORT STAFF MEMBERS

Page 3 of 3

#### Nonrenewal of Nontenured Support Staff Member

N.J.S.A. 18A:27-3.2; 18A:27-4.1-

N.J.A.C. 6A:10-9.1

Adopted: April 14, 2014

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
SUPPORT STAFF  
MEMBERS  
4146 / Page 1 of 6

## R 4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

### A. Evaluations

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

### B. Nonrenewal Recommendation

1. When a nontenured support staff member's performance does not meet the standards of the school district, employment will not be offered to the nontenured support staff member-for the succeeding school year.
2. The nontenured support staff member shall be informed by the Superintendent of Schools, in writing, that employment for the next succeeding school year will not be offered. This written notice shall be provided to the nontenured support staff member in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.
3. A recommendation by the Superintendent to not renew the nontenured support staff member may be based upon the nontenured support staff member's evaluations, job performance, or any factor affecting his/her employment in the school district.



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
SUPPORT STAFF  
MEMBERS  
4146 / Page 2 of 6

4. A nontenured support staff member contract can ~~only~~ be renewed only upon the Superintendent's recommendation and a majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons.
  - A. Nonrenewal Action
    1. Prior to notifying the nontenured support staff member of the nonrenewal, the Superintendent shall notify the Board of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board members of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation in a written notice to the Board or in the alternative, in executive session. Using this option If notification is provided to the Board in executive session, the Superintendent and the Board will meet in executive session in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between parties.
      - a. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those nontenured support staff members whose possible nonrenewal will be discussed at the meeting. If any such nontenured support staff member requests the discussion take place in public, the recommendation for his/her nonrenewal will be severed from any other nonrenewal recommendation and will be scheduled for discussion at a public meeting.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
SUPPORT STAFF  
MEMBERS  
4146 / Page 3 of 6

2. The Superintendent will ensure the timelines for nonrenewal action are in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.
  3. A nontenured support staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board of Education vote is not required on the Superintendent's recommendation(s) to not renew a nontenured support staff member's contract.
- D. Notice of Nonrenewal
1. The nonrenewal notice shall be provided to the nontenured support staff member not recommended for renewal by the Superintendent in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the nontenured support staff member's address of record.
- E. Request for Statement of Reasons
1. Any nontenured support staff member receiving notice that a contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing a statement of the reasons for such nonemployment which shall be given to the nontenured support staff member in writing thirty calendar days after the receipt of such request.
  2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the nontenured support staff member's evaluations and the nontenured support staff member

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
SUPPORT STAFF  
MEMBERS  
4146 / Page 4 of 6

has been given a copy of those evaluations, the statement of reasons may incorporate the evaluations by reference.

3. The statement of reasons may be prepared by the Superintendent or the Board Secretary and shall be delivered to the nontenured support staff member who requested the statement of reasons within thirty calendar days after the receipt of the nontenured support staff member's request for the statement of reasons.

## F. Nonrenewal Appearance

1. Whenever the nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured support staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured support staff member's receipt of the Board's statement of reasons.
2. The informal appearance shall be scheduled within thirty calendar days from the nontenured support staff member's receipt of the Board's statement of reasons.
3. The Board will exercise discretion in determining a reasonable length of time for the proceeding depending upon each instance's specific circumstances.
4. The proceeding of an informal appearance before the Board may be conducted in executive session pursuant to N.J.A.C. 10:4-12(b)(8). If conducted in executive session notice must be given in accordance with N.J.S.A. 10:4-13.
5. The Board shall provide the nontenured support staff member adequate written notice regarding the date and time of the informal appearance.
6. The nontenured support staff member's appearance before the Board shall not be an adversary proceeding. The purpose of the appearance shall be to provide

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
SUPPORT STAFF  
MEMBERS  
4146 / Page 5 of 6

the nontenured support staff member the opportunity to convince Board of Education members to offer reemployment.

7. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board presiding.
8. The nontenured support staff member may be represented by an attorney or by one individual of his/her choosing. The nontenured support staff member may present, on his or her behalf, witnesses who do not need to present testimony under oath; and shall not be cross-examined by the Board. Witnesses shall be called one at a time into the meeting to address the Board and shall be excused from the meeting after making their statements.

## G. Final Determination

1. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured support staff member. However, after an informal appearance before the Board, the Superintendent may make a recommendation for reemployment of the nontenured support staff member to the voting members of the Board. If the Superintendent recommends the nontenured teaching staff member for reemployment, the voting members of the Board must, by a majority vote of the full Board at a public session, approve or not approve the reemployment.
2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured support staff member reemployment after the informal appearance before the Board.
3. Within three working days following the informal appearance, the Board shall notify the affected nontenured support staff member, in writing, of its final determination. The Board may delegate notification of its final determination to the Superintendent or Board Secretary.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
SUPPORT STAFF  
MEMBERS  
4146 / Page 6 of 6

Approved: April 14, 2014

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

STUDENTS

Page 1 of 2

Bridge Year Pilot Program

### 5460.02 BRIDGE YEAR PILOT PROGRAM (M)

The New Jersey Commissioner of Education has established a three-year "Bridge Year Pilot Program," under which each school district with a high school shall offer students in the graduating classes of 2021 and 2022 the opportunity to pursue a Bridge Year during the year immediately following their senior year of high school, in accordance with the provisions of P.L. 2020 c.41. The purpose of the Bridge Year Pilot Program shall be to provide participating students an additional year to address learning loss and missed opportunities in extracurricular activities, including spring sports programs, as a result of the public health state of emergency caused by the COVID-19 pandemic.

For the purpose of this Policy, "host high school" means the high school that a student, who pursues a Bridge Year pursuant to the provisions of P.L. 2020 c.41, attended as a junior in high school.

