

BRADLEY BEACH BOARD OF EDUCATION
515 Brinley Avenue
Bradley Beach, NJ 07720

A G E N D A

Regular Meeting
August 17, 2021

I. Call To Order

II. Open Public Meetings Act

In accordance with the Open Public Meetings Act, notice of this meeting has been given to the designated newspapers, *The Asbury Park Press* and *the Coast Star*, and posted in the school in a place reserved for this kind of notice.

III. Flag Salute/Roll Call

IV. Discussion Items

V. Minutes:

Approval of Meeting Minutes

Resolved: That the Board approve the Minutes of:

Regular Meeting – July 20, 2021

Confidential Executive Session – July 20, 2021

MOTION: _____ SECOND: _____ VOTE: _____

VI. Superintendent's Report

Executive Session

A. Personnel

1. Resolved: That the Board accept the resignation of Marissa Raia in the position of English as a Second Language Teacher effective immediately. (Attachment VI-A.1)
2. Resolved: That the Board approve the appointment of Stephanie Soriano to the position of Elementary School Special Education Teacher, effective on September 1, 2021 through June 30, 2022, at MA Step 1-3, with a salary of \$56,535.00 as established by the collective agreement between the Bradley Beach Board of Education and the Bradley Beach Educational Association. [G]

Note: this resolution supersedes the June 22, 2021 resolution VI-A.9. \$56,535 will be funded with CRRSA-ESSER II, account code 20-483-100-101-00.

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3. Resolved: That the Board approve the appointment of the following substitute teachers for the 2021/2022 school year, at a rate of \$75.00 per day: [B]

- Aurilio, Alyssa
- Azzarella, Margaret
- Brown, Jennifer
- Catrambone, Mary Ann
- Ginnane, Anne Marie
- Guito, Frances
- Holcombe Procyson, Debora
- Mehos, Lisa
- Miklacki, Hilary
- Moir, Stephanie
- Mullooly, Erin
- O'Neill, Katelyn
- Rosenthal, Deborah

4. Resolved: That the Board approve the appointment of the following substitute nurses for the 2021/2022 school year, at a rate of \$105.00 per day: [B]

- Neiberlien, Lynn
- Printon, Kathleen
- Ruane, Eileen
- Ryder, Joanne

5. Resolved: That the Board approve the following Monmouth University Students for their Clinical Practice in the 2021/2022 school year:

- Emily Osterman with Heather Keith – Grade 1
- Brianna Paliotta with Amanda Silverstein – Grade 3

6. Resolved: That the Board approve Eileen Ruane as a Substitute School Nurse for the 2021 Bradley Beach Elementary Extended School Year Summer Program for 3.5 hours per day on an as needed basis from July 12, 2021, through August 12, 2021 at the rate of \$40.00 per hour. [B]

7. Resolved: That the Board approve the appointment of the following Cafeteria Aides for the 2021/2022 school year, at a rate of \$14.00 per hour. [B]

- Mary Theresa Abel
- Nancy Gerlach
- Carmen Torres

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8. Resolved: That the Board approve the attendance and the registration cost of the following staff members for engagement in the designated professional training: [G]

Staff Member	Date(s) of Event	Name/Title of Professional Training	Location	Cost
Amanda Fahy	Self-paced course	American School Counseling Training Anxiety & Stress Management	Online	\$99.00
Christina Boyle	9-15-21	Teaching & Assessing Multilingual Learners after a Difficult Year	Online	\$130.97
Alison Zylinski Sarah Seeley Dr. Wisniewski	8-30-21	Annual IRR & Recertification Training	Online	\$195.00 Per person Total: \$585.00

9. Resolved: That the Board approve the following educational service providers for the 2021/2022 school year: [B]

Provider	Address	Service	21/22 Cost
Sandra Fields Kuhn	West Long Branch Speech & Hearing Ctr 223 Monmouth Rd. West Long Branch NJ 07764	Auditory Testing & Reports	TAP (Central Auditory Processing Eval.) \$535 CAE (Hearing Eval.) \$275
Keelam Kharod Sell, MD	The Milestones Center 65 Mechanic Street Suite L3 Red Bank, NJ 07701 (new address)	Developmental Behavioral Pediatrician	\$575/Eval
Dr. Noah Gilson	Neurology Specialists of Mon County, NJ Suite 110 107 Monomouth Rd. West Long Branch, NJ 07764	Neurological Consultations & Reports	\$410/Eval.
Dr. Ankur Desai	Premium Psychiatry Svcs. Of Central Jersey, LLC 901 W Main St # 367 Freehold, NJ 07728	Psychiatric Evaluations & Reports	\$600/Eval.
The Learning Tree Multicultural/Multilingual Evaluation and Consulting, Inc.	18 Sheppard Place, Suite G Edison, NJ 08817 (908) 754-8593 Fax: 908-754-8597 learningtreenj@yahoo.com	Multicultural/Multilingual Evaluations and Consulting	All Spanish Evals: \$750 All Other Languages: \$800
Center for Neurological and Neurodevelopmental Health	3350 NJ-138 #117 Wall, NJ	Neurological Consultations & Reports	\$660/Neurological Eval. \$2,750 Neuropsychological Eval.
Dr. Alison Smoller	Developmental Pediatrics of Central Jersey 1806 Highway 35 South, Suite 107 Oakhurst, NJ 07755	Neurological Consultations & Reports	\$600/Eval.
Aida I. Piereria	60 Crine Road Colts Neck, NJ 07722 7324063361/7329462785 aidasp14@yahoo.com	Bilingual Speech Evaluations	\$575/Bilingual Eval. \$ 95 per hr/meetings \$125 per hr/consult