Under the Bridge Year Pilot Program, each high school in a school district shall designate a school staff member as a Bridge Year Liaison to serve as the school's central point of contact for students interested in pursuing a Bridge Year and for students participating in a Bridge Year. Nothing in P.L. 2020 c.41 shall be construed to require a school district to hire an individual to serve as a Bridge Year Liaison.

To be eligible to participate in the Bridge Year Pilot Program, a student shall be nineteen years of age or younger and shall not turn twenty years of age at any time during the Bridge Year, except that a classified student shall be eligible to participate if the student will turn twenty years of age during the Bridge Year due to services provided pursuant to the student's individualized education program. To participate in the Bridge Year Pilot Program, eligible students must notify their host high school's Bridge Year Liaison by February 15 of their senior year.

The Bridge Year Liaison shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student. To ensure ample time to plan for the implementation of

# POLICY

## SCHOOL DISTRICT OF THE CHATHAMS

STUDENTS

Page 2 of 2

Bridge Year Pilot Program

services outlined in the ILP, each Bridge Year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.

During the fall semester of the student's Bridge Year, the student shall take between nine and twelve credits at the host high school, the county college that serves the county of the host high school, or a combination thereof. During the spring semester of the student's Bridge Year, the student shall take between nine and twelve credits at the county college that serves the county of the host high school. During either semester of the Bridge Year, a student may also take up to three credits offered by a four-year institution of higher education at any high school in the State or at any other location to fulfill the student's credit requirement. At the conclusion of each semester of the Bridge Year, the host high school shall update the student's high school transcript to reflect any high school credits earned during the Bridge Year.

In the event that a student initially decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student's host high school shall release all final transcripts and other records as necessary and as may be requested. A student who decides not to continue the Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities pursuant to P.L. 2020 c.41.

The State Board of Education shall promulgate regulations pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B -1 et seq.), necessary to effectuate the provisions of P.L. 2020 c.41.

The Higher Education Student Assistance Authority shall promulgate regulations, pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B -1 et seq.), necessary to effectuate the provisions of subsection d. of section 2 of this Act.

P.L. 2020 c.41

Adopted:

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
5460.02  
STUDENTS  
Page 1 of 7

## R 5460.02 BRIDGE YEAR PILOT PROGRAM (M)

All public school districts, including charter and renaissance schools, that enroll high school students must offer all eligible students the opportunity to participate in the Bridge Year Pilot Program (P.L. 2020 c.41).

To participate in the Bridge Year Pilot Program, eligible students must notify their host high school's Bridge Year Liaison of their intent to participate by February 15 of their senior year.

### A. Bridge Year Liaison

1. To facilitate compliance with the requirements of the Bridge Year Pilot Program, each public high school in a school district shall designate a school staff member as a Bridge Year Liaison.
2. The school's Bridge Year Liaison shall serve as the school's point of contact for students interested in participating in the Bridge Year Pilot Program, facilitate planning of the Bridge Year students' academic services, and regularly communicate with the respective county college regarding students' academic progress.
3. Bridge Year Liaisons shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student.
4. The Bridge Year Liaison:
  - a. Shall collect and report attendance in accordance with the school district's policy for those students participating in classes not at the host high school



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
5460.02  
STUDENTS  
Page 2 of 7

consistent with N.J.A.C. 6A:16-7.6. Attendance for classes at the host high school shall be collected and recorded in the normal course;

- b. Must receive reports from the institution of higher education that a Bridge Year student attends at least quarterly. The reports must demonstrate, in a manner specified by the student's ILP, the student's academic progress and performance; and
- c. Shall ensure that at the conclusion of each semester of the Bridge Year, the student's high school transcript reflects any high school and college credits earned during the Bridge Year in accordance with Policy and Regulation 5460.02.

## B. Student Eligibility

1. To be eligible to participate in Bridge Year Pilot Program, a student must:
  - a. Be in the graduating classes of 2021 or 2022;
  - b. Meet all applicable high school graduation requirements by the end of their senior year of high school;
  - c. Be nineteen years old or younger during the entirety of the Bridge Year; a student that would turn twenty years old before the end of their Bridge Year is not eligible to participate;
    - (1) A student with disabilities is eligible to participate if the student will turn twenty years old during the Bridge Year due to services provided under the student's individualized education program (IEP); and
  - d. Maintain a grade point average of 2.0 during the Bridge Year.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
5460.02  
STUDENTS  
Page 3 of 7

2. Students with disabilities who receive special education and related services under the Individuals with Disabilities Education Act (IDEA) must be granted the opportunity to participate in a school district's Bridge Year Pilot Program in accordance with Federal and State special education requirements.
    - a. Regarding the Bridge Year's age requirements in B.1.c. above, school districts that have students with disabilities who have satisfied their State and local graduation requirements, but may need an extra year of services, and will not turn twenty-one years old before June 30, may receive services for another year as determined by the student's IEP team, which includes the student and the student's parent(s).
    - b. The school district's Bridge Year Liaison should collaborate with the student's IEP team as the services provided to students with disabilities should be focused on transition services. Services shall be delivered via the IEP.
- C. Academics
1. Individual Learning Plans (ILP)
    - a. Each Bridge Year student's academic and co-curricular goals for the Bridge Year shall be defined in an ILP. A student's ILP shall detail the activities and strategies for accomplishing these goals, including, but not limited to, counseling, academic support, coursework, and co-curricular or athletic participation. The New Jersey Department of Education (NJDOE) developed an ILP template for school districts, which will be available on the NJDOE's webpage.
      - (1) In developing a student's ILP, a school district should utilize the considerations outlined in Bridge Year Pilot Program (P.L. 2020 c.41) Implementation Guidance.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
5460.02  
STUDENTS  
Page 4 of 7

- b. To ensure ample time to plan for the implementation of services outlined in the ILP, each Bridge Year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.