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Monica Peter	Bilingual Evaluation Services, LLC 732-693-3008	Bilingual Psychological Evaluation	\$495/Eval.
Marc Seidenstein	302 Wellington Pl Matawan, NJ 077	Bilingual LDTC	\$500/Eval.
MOESC Child Study Team Services	900 Hope Road Tinton Falls, NJ 07712	Social, Psychological Educational, Speech, and Occupational Evaluations	\$360/Eval. \$545/Bilingual Eval. \$345/Speech Eval. \$325/OT Eval.
Joan Bruno, Ph.D., CCC-SLP joanbruno@CTR-NJ.com	Communication Technology Resources LLC 200 Portland Road, A-20 Highlands, NJ 07732 732-737-4298 joanbruno@CTR-NJ.com www.CTR-NJ.com www.gatewaytolanguageandlearning.com	Communication Device Assessments and Consultation	\$550 for two hr. eval. \$ 35 per 1/2 hour of travel \$120/hr. consult fee
Acelero Learning Monmouth/Middlesex Co., Inc.	310 Augusta Street South Amboy, NJ 08879	Master Teacher Consulting	\$500/month

MOTION: _____ SECOND: _____ VOTE: _____

B. Policy

1. Resolved: That the Board approve the following Policies and Regulations for a second reading: (Attachment VI-B.1)

Policy/Regulation Number	Policy/Regulation Title
P 0131	Bylaws, Policies, and Regulations (Revised)
P 1649	Federal Families First Coronavirus (COVID-19) Response Act (M) (Abolished)
P 2421	Career and Technical Education (Revised)
R 2421	Vocational – Technical Education (Abolished)
P 3132	Assignment of Extra Duties (Revised)
P&R 3142	Nonrenewal of Nontenured Teaching Staff Member (Revised)
P&R 3221	Evaluation of Teachers (M) (Revised)
P&R 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
P&R 3223	Evaluation of Administrator, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
P&R 3221	Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)

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P&R 4146	Nonrenewal of Nontenured Support Staff Members (Revised)
P&R 6471	School District Travel (M) (Revised)

2. Resolved: That the Board approve the Bradley Beach School District Mentoring Plan for the 2021/2022 school year. (Attachment VI-B.2)

3. Resolved: That the Board approve the Stronge Teacher and Leader Effectiveness Performance Evaluation System for staff evaluation for the 2021/2022 school year.

MOTION: _____ SECOND: _____ VOTE: _____

C. Students

1. Resolved: The BBES Bullying Specialist reports no incidents of Harassment, Intimidation, and Bullying in the Month of July.

MOTION: _____ SECOND: _____ VOTE: _____

VII. Business Administrator/Board Secretary's Report

A. Approval of Attendance at Virtual NJSBA 2021 Workshop and Exhibition October 26th – 28th 2021

Resolved: That the Board approve the attendance of the following board members and administrators to the annual Virtual New Jersey School Boards Association Conference, which will be held on October 26th – 28th at a total travel cost not to exceed \$900.00. [B]

Name	Registration Amount
Barbara Carlucci	\$90.00
Roseann Caruso Walker	90.00
Bridget Devane	90.00
Elizabeth Franks	90.00
Liza Flynn	90.00
Joanne Shu Hofsess	90.00
Margaret Merenda	90.00
Felicia Sacci	90.00
David Tonzola	90.00
Stephen Wisniewski	90.00
Total	\$900.00

MOTION: _____ SECOND: _____ VOTE: _____

B. Approval of Acceptance of FY 2022 Elementary and Secondary Education Act (ESEA) Formula Grant Funds

Resolved: That the Board approve the acceptance of the FY 2022 ESEA Formula Grant Funds as follows:

Program Name	FY 2022 Award Amount
ESEA Title IA	\$111,955
ESEA Title IIA	9,605
ESEA Title III	9,593
ESEA Title IV	10,000

MOTION: _____ SECOND: _____ VOTE: _____

C. Approval of FY 2022 Elementary and Secondary Education Act (ESEA) Formula Grant Funds Application Submission for Title I SIA

Resolved: That the Board approve the acceptance of the FY 2022 ESEA Formula Grant Application submission as follows:

Program Name	FY 2022 Award Amount
ESEA Title I SIA	\$10,000

MOTION: _____ SECOND: _____ VOTE: _____

D. Approval of FY 2022 American Rescue Plan IDEA Grant Submission

Resolved: That the Board approve the acceptance of the FY 2022 American Rescue Plan (ARP) IDEA Grant Application submission as follows:

Program Name	FY 2022 Award Amount
ARP IDEA Basic	\$14,247
ARP IDEA Preschool	\$1,209

MOTION: _____ SECOND: _____ VOTE: _____

E. Approval of Nonpublic School Transportation Aid (2020/2021 School Year)

Resolved: That the Board accept 2020/2021 State Nonpublic Transportation Aid in the amount of \$2,180. (Attachment VII-E)

MOTION: _____ SECOND: _____ VOTE: _____

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F. Approval of Toilet Room Facilities Waiver for Pre-Kindergarten Classroom-16 for the 2021/2021 School Year

Resolved: That the Board approve the Toilet Room Waiver for pre-kindergarten classroom number-16 for the 2021/2022 school year.

MOTION: _____ SECOND: _____ VOTE: _____

G. Approval of Toilet Room Facilities Waiver for Pre-Kindergarten Classroom-17 for the 2021/2021 School Year

Resolved: That the Board approve the Toilet Room Facilities Waiver for pre-kindergarten classroom number-17 for the 2021/2022 school year.

MOTION: _____ SECOND: _____ VOTE: _____

H. Approval of Application for Dual Use of Educational Space for the 2021/2022 School Year

Resolved: That the Board approve the application for dual use of educational space within classroom number-19 for the 2021/2022 school year.

MOTION: _____ SECOND: _____ VOTE: _____

I. Approval of Submission of the 2019/2020 Procurement Review Corrective Action Plan to the New Jersey Department of Agriculture, Division of Food and Nutrition

Resolved: That the Board approve the submission of the 2019/2020 procurement review corrective action plan to the New Jersey Department of Agriculture, Division of Food and Nutrition. (Attachment VI-I).

MOTION: _____ SECOND: _____ VOTE: _____

J. Board Member Resignation

Resolved: That the Board accept, with regret, the resignation of Donald Warnet from the Board of Education, effective August 1, 2021. (Attachment VII-J)

MOTION: _____ SECOND: _____ VOTE: _____

K. Approval of Business Administrator/Board Secretary's Financial Report

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending July 31, 2021 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. (Attachment VII-K)

MOTION: _____ SECOND: _____ VOTE: _____

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L. Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending July 31, 2021 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. The report is in agreement with the report of the Business Administrator/Board Secretary. (Attachment VII-L)

MOTION: _____ SECOND: _____ VOTE: _____

M. Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23-2.11(e), we certify that as of July 31, 2021, after review of the Secretary's Monthly Financial Report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b); that no line item appropriation is in violation of N.J.A.C. 6A:23-2.11 (1) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

MOTION: _____ SECOND: _____ VOTE: _____

N. Approval of Budget Transfers (2021/2022)

Resolved: That the Board approve the 2021/2022 budget transfers as listed on Attachment VII-N.

MOTION: _____ SECOND: _____ VOTE: _____

O. Approval of July 2021 Payroll

Resolved: That the Board approve the July 2021 gross payroll in the amount of \$88,626.80.

MOTION: _____ SECOND: _____ VOTE: _____

P. Approval of Bills Payment

Resolved: That the Board approve payment of the August 17, 2021 regular bills lists and as certified and approved. (Attachment VII-P)

MOTION: _____ SECOND: _____ VOTE: _____

VIII. Old Business

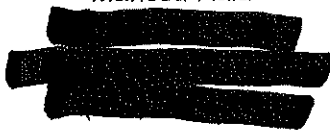
IX. New Business

X. Committee Reports

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- XI. President's Report
- XII. Public Comments (Agenda Items Only)
- XIII. Public Comments (Other Items Only)
- XIV. Executive Session (if required)
- XV. Adjournment

Marissa Raia



Dr. Stephen Wisniewski
Superintendent and Principal
Bradley Beach Elementary School
515 Brinley Ave Bradley Beach 07720

Dear Dr. Stephen Wisniewski,

Please accept this as my formal letter of resignation from my current position as ESL teacher at Bradley Beach Elementary School effective July 30, 2021.

This was not an easy decision for me to make. I have truly enjoyed my time at BBES. I want to send you and the whole staff at BBES the most sincere thank you for the opportunity of being a part of a great school community. I am extremely grateful to have had an opportunity to share my skills, learn new ones and make an impact on the students during my time at Bradley Beach Elementary School. I wish you, the rest of the staff and the students a great upcoming year.

Sincerely,

Marissa Raia

BYLAWS, POLICIES, AND REGULATIONS

0131

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, 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 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 office of the Superintendent. The manual retained by the Superintendent shall be considered the master copy of the manual.

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 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, 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

Adopted:

CAREER AND TECHNICAL EDUCATION

2421

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

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 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:

ASSIGNMENT OF EXTRA DUTIES

3134

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 extra duties that are in accordance with applicable law and any collective bargaining agreement.

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

Adopted:

NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

3142

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. 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 staff member in writing within thirty calendar days after the receipt of 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 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.

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.

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:10-9.1

Adopted:

EVALUATION OF TEACHERS (M)

3221

M

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.

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

Adopted:

EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS (M)

3222

M

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.

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.

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:

EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

3223

M

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 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.

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:

EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

3224

M

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 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 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:

NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

4146

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 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.

N.J.S.A. 18A:27-3.2; 18A:27-4.1
N.J.A.C. 6A:10-9.1

Adopted:

SCHOOL DISTRICT TRAVEL (M)

6471

M

The Board of Education shall implement a Policy and Regulation pertaining to travel expenditures for its employees and Board of Education members that is in accordance with N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, and other rules and procedures the Board of Education deems appropriate pursuant to N.J.A.C. 6A:23A-7.2(a). The Policy and Regulation pertaining to school district travel expenditures incorporates either expressly, in whole or in part, and/or by reference, the laws and regulations contained in N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7.

The Board of Education ensures the effective and efficient use of funds by adopting and implementing policies and procedures that are in accordance with N.J.S.A. 18A:11-12 and New Jersey Department of the Treasury, Office of Management and Budget (OMB) current circulars and any superseding circulars pertaining to travel, meals, events and entertainment, and the additional requirements set forth in N.J.A.C. 6A:23A-7. If any superseding circulars of the OMB conflict with the provisions of these rules, the provisions of the superseding circulars shall govern.

Any sections of State travel regulations as established by the OMB presented as OMB Travel, Entertainment, Meals, and Refreshments Circulars, that conflict with N.J.S.A. 18A:1-1 et seq. shall not be included in Policy and Regulation 6471 nor authorized under N.J.A.C. 6A:23A-7. This includes, but is not limited to, the authority to issue travel charge cards as allowed under the OMB Circulars, but which is not authorized for school districts under New Jersey school law.