## 2. Academic and Course Requirements

- a. Students participating in the Bridge Year Pilot Program shall meet the following academic and course requirements:
  - (1) During the fall semester, students shall take between nine and twelve credits at the host high school, county college in the county in which the host high school is located, or a combination thereof;
  - (2) During the spring semester, students shall take between nine and twelve credits at the county college in the county in which the host high school is located;
  - (3) During either semester, students may take up to three credits offered by a four-year institution of higher education at any high school in the State or any other location to fulfill the student's credit requirements described in C.2.a.(1) and (2) above;
  - (4) Students who pursue a Bridge Year and participate in a spring sport sanctioned by the New Jersey State Interscholastic Athletic Association (NJSIAA) shall enroll in less than twelve college credits, or otherwise be enrolled in a number of college credits as to not be considered a full-time college student, in each of the fall and spring semesters during the student's Bridge Year;
  - (5) During the Bridge Year, students do not need to participate in health, safety, and physical education as required by N.J.S.A. 18A:35-5, 7, and 8 (N.J.A.C. 6A:8-5.1(a)1.vi); and

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
5460.02  
STUDENTS  
Page 5 of 7

- (6) A Bridge Year student shall be considered a non-matriculated student of the respective county college.
    - b. School districts that do not operate on the basis of fall and spring semesters should meet the spirit of the academic and course requirements outlined in C.2.a. above and ensure that Bridge Year students meet their total credit requirements for the entirety of the Bridge Year Pilot Program.
3. Graduation
  - a. As stated in B.1.b. above, all students must meet all applicable high school graduation requirements by the end of their senior year of high school before participating in the Bridge Year Pilot Program.
  - b. The Bridge Year student may participate in the graduation ceremony at the end of his or her senior year or the end of his or her Bridge Year.
  - c. The student's diploma will be withheld and formal matriculation from high school will be deferred until completion of the Bridge Year Pilot Program.
    - (1) Participating students are only held to the graduation requirements of their senior year and are not required to meet the graduation requirements of their Bridge Year in order to receive their high school diploma.
      - (a) For example, 12<sup>th</sup> graders in the graduating class of 2021 – whose Bridge Year would take place during the 2021-2022 school year – will be held only to the graduation requirements applicable to the class of 2021, as modified pursuant to Executive Order 214 by the Governor of New Jersey, and not to the graduation requirements for the class of 2022.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
5460.02  
STUDENTS  
Page 6 of 7

- d. At the conclusion of each semester of the Bridge Year Pilot Program, the host high school shall update the student's high school transcript to reflect any high school credits earned during the Bridge Year.
- e. If a student decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student's host high school shall release all final transcripts and other records as necessary and as may be requested.

## D. Data Reporting

### 1. NJ SMART

- a. The NJDOE will add a new field in the NJ SMART SID Management to indicate whether 12<sup>th</sup> graders are planning to participate in the Bridge Year Pilot Program in the following year (beginning in the 2020-2021 school year) or whether a 12<sup>th</sup> grader is currently participating in a Bridge Year Pilot Program (beginning in the 2021-2022 school year).
- b. School districts will be required to begin entering this information for all 12<sup>th</sup> graders beginning with the June 2021 snapshot.

### 2. School and District Accountability

- a. Students participating in the Bridge Year Pilot Program will continue to be included in the accountability calculations for both Every Student Succeeds Act school accountability and New Jersey Quality Single Accountability Continuum (QSAC) district accountability during their Bridge Year.
  - (1) This would include graduation rate and chronic absenteeism calculations for both school and district accountability.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
5460.02  
STUDENTS  
Page 7 of 7

STUDENTS  
R 5460.02/page 7 of 7  
Bridge Year Pilot Program

- (2) Students participating in the Bridge Year Pilot Program will not count as graduates for graduation rate calculations until they receive a diploma at the end of the Bridge Year.

## E. Athletic Requirements

1. Students participating in the Bridge Year Pilot Program are eligible to participate in NJSIAA sanctioned sports at their host high school – and only at their host high school – during the spring season of their Bridge Year.
  - a. Bridge Year students are not eligible to participate in fall or winter sports during their Bridge Year.
2. Students must meet the eligibility requirements outlined by the NJSIAA.
3. A student who decides not to continue their Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities.
4. Bridge Year students participating in spring athletics are subject to the athletic code of conduct, and any other applicable codes, rules, or school district policies as other students participating in the spring sport.

Issued:

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 1 of 28

## R 6471 SCHOOL DISTRICT TRAVEL

### A. Definitions (N.J.S.A. 6A:23A-1.2)

1. For the purpose of this Policy, “travel expenditures” means those costs paid by the school district using local, State, or Federal funds, whether directly by the school district or by employee reimbursement, for travel by school district employees and district Board of Education members, to the following five types of travel events:
  - a. Training and seminars – means all regularly scheduled, formal residential or non-residential training functions conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;
  - b. Conventions and conferences – means general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some training may take place at such events;
  - c. School district sponsored events – means conferences, conventions, receptions, or special meetings, where the school plans, develops, implements, and coordinates the event and is the event’s primary financial backer. School district employees are actively involved in working the event and other employees may attend as participants;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 2 of 28

- d. Regular school district business travel – means all regular official business travel, including attendance at meetings, conferences, and any other gatherings which are not covered by the definitions included in a., b., and c. above. Regular school district business travel also includes attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge and regularly scheduled in-State professional development activities with a registration fee that does not exceed \$150 per employee or district Board member. The \$150 limit per employee or district Board member may be adjusted by inflation; and
- e. Retreats – means meetings with school district employees and school Board members, held away from the normal work environment at which organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event.

## B. Maximum Travel Budget (N.J.A.C. 6A:23A-7.3)

- 1. Annually in the prebudget year, the Board of Education shall establish by resolution a maximum travel expenditure amount for the budget year, which the school district shall not exceed. The resolution shall also include the maximum amount established for the prebudget year and the amount spent to date.
  - a. The maximum school district travel expenditure amount shall include all travel supported by local and State funds.
  - b. The Board may exclude travel expenditures supported by Federal funds from the maximum travel expenditure amount.
    - (1) If Federal funds are excluded from the established maximum amount, the Board shall include in the resolution the total amount of travel supported by Federal funds from the prior year, prebudget year, and projected for the budget year.