The Board of Education shall ensure, through Policy and Regulation 6471, that all travel by its employees and Board of Education members is educationally necessary and fiscally prudent. Policy and Regulation 6471 shall include the requirement that all school district travel expenditures are:

1. Directly related to and within the scope of the employee's or district Board member's current responsibilities and, for school district employees, the school district's professional development plan, the school professional development plan, and employee's individual professional development plan;
2. For travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district; and
3. In compliance with State travel payment guidelines as established by the OMB and with guidelines established by the Federal Office of Management and Budget; except any State or Federal regulations and

guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. The Board of Education shall specify in its travel policy the applicable restrictions and requirements set forth in the State and Federal guidelines, including, but not limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks, or vouchers.

School district travel expenditures shall include, but shall not be limited to, all costs for transportation, meals, lodging, and registration or conference fees directly related to participation in the event.

School district travel expenditures subject to N.J.A.C. 6A:23A-7 shall include costs for all required training and all travel authorized in school district employee contracts and Policy and Regulation 6471. This includes, but is not limited to, required professional development, other employee training and required training for Board members, and attendance at specific conferences authorized in existing employee contracts, provided the travel meets the requirements of N.J.A.C. 6A:23A-7. All such expenditures are subject to the rules in N.J.A.C. 6A:23A-7, including, but not limited to, inclusion in the annual travel limit, prior Board of Education approval, separate tracking as described at N.J.S.A. 18A:11-12.q., and per diem reimbursements.

Travel reimbursements will only be paid upon compliance with all provisions of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471. The Board of Education will not ratify or approve payments or reimbursements for travel after completion of the travel event, except as provided at N.J.A.C. 6A:23A-7.4(d).

The Board of Education shall establish a maximum travel budget in accordance with the requirements outlined in N.J.A.C. 6A:23A-7.3.

All travel requests must be submitted and approved in writing by the Superintendent of Schools and the majority of the Board of Education's full voting membership of the Board, except if the Board of Education has excluded regular business travel from prior approval 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.

All travel requests for Board members shall require prior approval by a majority of the Board of Education's full voting membership, except where the Board of Education 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.

A Board member must recuse himself or herself from voting on travel if the Board member, a member of his or her immediate family, or a business organization in which he or she has an interest has a direct or indirect financial involvement that may reasonably be expected to impair his or her objectivity or independence of judgment.

Policy and Regulation 6471 prohibit a Board member from acting in his or her official capacity in any matter in which he or she or a member of his or her immediate family has a personal involvement that is or creates some benefit to the school district Board member or member of his or her immediate family; or undertaking any employment or service, whether compensated or not, that may reasonably be expected to prejudice his or her independence of judgment in the execution of his or her official duties.

The Board of Education requires documentation required in N.J.A.C. 6A:23A-7.5(b) that justifies the number of employees attending an event and the benefits derived from their attendance. Pursuant to N.J.A.C. 6A:23A-7.5(c), 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.

The School Business Administrator/Board Secretary shall be responsible for the accounting requirements for travel in accordance with the provisions of N.J.A.C. 6A:23A-7.6. The Superintendent of Schools and the School Business Administrator are the final approval authorities for travel.

Sanctions for a violation of the provisions of N.J.A.C. 6A:23A-7 or this Policy are outlined in N.J.A.C. 6A:23A-7.7 and Regulation 6471.

The Board of Education prohibits the types of travel expenditures not eligible for reimbursement as listed in N.J.A.C. 6A:23A-7.8, and Regulation 6471.

Travel methods shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.9 and Regulation 6471 and the routing of travel shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.10 and Regulation 6471.

Any subsistence allowance shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.11 and Regulation 6471. Meal allowances and incidental expenditures shall be in accordance with N.J.A.C. 6A:23A-7.12 and Regulation 6471.

Reimbursement for out-of-State and high-cost travel shall be made pursuant to N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-5.9, and Policy and Regulation 6471.

Records and supporting documentation must be completed and maintained as required in N.J.A.C. 6A:23A-7.13 and outlined in Regulation 6471.

The Board of Education shall approve the mileage reimbursement amount to be paid to an employee who has been approved by the Superintendent or designee to use their personal vehicle for school-related business.

N.J.S.A. 18A:11-12

N.J.A.C. 6A:23A-5.9; 6A:23A-7

Adopted:

NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

R 3142

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.

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.

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

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.
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.

Issued:

EVALUATION OF TEACHERS (M)

R 3221

M

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.

“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.

“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.

“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.

“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.

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

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:
 - 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.
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 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.
- 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:

- (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.

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 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:
 - 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 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:
 - 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. 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).

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.
 - 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 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.
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;
 - (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:

EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS (M)

R 3222

M

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 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.

"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.

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

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

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

- 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 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 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 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).
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.

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.
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:

EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

R 3223

M

A. Definitions – N.J.A.C. 6A:10-1.2

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

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

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

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

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

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

“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.

“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.

“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

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:
 - 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 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 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 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.;
 - 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
 - (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.
 - 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 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 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;
 - 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.
 - 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:

EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

R 3224

M

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.

“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.

“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.

“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.

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 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 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), 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 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.
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;
 - 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.
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 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:
 - 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.
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.
- 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.
 - 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. 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.
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.

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 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.
 - 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;
 - 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:

NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

R 4146

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.
4. A nontenured support staff member contract can 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.

C. 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. 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.
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 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 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.