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 3 of 28

- c. Exclusion of Federal funds from the annual maximum travel budget shall not exempt such travel from the requirements applicable to State and local funds.
  2. The Board of Education may authorize an annual maximum amount per employee for regular business travel only for which Board of Education approval is not required.
    - a. The annual maximum shall not exceed \$1,500 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.
    - b. Regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 and in this Regulation shall include attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge. It also shall include regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150 per employee or Board member.
    - c. Regular school district business travel shall require approval of the Superintendent prior to obligating the school district to pay related expenses and prior to attendance at the travel event.
      - (1) The Superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely district Board of Education approval.
      - (2) The Superintendent shall establish, in writing, the internal levels of approval required prior to his or her approval of the travel event, as applicable.
- C. Travel Approval Procedures (N.J.A.C. 6A:23A-7.4)
  1. All travel requests for employees of the school district shall be submitted to the Superintendent or designee and approved in writing by the Superintendent and

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 4 of 28

approved by a majority of the Board of Education's full voting membership, except if the Board of Education has excluded regular business travel from prior approval in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.

- a. The Superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely Board approval.
- b. The Superintendent shall establish, in writing, the internal levels of preliminary approval required prior to the Superintendent's approval of the travel event, as applicable.
  - (1) The School Business Administrator/Board Secretary or designee shall review all travel requests either before or after the Superintendent's approval and prior to submission of the Board for approval to determine if the expenses as outlined in the request are in compliance with the requirements of N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, the current State travel payment guidelines established by the Department of the Treasury, and the current guidelines established by the Federal Office of Management and Budget.
    - (a) If any travel expenses requested are not in compliance with the guidelines outlined above, the School Business Administrator/Board Secretary or designee will return the request to be revised in accordance with the guidelines outlined above.
    - (b) The Superintendent may deny the request, approve the request conditioned upon the staff member assuming the financial responsibility for those travel expenses that are not in compliance with the guidelines, or may return the request to

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 5 of 28

the school staff member to be revised in accordance with the guidelines outlined above.

2. All travel requests for Board members shall require prior approval by a majority of the Board's full voting membership, except where the Board has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and 24.1.
3. The Board of Education may approve, at any time prior to the event, travel for multiple months as long as the approval detailed in Board of Education minutes itemizes the approval by event, total cost, and number of employees and/or Board members attending the event. General or blanket pre-approval shall not be authorized.
4. All travel requests shall receive prior approval of the Board of Education except if the Board has excluded from the requirements prior Board approval of any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.4(d). For the exclusion of prior Board approval to apply, the required travel event shall be detailed, with number of employee(s), Board member(s), and total cost in the applicable contract, grant, donation, statute, or Federal regulation.
  - a. This shall not include general grant guidelines or regulations that are permissive, but do not require the travel event, unless the specific travel event, number of employee(s), Board member(s), and total cost is detailed in the approved grant, donation, or other fund acceptance agreement.
  - b. This shall not include general contractual provisions in employment contracts for continuing education or professional development, except if the Board has included in its policy a maximum amount per employee for regular business travel that does not require prior Board of Education approval pursuant to N.J.A.C. 6A:23A-7.3.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 6 of 28

5. If occasional unforeseen situations arise wherein a travel request cannot obtain prior approval of the Board of Education, justification shall be included in the text of the travel request.
    - a. Such requests shall require prior written approval of the Superintendent or designee, and the Executive County Superintendent or designee.
    - b. The Board shall ratify the request at its next regularly scheduled meeting.
    - c. Travel to conferences, conventions, and symposiums shall not be considered emergencies and shall not be approved after the fact.
  6. Subsequent to pre-approval by a majority of the full voting membership of the Board of Education, reimbursement of prospective employee travel expense shall be pre-approved by the Executive County Superintendent.
- D. Required Documentation for Travel (N.J.A.C. 6A:23A-7.5)
1. The Board of Education requires the documentation listed in D.2. below to justify the number of employees attending an event and the benefits to be derived from their attendance;
  2. Neither the Superintendent or designee, nor the Board of Education shall approve a travel request unless it includes, at a minimum, the following information:
    - a. The name and date(s) of the event;
    - b. A list of Board members and/or employees to attend, either by name and title;
    - c. The estimated cost associated with travel;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 7 of 28

- d. A justification and brief statement that includes the primary purpose for the travel, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of the school district.
    - (1) For training events, the statement must include whether the training is for a certification required for continued employment, continuing education requirements, requirements of Federal or State law, or other purpose related to the programs and services currently being delivered or soon to be implemented in the school district; or related to school district operations;
  - e. The account number and funding source - Federal, State, private, or local; and
  - f. For annual events, the total attendance and cost for the previous year.
3. The school district shall maintain documentation on file that demonstrates compliance with the Board of Education's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.
- E. School Business Administrator/Board Secretary Responsibilities Regarding Accounting for Travel (N.J.A.C. 6A:23A-7.6)
- 1. The School Business Administrator/Board Secretary or designee shall prepare itemized travel budgets by function and object of expense for each cost center, department, or location maintained in the school district's accounting system, as applicable, as part of the preparation of and documentation for the annual school district budget.
    - a. The aggregate amount of all travel budgets shall not exceed the Board of Education approved maximum travel expenditure amount for the budget year as required by N.J.A.C. 6A:23A-7.3.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 8 of 28