Issued:

SCHOOL DISTRICT TRAVEL (M)

R 6471

M

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;
 - 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.
 - 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 subjected 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 approved by a majority of the Board of Education's full voting membership, except if the Board 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 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 requirement, 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 employees(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.

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;
 - 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.

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)
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 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 educations requirements or to comply with law or regulation;

- 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;
- 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.

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;

- (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.
- (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.
- (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.

- 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 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.

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;
- (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. 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.
 - 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 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.
 - 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.

- 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.
 - 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;
 - 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
- l. 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.
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:

Bradley Beach Elementary School District

515 Brinley Ave

Bradley Beach, New Jersey 07720

MENTORING PLAN

2021-2022

Dr. Stephen Wisniewski, Superintendent

Sarah Poppe, Director of Curriculum

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Bradley Beach Elementary School District

Teacher Mentoring Plan

Board of Education Review Notification

Bradley Beach Elementary School District Board of Education has reviewed the local mentoring plan developed by the Bradley Beach Elementary School Curriculum and Instruction Committee. The Bradley Beach Elementary School District assures that the submitted plan is aligned with the New Jersey Professional Standards for Teachers and meets or exceeds the minimum requirements of the mentoring regulations in N.J.A.C. 6A:9B-8.4.

A copy of the district profile sheet and the board of education's review of the plan have been attached.

Signature of Board of Education President

Signature of Board of Education Vice President

Date

Bradley Beach Elementary School District

Self-Assessment Tool for District Mentoring Plan

To be completed by May 15th of the 2021-2022 school year

Place an "X" in the box that is appropriate for each item

District-wide Planning Process	Yes	No	Partially
Has our district engaged a broad-based group of teachers and school leaders, including representation from teacher associations, as members of the local School Improvement Panel (ScIP) to develop a mentoring plan aligned with state regulations?			
Does the ScIP monitor implementation of the mentoring program and use feedback to adjust and make improvements?			
Criteria-based Selection and Matching of Mentors			
Does our district mentoring plan include at least the criteria for mentor selection in state regulations?			
Are mentors selected based on the criteria stated in the regulations?			
Does our district have criteria for matching mentors and novice teachers?			
Are the matches between mentors and novice teachers based on criteria stated in the mentoring plan?			
Mentor Services			
Do mentors receive training in the skills of conferences and feedback?			
Do mentors receive training in the skills of providing support in areas of curriculum, instruction, and assessment?			
Is there a specified expectation regarding the frequency of interactions (conferences, observations) between the mentor and novice teacher?			
Novice Teacher Services			
Do the novice teachers in the district participate in professional development activities (on topics such as classroom management,			

parent communication, diversity, lesson planning) that are specifically tailored to meet the needs of novice teachers?			
Are novice teachers brought together regularly during the year for networking opportunities?			
Are novice teachers given time and support to observe their mentors and other colleagues and to be observed by their mentors and other teachers?			
School Leader Services			
Do school leaders model ways to support novice teachers at their schools?			
Do school leaders use a wide range of approaches to engage all staff in supporting novice teachers?			
Do school leaders use supervision and evaluation as a growth-oriented experience for novice teachers aligned with the New Jersey Professional Standards for Teachers?			
District Board of Education and Community			
Do all district staff and parents know that there is a quality induction program in the schools to support novice and veteran teachers for professional growth aligned with New Jersey Professional Standards for Teachers?			
Is the community invited to support district efforts to nurture novice teachers?			
On-going Program Evaluation			
Does the SciP engage in ongoing assessment (process/formative evaluation) of a quality induction program			
Does the SciP gather outcome/summative information on the impact of the mentoring for quality induction program and is this information shared with staff and community?			

Teacher Mentoring Plan

Current Needs

- The changes in teacher evaluation and the implementation of the STRONGE model provide guidance on mentoring and support for novice teachers. The mentoring plan will incorporate best practices that align with the STRONGE teacher evaluation model.
- Establish written guidelines for the successful matching of mentors with novice teachers.
- Provide information about the district's mentoring plan on the district's website.
- To develop and implement a comprehensive mentor training program focusing on:
 - Developing conferring and feedback skills
 - Providing support in the areas of curriculum, instruction, and assessment
 - Establish twice a year meetings with ScIP to review Mentoring Plan needs assessments/goals
- ScIP Committee Development

Bradley Beach Elementary School District

Mentoring Process Evaluation #1

Mentor Teacher: _____ Date of Initial Mentor Training: _____

Please reflect on your mentoring experience during the first half of the year. Choose the response for each item that most closely indicates your level of agreement with the following statements.

Possible Responses

- A. *Strongly Agree*
- B. *Agree*
- C. *Somewhat Agree*
- D. *Disagree*
- E. *Strongly Disagree*

- _____ I understood what was expected of me as a mentor
- _____ I communicated often with my novice teacher
- _____ I helped my novice teacher plan lessons
- _____ I provided personal support to my novice teacher
- _____ I observed lessons and provided feedback on my novice teacher's teaching
- _____ I felt prepared to be a mentor
- _____ I helped my novice teacher become part of the school culture/community
- _____ I helped my novice teacher to work with parents
- _____ I helped my novice teacher with classroom management strategies
- _____ I have given suggestions for teaching strategies, which my novice teacher implemented
- _____ I feel supported by district and building administrators in carrying out my role as a mentor
- _____ My novice teacher and I had ample time together during the first half of the year
- _____ I am glad that I am a part of the mentoring program

Please answer the following:

-As a mentor, what needs (if any) do you have that have not been addressed by the mentoring program?

-What would help you to perform your role as a mentor better? What types of additional support should we provide during the second half of mentoring?