2. The School Business Administrator/Board Secretary shall maintain separate accounting for school district travel expenditures, as necessary, to ensure compliance with the school district's maximum travel expenditure amount. The separate accounting tracking system may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with Policy and Regulation 6471 and N.J.A.C. 6A:23A-7, and shall be in a detailed format suitable for audit.
  3. The School Business Administrator/Board Secretary or designee shall review and approve the cost and supporting documentation required by N.J.A.C. 6A:23A-7 and submitted by the person(s) having incurred travel expense. The School Business Administrator shall not approve or issue payment of travel expenditures or reimbursement requests until all required documentation and information to support the payment has been submitted, and shall not approve any travel expenditure that, when added to already approved travel expenditures, would exceed the Board of Education approved maximum travel expenditure amount for the budget year.
  4. The School Business Administrator/Board Secretary shall be responsible for the adequacy of documentation of transactions processed by his or her staff and the retention of the documentation to permit audits of the records.
  5. A Board of Education employee, a Board member, or an organization shall not receive partial or full payment for travel and travel-related expenses in advance of the travel, pursuant to N.J.S.A. 18A:19-1 et seq. The payment of travel and travel-related expenses, including travel-related purchases for which a purchase order is not applicable, shall be made personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. N.J.A.C. 6A:23A-7.6, Policy 6471, and this Regulation do not preclude the school district from paying the vendor directly with the proper use of a purchase order (for example, for registration, airline tickets, hotel).
- F. Sanctions for Violations of Travel Requirements (N.J.A.C. 6A:23A-7.7)

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 9 of 28

1. A Board of Education that violates its established maximum travel expenditure, as set forth in N.J.A.C. 6A:23A-7.3, or that otherwise is not in compliance with N.J.A.C. 6A:23A-7 travel limitations, may be subject to sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and 24, including reduction of State aid in an amount equal to any excess expenditure pursuant to N.J.S.A. 18A:11-12 and 18A:7F-60.
2. The staff member designated as the final approval authority for travel who approves any travel request or reimbursement in violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.
3. An employee or Board member who violates the provisions of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.
4. In accordance with N.J.A.C. 6A:23A-7.7(d), there must be procedures to monitor compliance and application of the penalty, as outlined in N.J.A.C. 6A:23A-7.7, upon determination a violation has occurred after Board of Education payment of the event.
  - a. In addition to the annual audit test procedures to ensure compliance as required in N.J.A.C. 6A:23A-7.7(e) and F.5. below, the School Business Administrator/Board Secretary will designate a staff member to review travel payments that are being recommended to the Board for payment prior to Board approval and travel payments previously approved by the Board for payment and paid for any violations.
    - (1) In the event the annual audit test procedures or the review by the staff member designated by the School Business Administrator/Board Secretary determines a travel payment

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 10 of 28

recommended to the Board for payment or a travel payment previously approved by the Board and was paid in violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471, the school district auditor or the staff member designated by the School Business Administrator/Board Secretary shall inform the Superintendent of Schools of the violation in writing.

(2) The Superintendent shall determine if a violation of N.J.A.C. 6A:23A-7 requires a penalty in accordance with N.J.A.C. 6A:23A-7.7.

(3) If a violation is determined prior to payment or reimbursement of the travel event, the Superintendent may exclude application of any additional penalties.

5. The annual audit conducted pursuant to N.J.S.A. 18A:23-1 shall include test procedures to ensure compliance with the Board of Education's policy and travel limitations set forth in this section and N.J.S.A. 18A:11-12.

## G. Prohibitive Travel Reimbursements (N.J.A.C. 6A:23A-7.8)

1. The following types of expenditures are not eligible for reimbursement:

- a. Subsistence reimbursement for one-day trips, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12;
- b. Subsistence reimbursement for overnight travel within the State, except where authorized by the Commissioner in accordance with N.J.A.C. 6A:23A-7.11;
- c. Travel by Board members or employees whose duties are unrelated to the purpose of the travel event or who are not required to attend to meet continuing education requirements or to comply with law or regulation;



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 11 of 28

- d. Travel by spouses, civil union partners, domestic partners, immediate family members, and other relatives;
- e. Costs for employee attendance for coordinating other attendees' accommodations at the travel event;
- f. Lunch or refreshments for training sessions and retreats held within the school district, including in-service days and for employee participants traveling from other locations within the school district;
- g. Training to maintain a certification that is not required as a condition of employment (For example: CPE credits to maintain a CPA license if the employee is not required to be a CPA for continued school district employment);
- h. Charges for laundry, valet service, and entertainment;
- i. Limousine services and chauffeuring costs to, or during, the event;
- j. Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., unless absolutely necessary for the conduct of school district business. Justification shall accompany any request for car rentals. If approved, the most economical car rental is to be used, including the use of subcompacts and discounted and special rates. An example of the justified use of a car rental is when an employee is out of State, making inspections at various locations, and the use of public transportation is impracticable. When car rental is authorized, the employee shall not be issued an advance payment for the anticipated expense associated with the rental;
- k. Alcoholic beverages;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 12 of 28

- l. Entertainment costs, including amusement, diversion, social activities, and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);
- m. Gratuities or tips in excess of those permitted by Federal per diem rates;
- n. Reverse telephone charges or third party calls;
- o. Hospitality rooms;
- p. Souvenirs, memorabilia, promotional items, or gifts;
- q. Air fare without documentation of quotes from at least three airlines and/or on-line services; and
- r. Other travel expenditures that are unnecessary and/or excessive.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 13 of 28

## H. Travel Methods (N.J.A.C. 6A:23A-7.9)

1. For the purpose of section H. of this Regulation and N.J.A.C. 6A:23A-7.9, "transportation" means necessary official travel on railroads, airlines, shuttles, buses, taxicabs, rideshares, school district-owned or leased vehicles, and personal vehicles.
2. The purchase or payment of related transportation expenses shall be made by purchase order or personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. An actual invoice or receipt for each purchase or expense shall be submitted with a claim for reimbursement.
3. Pursuant to Office of Management and Budget (OMB) Travel Circulars and N.J.A.C. 6A:23A-7.1 et seq., the following travel methods requirements shall apply:
  - a. Air and rail tickets shall be purchased via the Internet, if possible, using airline or online travel services such as Travelocity, Expedia, or Hotwire.
  - b. Air travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
    - (1) The most economical air travel should be used, including the use of discounted and special rates.
    - (2) The following options should be considered when booking tickets:
      - (a) Connecting versus nonstop flights;
      - (b) Departing earlier or later compared to the preferred departure time;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 14 of 28