Bradley Beach Elementary School District

Mentoring Process Evaluation #1

Novice Teacher

Novice Teacher: _____

Please reflect on your mentoring experience during the first half of your mentoring program. Choose the response for each item that most closely indicates your level of agreement with the following statements.

Possible Responses

- A. *Strongly Agree*
- B. *Agree*
- C. *Somewhat Agree*
- D. *Disagree*
- E. *Strongly Disagree*

_____ I understood what was expected of me as a novice teacher.

_____ I communicated often with my mentor.

_____ My mentor was helpful to me in planning lessons.

_____ I felt personally supported by my mentor.

_____ My mentor observed lessons and provided feedback on my teaching.

_____ I felt prepared to work with parents.

_____ I became part of the school culture/community.

_____ I received adequate assistance in securing needed resources.

_____ I feel my classroom management skills have improved.

_____ My mentor made suggestions for teaching strategies, which I found helpful and was able to implement.

_____ I feel supported by district and building administrators as a new teacher.

_____ My mentor and I had ample time together during the first half of the school year.

Please answer the following:

-As a novice teacher, what needs (if any) do you have that have not been addressed by the mentoring program?

-What types of additional support should the district provide to novice teachers?

Bradley Beach Elementary School District

Teacher Mentoring Plan

Vision and Goals

“The master teacher that lurks within each of us is likely to burst forth within the intellectual atmosphere that collegiality can create.” --author unknown

- Novice Teachers need and deserve ongoing professional learning opportunities.
- Mentoring is THE key component of a successful induction program.
- Within mentoring, novice teachers will focus on survival.
- Mentor and novice teachers can both gain from the experience.
- Good mentoring builds on knowledge that reflects the best teaching practices.
- A formal program of mentoring promotes the program’s success.
- Mentoring partnerships can take various forms.

Induction

- Transition into the teaching profession, which includes mentoring for the novice teacher as well as training and support for the mentors.

Mentoring

- Part of the complex process of induction where mentors provide ongoing support and guidance to novice teachers as they transition into the teaching profession.

Bradley Beach Elementary School District

2021-2022 Teacher Mentor Plan

Section One: Mentor Program Goals

1. Identify and attract qualified, knowledgeable teachers to serve as mentors to novice teachers
2. Train mentors to enhance personal and professional skills needed to work with and guide novice teachers
3. Ensure confidentiality in the mentor-novice teacher relationship
4. Provide professional development opportunities for the novice, especially in day-to-day activities, core curriculum content standards, evaluation processes, and best practices
5. Provide a contingency plan in the event that problem arise in the relationship between a mentor and a novice or that the relationship is unable to continue
6. Provide a collaborative setting to promote positive and productive interactions

Section Two: Application Process

1. Notice of Vacancy is posted online and via email to all tenured staff
2. Mentor applications and approval forms are available from the Director of Curriculum and Instruction
3. Completed applications and approval forms are returned to the Director of Curriculum and Instruction by interested applicants by deadlines indicated
4. The Director of Curriculum and Instruction, in conjunction with the building principal, screens and selects mentors using the mentor criteria selection checklist.

Section Three: Selection Criteria

1. The teacher has worked three years in the district and is actively teaching with an effective or highly effective evaluation rating.
2. The teacher is committed to the goals of the local mentor plan including respect for the confidential nature of the mentor teacher/novice teacher relationship
3. The teacher has demonstrated exemplary command of content area knowledge and of pedagogy as indicated through an effective or highly effective evaluation rating for two consecutive years.
4. The teacher is experienced and certified in the subject area in which the novice teacher is teaching, where possible, and where not possible, in a closely aligned subject area.

5. The teacher has completed, or has agreed to complete, the Bradley Beach Elementary School District mentor-training program

6. The teacher is knowledgeable about the resources and opportunities in the district and able to act as a referral source to the novice teacher

Section Four: Provisions for Mentor Training

1. Prior to beginning the assignment, mentors will complete an orientation session covering program expectations, participant responsibilities, program activities, confidentiality, STRONGE training, and practical information

2. Additional support for mentors will be provided via periodic meetings with administration and/or other professional development activities

3. Train the trainer type sessions*

Section Five: Mentor Teacher Responsibilities

A mentor teacher shall:

- Serve as a professional role model in both professional and classroom practice
- Foster a trusting, confidential relationship
- Serve as a coach—offering constructive criticism and feedback when necessary
- Meet with a novice teacher at least once a week for the first eight weeks and bi-weekly thereafter. Documentation of all meetings shall be kept in a Google Sheets Mentor Log
- Provide appropriate and professional feedback after a non-evaluative observation or visitation
- Model effective instructional techniques for the novice teacher
- Orient the novice teacher to district and school policies
- Provide a variety of resources to help the novice teacher begin forming a repertoire of effective classroom strategies and techniques
- Participate in professional development that will assist the mentoring process
- Encourage the novice teacher to record needs, questions, or comments in a Journal (mentee log on Google for discussion purposes.

Bradley Beach Elementary School District Professional Development and Approval Process

Mentoring Contract

The mentoring contract brings together the mentor, the novice teacher, and the principal and spells out each person's responsibilities. When each person's responsibilities are faithfully discharged, children's education will be substantially enhanced. In addition, the experienced professionals, the mentor and the principal, make it clear that the novice teacher is a colleague, and that collegial relationships strengthen the education of the novice teacher's students.

The mentor and the novice teacher hereby agree:

- To develop a professional and collegial working relationship by discussion of expectations and by arriving at a mutual understanding about how to work together effectively.
- To keep all shared information and discussions confidential.

The mentor hereby agrees:

- To review the background of the novice teacher to provide the type and amount of support indicated by this background.
- To attend the novice teacher's classes regularly and provide feedback, coaching and support.
- To be available for informal support and consultation.

The novice teacher hereby agrees:

- To observe the mentor's teaching as well as the teaching of other experienced professionals
- To work on following the suggestions which the mentor makes
- To seek out the mentor for answers to questions that may arise

The principal hereby agrees:

- To observe and evaluate the novice teacher.
- To provide support to both the mentor and the novice teacher.
- Not to solicit evaluative comments from the mentor regarding the novice teacher.
- To allow the mentor up to five periods of release time to observe the novice teacher, if needed.

All signers agree:

- To follow all New Jersey regulations for mentoring aligned with the New Jersey Professional Standards for Teachers as outlined in the district mentoring for quality induction program.

Mentor: _____ Date: _____

Novice Teacher: _____ Date: _____

Principal: _____ Date: _____

Bradley Beach Elementary School District

Development and Approval Process—Mentor Teacher Application and Assignment Form

Part A. Mentor Teacher Application

I am interested in being considered for the position of a mentor teacher in the district's mentoring for quality induction program. I understand that the role of a mentor is critical to the success of a novice teacher and ultimately a key to student performance.

Name: _____ Date: _____

1. What specific personal and professional qualities would you bring to mentoring a novice teacher?

2. How are you keeping current with your own professional development? What steps are you taking to be up-to-date on issues of curriculum and assessment?

3. What do you hope to gain by becoming a mentor?

Signature: _____ Date: _____

Part B – office use only

Local Professional Development Committee Comments:

Part C—Principal's Mentor—Novice Teacher Match

School: _____

Principal's Name: _____

I have selected (name of mentor) _____

Who currently hold the position of (subject/grade level) _____

Principal's Signature _____ Date: _____

Bradley Beach Elementary School District and Approval Process

This form indicates your desire to mentor a novice teacher in the school district. A copy must be submitted to the principal.

Name: _____ School Phone: _____
School: _____ Assignment: _____
Home Address _____ City, State, Zip _____
Years Teaching _____ Years in Current Position: _____
Signature: _____ Date: _____

Please check any that apply:

- () I have been a mentor teacher
- () I have been a cooperating teacher (for student teacher)
- () I have received training in working in a mentoring position
- () I have maintained effective or higher evaluation ratings in the past 2 years
- () I have completed three years in Bradley Beach Elementary School District.

Experience: Please list any previous mentoring experience. Include the name of the novice teacher and the year.

It is the responsibility of the applicant to get the signature of the building principal or director, and a colleague to verify the following statement:

The applicant has the qualities inherent in establishing a trusting relationship with the beginning professional. This applicant will be able to help the novice teacher face the realities of teaching, set appropriate goals, and model effective teaching practices.

Building Principal: _____ Date: _____
Assistant Principal: _____ Date: _____
Colleague: _____ Date: _____

Bradley Beach Elementary School District

District Mentoring Plan

Qualities of Effective Mentors

Attitude and Character	Professional Competence and Experience
Willing to be a role model for other teachers	Is regarded by colleagues as an outstanding teacher
Exhibits strong commitment to the teaching profession	Has excellent knowledge of pedagogy and subject matter
Believes mentoring improves instructional practice	Has confidence in his/her own instructional skills
Willing to advocate on behalf of colleagues	Demonstrates excellent classroom management skills
Willing to receive training to improve mentoring skills	Feels comfortable being observed by other teachers
Demonstrates a commitment to lifelong learning	Maintains a network of professional contacts
Is reflective and able to learn from mistakes	Understands the policies and procedures of the school, district, and teacher's association
Is eager to share information and ideas with colleagues	Is a meticulous observer of classroom practice
Is resilient, flexible, persistent and open-minded	Collaborates well with other teachers and administrators
Exhibits good humor and resourcefulness	Is willing to learn new teaching strategies from novice teachers
Enjoys new challenges and solving problems	
Communication Skills	Interpersonal Skills
Is able to articulate effective instructional strategies	Is able to maintain a trusting professional relationship
Listens attentively	Knows how to express care for a novice teacher's emotional and professional needs
Asks questions that prompt reflection	Is attentive to sensitive political issues
Offers critiques in positive and productive ways	Works well with individuals from different cultures
Uses email effectively	Is approachable, easily establishes rapport with others
Conveys enthusiasm and passion for teaching	Is patient
Is discreet and maintains confidentiality	

FUNDING RESOURCES

Bradley Beach Elementary School District is committed to supporting the quality mentoring of novice teachers. Funding for the mentoring program will vary each year due to the impact of student enrollment and other fiscal constraints. The annual budget developed for each school and program will include Professional Development funds that can be used at the discretion of the Principal and School Improvement Panel (SciP) for:

1. Reference and Training Materials
2. Substitute Coverage for Approved Release Time
3. Professional Development Workshops

Mentor Stipend

The BBES District Board Office will administer the transaction fees as follows:

Traditional Route Teachers (CEAS)

The mentoring fee for novice teachers hired with either a Certificate of Eligibility with Advanced Standing is \$550 for a 30-week program. The novice teacher will complete an "Authorization for Payroll Deduction" and return a signed copy to the Business Administrator upon enrollment into the program. At the end of the 30-week program, the building principal/director will submit a package to the Director of Curriculum and Instruction that contains the following:

1. Certification of Mentoring - 30 Weeks
2. Mentoring Log
3. Exit Surveys - Novice and Mentor Teachers

The Business Administrator will authorize the deduction of \$550 (or the prorated equivalent) in equal installments from either 20 pay periods or the remaining pay periods in a given school year of the novice teacher. Payments to the assigned mentor teacher will be distributed in two installments (the final December paycheck and the final June paycheck) with all applicable tax withholding deducted from the payment. The first installment payment will be for the amount collected from the novice teacher from September 1st through December 31st and the second installment will be for the amount collected from the novice teacher from January 1st through June 30th.