- (c) Utilizing alternative airports within a city, for example, Chicago, Illinois-Midway Airport versus O'Hare Airport;
  - (d) Utilizing alternative cities, for example, Newark versus Philadelphia;
  - (e) Utilizing "low cost" airlines; and
  - (f) Exploring alternate arrival and/or departure days.
- (3) No employee or Board member can earn benefits as a result of school district funded travel. Employees and Board members shall be prohibited from receiving "frequent flyer" or other benefits accruing from school district funded travel.
- (4) Airfare other than economy (that is, business or first class) shall not be fully reimbursed by the school district except when travel in such classes:
- (a) Is less expensive than economy;
  - (b) Avoids circuitous routings or excessive flight duration; or
  - (c) Would result in overall transportation cost savings.
- (5) All airfare other than economy and not covered by the above exceptions purchased by an employee or Board member shall be reimbursed only at the economy rate for the approved destination.
- (6) Cost estimates on travel requests and associated authorizations shall be consistent with current airline tariffs, with consideration of available special fares or discounts, for the requested destination.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 15 of 28

- (7) Airline tickets shall not be booked until all necessary approvals have been obtained.
  - (8) Additional expenses over and above the authorized travel request shall be considered only for factors outside the purchaser's control. The burden of proof shall be placed upon the purchaser and any additional expenses incurred without sufficient justification and documentation, as determined by the School Business Administrator/Board Secretary, shall not be reimbursed.
  - (9) Justification shall accompany requests for airline ticket reimbursement when purchased by employees or Board members contrary to H.3.b.(1) through (8) above. Sufficient justification shall be considered only for factors outside the purchaser's control. Noncompliant purchases without sufficient justification shall not be reimbursed.
- c. Rail travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
- (1) The most economical scheduling of rail travel shall be utilized, including excursion and government discounts, whenever applicable.
  - (2) The use of high-speed rail services, such as Acela, shall not be authorized.
  - (3) All rail travel shall be processed in the same manner as prescribed for air travel in H.3.b. above.
- d. Use of a school district-owned or -leased vehicle shall be the first means of ground transportation. Use of a personally owned vehicle on a mileage basis shall not be permitted for official business where a school district-owned or -leased vehicle is available.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 16 of 28

- (1) Mileage allowance in lieu of actual expenses of transportation shall be approved by the Board and allowed at the rate authorized by the annual State Appropriations Act, or a lesser rate at the Board's discretion for an employee or Board member traveling by his or her personally owned vehicle on official business.
  - (a) If any condition in an existing negotiated contract is in conflict with the OMB Travel Circulars, such as the mileage reimbursement rates, the provisions of the existing contract shall prevail.
- (2) Parking and toll charges shall be allowed in addition to mileage allowance.
- (3) Reimbursement for travel to points outside the State by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of public transportation.
- (4) In determining the relative costs of private and public transportation, all associated costs (that is, tolls, taxicabs, airport or station transfers, etc.) shall be considered.
- (5) All employees and Board members using privately owned cars in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The card shall be made available to the Superintendent or designee before authorization to use privately owned cars.
- (6) Employees and district Board members who are out-of-State residents shall provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 17 of 28

- e. School district-owned or -leased vehicles shall be utilized in accordance with N.J.A.C. 6A:23A-6.12.
- f. Necessary taxicab or rideshare charges shall be permitted. However, travel to and from airports, downtown areas, and between hotel and event site shall be confined to regularly scheduled shuttle service, whenever such service is complimentary or is less costly. If shuttle service is not available, taxicabs or rideshares may be used.
- g. Cruises shall not be permitted for travel events or transportation.

## I. Routing of Travel (N.J.A.C. 6A:23A-7.10)

- 1. Pursuant to State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars:
  - a. All travel shall follow the most direct, economical, and usually traveled route. Travel by other routes as a result of official necessity shall be eligible for payment or reimbursement only if satisfactorily established in advance of such travel.
  - b. If a person travels by indirect route for personal convenience, the extra expense shall be borne by the individual.
  - c. Reimbursement for expenses shall be based only on charges that do not exceed what would have been incurred by using the most direct, economical, and usually traveled route.

## J. Subsistence Allowance – Overnight Travel (N.J.A.C. 6A:23A-7.11)

- 1. Pursuant to the State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 18 of 28

in the OMB Travel Circulars, one-day trips that do not involve overnight lodging shall not be eligible for subsistence reimbursement, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12.

2. Pursuant to the OMB Travel Circulars, generally, overnight travel shall not be eligible for subsistence reimbursement if travel is within the State. Overnight travel is permitted if it is authorized pursuant to 3. below, or is a required component by the entity issuing a grant, donation, or other funding agreement with the school district. The specific required overnight in-State travel event shall be detailed in the final grant, donation, or other fund acceptance agreement along with the number of authorized travelers and total cost. All reimbursements shall be subject to N.J.A.C. 6A:23A-7 unless the funding acceptance agreement specifies otherwise.
3. Pursuant to the State travel regulations as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars, the Commissioner shall be authorized to grant waivers for overnight travel for Board members and school district employees to attend in-State conferences.
  - a. Such waivers will be granted in only extremely limited circumstances when the sponsoring organization can demonstrate the conference is broad and multi-disciplinary in scope, incorporates content offerings from numerous specialty areas, and includes important professional development opportunities and/or required training.
  - b. The sponsoring organization shall demonstrate the conference's content, structure, scheduling, and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging. When such waivers are granted, individual school districts or individuals shall not be required to submit waiver requests for attendance at these conferences.



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 19 of 28

- c. Sponsors of in-State conferences may submit to the Commissioner a request for a waiver of this prohibition by providing information regarding the conference as follows:
  - (1) The name and dates of the event;
  - (2) Justification for the length of the conference and the necessity to hold events for each day beyond the first day of the conference;
  - (3) Identification of all other conferences sponsored or co-sponsored by the organization (whether single or multi-day) in the previous year;
  - (4) A description of the target audience by position title and/or educational certificate and endorsement;
  - (5) Justification of the importance of the target audience attending the event;
  - (6) The cost of registration;
  - (7) A detailed list and description of any activities to be charged to the participants by the sponsor separate from the registration fee, such as luncheons, workshops, entertainment, etc., including:
    - (a) The cost of the activity;
    - (b) Whether participation is mandatory or voluntary; and
    - (c) The purpose such as social, guest speaker, working session, etc.
  - (8) A copy of agenda or program for the event;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 20 of 28

- (9) A brief statement that includes the primary purpose of the event, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of a school or school district;
  - (10) For training events, whether the training is needed for a certification required for continued employment, continuing education requirements, or requirements of Federal or State law; and
  - (11) For annual events, total attendance, and registration cost for the previous year.
4. If a waiver of the prohibition on overnight travel is granted pursuant to N.J.A.C. 6A:23A-7.11, it shall permit reimbursement for travel expenses only for individuals whose home-to-convention commute exceeds fifty miles.
5. Overnight travel within the State shall not be eligible for subsistence reimbursement if travel is on the day prior to the start of the conference. Reimbursement shall be prohibited for lodging prior to check-in time for the first day of the event or after check-out time on the last day of the event.
6. The United States General Services Administration publishes a schedule of Federal per diem rates in the Federal Register for approved overnight travel by the event location. The latest Federal per diem rates schedule for lodging, meals, and incidental expenses by location can be found at [www.gsa.gov](http://www.gsa.gov). The following restrictions apply to allowable per diem reimbursements:
  - a. Allowable per diem reimbursement for lodging, meals, and incidentals shall be actual reasonable costs, not to exceed the Federal per diem rates for the event location. Registration and conference fees are not subject to the Federal per diem rate caps. If the event location is not listed, the maximum per diem allowance shall be equal to the standard Continental United States (CONUS) per diem rates published by the General Services Administration for meals, incidental expenses, and lodging.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 21 of 28

- b. Pursuant to N.J.S.A. 18A:11-12.o., reimbursement for lodging expenses for overnight travel, out-of-State or in-State as authorized by the Commissioner, may exceed the Federal per diem rates if the hotel is the site of the convention, conference, seminar, or meeting and the going rate of the hotel is in excess of Federal per diem rates.
  - (1) If the hotel at the site of the current travel event is not available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate at the site of the current event.
  - (2) If there is no hotel at the site of the current travel event (for example, Atlantic City Convention Center), then reimbursement for lodging shall not exceed the Federal per diem rate.
- c. If the meal is not part of a one-sum fee for a travel event, reimbursement may be approved for the full cost of an official convention meal that the employee or Board member attends, when such meal is scheduled as an integral part of the convention or conference proceedings. Receipts shall be submitted to obtain reimbursement in such situations. The amount of the Federal per diem rate for the corresponding meal shall be deducted from that day's subsistence allowance.
- d. The allowance for a meal(s) or incidentals shall not be eligible for reimbursement when included and paid in the registration fee, the cost of lodging, or transportation charge.
- e. Receipts shall be required for all hotel and incidental expenses. Meal expenses under the Federal per diem allowance limits shall not require receipts pursuant to N.J.S.A. 18A:11-12.o.(3), unless required by the Board of Education.
- f. If the total per diem reimbursement is greater than the Federal per diem rates, the costs shall be considered excessive in the absence of substantial justification accompanying the travel voucher submitted by the employee

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 22 of 28

or district Board member. In such cases, receipts shall be submitted for all costs, including meals.

- g. Employees and Board members shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits or is more advantageous to the conduct of school district business.
- h. Actual subsistence expenses shall not be reimbursable if paid by the traveler to a member of his or her family, to another school district employee, or to a family member of another school district employee.

K. Meal Allowance – Special Conditions – and Allowable Incidental Travel Expenditures (N.J.A.C. 6A:23A-7.12)

- 1. Meals for in-State travel shall not be eligible for reimbursement except as expressly authorized within N.J.A.C. 6A:23A-7.
- 2. A meal allowance may be provided to employees or Board members in relation to one-day, out-of-State trips required for school business purposes that do not require an overnight stay. The reimbursement for breakfast, lunch, and/or dinner shall not exceed the amounts authorized in State travel regulations as published by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars.
- 3. Lunch for off-site training sessions may be authorized for an amount up to \$7 per person only when it is necessary that employees or Board members remain at a site other than their school district and there are no viable options for lunch at the off-site location.
  - a. Per N.J.S.A. 18A:11-12.a.(1)(d), employee and Board member retreats shall be held onsite unless there is no school district site available.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 23 of 28

- b. If lunch is included in a lump-sum registration fee for an off-site training session, the full amount is eligible for reimbursement, if reasonable. Providing lunch for on-site staff meetings and in-service days or for employees who come from other parts of the school district shall not be permitted. (See K.4. below.)
    - c. Refreshments for breaks may also be provided at training sessions held at a site other than the school district.
  4. Subsistence expenses for an employee or Board member shall not be allowed within the school district or within a radius of ten miles thereof, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12. Non-allowed expenses include, but are not limited to, meals and refreshments for on-site staff meetings and in-service days.
  5. Reimbursement may be approved for the cost of an official luncheon or dinner, up to \$10 and \$15, respectively, that an employee or Board member is authorized to attend, if the meal is scheduled as an integral part of an official proceeding or program related to school district business and the employee's or Board member's responsibilities.
    - a. School district business above refers to the management operations of the school district and does not refer to activities that benefit students and are part of the instructional program. Pursuant to N.J.A.C. 6A:23A-5.8(b)4, all reasonable expenditures related to school district employees that are essential to the conduct of a student activity are permitted.
  6. Regular meetings, special meetings, and work sessions of the Board of Education shall be limited to light meals and refreshments for all Board members.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 24 of 28

- a. The meals may be served to employees who are required to attend the event and if it is impractical for the employee to commute to and from his or her residence between the end of the work day and the beginning of the event, or if the employee is required to remain at the school district to prepare for the event.
  - b. The school district shall acquire the light meals and refreshments by the solicitation of quotes, if required pursuant to N.J.S.A. 18A:18A-1 et seq.
  - c. If the school district's food service program can prepare comparable meals at a lower cost, the food service program shall be used.
  - d. The average cost per meal shall not exceed \$10.
  - e. The school district shall purchase or prepare food that is sufficient to provide each district Board member, dignitary, non-employee speaker, or allowable staff member one meal. Meals should be carefully ordered to avoid excess. Unintended left over food should be donated to a charitable shelter or similar facility, if at all possible.
7. Reimbursement may be approved for allowable telephone and incidental travel expenses that are essential to transacting official business.
- a. Charges for telephone calls on official business may be allowed. The voucher shall show the dates on which such calls were made, the points between which each call was made, and the cost per call.
  - b. Employees and Board members using their personally owned telephone for business may request reimbursement, less Federal Communications Tax. Calls for business are tax exempt and the telephone company will make allowances for the tax if the employee or Board member certifies to the telephone company when paying bills for personally owned phones that said calls were business calls.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 25 of 28

- c. Incidental expenses, defined as "non-meal tips" by the State travel regulations, when necessarily incurred by the traveler in connection with the transaction of official business, may be submitted for reimbursement only when the necessity and nature of the expense are clearly and fully explained on the travel voucher and the voucher is approved. Travel vouchers shall be supported by receipts showing the quantity and unit price.

## L. Records and Supporting Documents (N.J.A.C. 6A:23A-7.13)

1. All persons authorized to travel on business shall keep a memorandum of expenditures chargeable to the school district, noting each item at the time and date the expense is incurred.
2. The travel voucher shall be completed by the employee or Board member to document the details of the travel event. The travel voucher shall be signed by the employee or Board member to certify the validity of the charges for which reimbursement is sought. The form also shall bear the signatures of approval officials for processing.
3. Sufficient documentation shall be maintained centrally by the school district to support payment and approval of the travel voucher.
4. In addition to the documentation required for reimbursement, each person authorized to travel shall submit a brief report that includes the primary purpose for the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district. This report shall be submitted prior to receiving reimbursement.
5. Documentation for requests for travel reimbursement shall show:
  - a. The date(s) and individual points of travel, number of miles traveled between such points, and kind of conveyance used;

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 26 of 28

- b. If the distance traveled between individual points is greater than the usual route between the points, the reason for the greater distance shall be stated;
- c. The hours of the normal work day and actual hours worked shall be shown when requesting meal reimbursement for non-overnight travel;
- d. Original receipts shall be required for all reimbursable expenses, except for meals that qualify for per diem allowances and for parking meters;
- e. Actual vendor receipts for personal credit card charges shall be attached to reimbursement requests. Credit card statements shall not be accepted as documentation of expenses;
- f. Personal charges on a hotel bill shall be deducted and shown on the bill;
- g. When lodging is shared jointly, the fact shall be stated on the travel voucher;
- h. Where travel is not by the most economical, usually traveled route, the employee or Board member reimbursement request shall set forth the details of the route, the expenses actually incurred, the hour of departure, the hour of arrival, and an explanation for the use of costlier travel arrangements;
- i. When travel is authorized for the employee's or Board member's own automobile on a mileage basis, the points between which travel was made, and the distance traveled between each place shall be shown. A statement as to ownership of the auto or other conveyance used, as well as a certification that liability insurance is in effect, shall be documented;
- j. Reimbursement requests shall be supported by other receipts as required;
- k. The voucher shall be itemized; and



# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 27 of 28

1. Reimbursement requests shall be rendered monthly when in excess of \$25. Travel for a single travel event shall be reported as soon as possible after the trip.
  6. All outstanding travel vouchers for the school year ending June 30 shall be submitted as soon as possible after June 30 regardless of amount, notwithstanding 5.l. above.
  7. Travel mileage reimbursement requests of the just-completed school year that are not submitted by July 30 or the date approved by the school district for the closing of books, whichever is earlier, for the just-completed school year shall not be approved or paid.
- M. Out-of-State and High-Cost Travel Events (N.J.A.C. 6A:23A-5.9)
1. Reimbursement for all in-State and out-of-State travel shall be made pursuant to N.J.S.A. 18A:11-12.
  2. Out-of-State travel events shall be limited to the fewest number of Board members or affected employees needed to acquire and present the content offered to all Board members or staff, as applicable, at the conclusion of the event. Lodging may be provided only if the event occurs on two or more consecutive days and if home-to-event commute exceeds fifty miles.
  3. When a travel event has a total cost that exceeds \$5,000, regardless of the number of attendees, or when more than five individuals from the school district are to attend a travel event out-of-State, the school district shall obtain prior written approval of the Executive County Superintendent.
    - a. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.

# REGULATION

SCHOOL DISTRICT  
OF THE CHATHAMS  
FINANCES  
6471 / Page 28 of 28

4. For all employee and Board member travel events out of the country, regardless of cost or number of attendees, the school district shall obtain prior written approval of the Executive County Superintendent.
  - a. Such requests shall be supported by detailed justification.
  - b. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.
  - c. It is expected that approvals will be rare.

Adopted: May 26, 2009

Revised: January 11, 2010

Revised: April 12, 2010