Alternate Route Teachers (CE)

The mentoring fee for novice teachers completing the alternate route to certification with a Certificate of Eligibility is \$450 for the Four-Week initial intensive mentoring and \$550 for the remaining 30-weeks (\$1,000). The novice teacher will complete an "Authorization of Payroll Deduction" -return a signed copy to the Business Administrator upon enrollment into the program.

At the end of the 30-week program, the building principal/director will submit a package to the Director of Curriculum and Instruction that contains the following:

1. Certification of Mentoring - 30 Weeks
2. Mentoring Log
3. Exit Surveys - Novice and Mentor Teachers

The Business Administrator will authorize the deduction of \$1,000 (or the prorated equivalent) in equal installments from either 20 pay periods or the remaining pay periods in a given school year of the novice teacher. Payments to the assigned mentor teacher will be distributed in two installments (the final

December paycheck and the final June paycheck) with all applicable tax withholding deducted from the payment. The first installment will be for the amount collected from the novice teacher from September 1st through December 31st and the second installment will be for the amount collected from the novice teacher from January 1st through June 30th.

NEW JERSEY STATE DEPARTMENT OF EDUCATION
OFFICE OF SCHOOL FINANCE
Reimbursement of Nonpublic School Transportation Costs

COUNTY: 25 - MONMOUTH
 DISTRICT: 0500 - BRADLEY BEACH BORO

DATE: July 12, 2021

In accordance with NJSA 18A:39-1a, your school district is entitled to reimbursement of all costs, which were in excess of \$710 but not more than \$1000, incurred by your board of education for the transportation of nonpublic school students. In addition, certain students who attend nonpublic schools located more than 20 miles from their homes are eligible for transportation services and reimbursement.

The amount you will receive is based upon your October 15, 2020 District Report of Transported Resident Students and your certification of nonpublic school transportation costs. You can anticipate receiving:

Cost in excess of \$710:	\$2,180.00
Transportation aid, students over 20 miles:	\$0.00
District Total:	\$2,180.00

This additional nonpublic school transportation reimbursement aid must be recorded as revenue (Other State Aid 10-319X) and as a receivable in your detailed general ledger for the 2020-2021 fiscal year. Cash payment against the receivable in the form of an Automated Clearing House (ACH) transfer will occur during July 2021. Any portion of these funds that can be clearly documented as having not been appropriated during 2020-21 may be used as an allowable adjustment for the 2020-21 audited excess surplus calculation, and in accordance with N.J.A.C. 6A:23A-13.3(d)6 you may also appropriate that amount in the next fiscal year (2021-2022) without Commissioner approval. Note that on the Schedule of Expenditures of State Financial Assistance this aid is reported as Transportation Aid using NJCFS/Project Number 21-495-034-5120-014.

If you have any questions regarding this notice, please contact the Student Transportation Unit at student.trans@doe.nj.gov.

CORRECTIVE ACTION PLAN				
DISTRICT/SCHOOL/AGENCY NAME:	Bradley Beach Board of Education			
REPORT NAME:	SCHOOL NUTRITION PROGRAM PROCUREMENT REVIEW			
CONTACT PERSON:	David Tonzola			
PHONE NUMBER:	732-775-4413 extension 111			
POSITION/TITLE:	Business Administrator/Board Secretary			
RECOMMENDATION NUMBER	RECOMMENDATION	APPROVED CORRECTIVE ACTION	PERSON RESPONSIBLE FOR THE IMPLEMENTATION OF THE CORRECTIVE ACTION	EFFECTIVE DATE OF IMPLEMENTATION
1	The SFA should use form #330 or an equivalent form developed by the SFA when monitoring the activities of the Food Service Management Company.	The SFA will use form #330 in the future to periodically monitor the the Food Service Management Company.	David Tonzola	9/1/2021
2	The SFA should request detailed invoices to ensure the proper calculation of all meals charges.	The SFA will request and keep copies of the detailed invoices to ensure the proper calculation of all meals charges.	David Tonzola	9/1/2021
CERTIFICATION: I/we certify that the corrective actions noted above have been approved and the person(s) responsible for the implementation of the corrective actions have been properly notified of their responsibilities for the implementation of the corrective actions.				
Agency Representative		Date		
Agency Representative		Date		

Donald Warnet



July 30, 2021

Dr. Elizabeth Franks
Dr. Stephen Wisniewski
Mr. David Tonzola
Ms. Bridget Devane

Dear Colleagues,

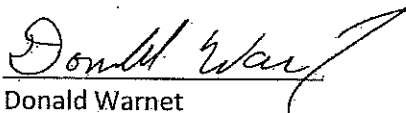
Due to increasing demands on my time with my career, I realize I no longer have the time available to be an effective Board Member. It is with much regret that I am resigning from the Bradley Beach Board of Education effective Aug. 1, 2021.

It has been an honor and a privilege to serve on the board of this great school for the past 6+ years. I have served with so many excellent board members and administrators. The one thing we all had in common was a love for the school and above all a love for the students.

I will always have fond memories of BBES, both as a parent and as a board member. As a parent, our child had a wonderful education at BBES. We credit the teachers at BBES with instilling in our child the importance of studying and achieving. As a board member, it was wonderful to be part of a great team.

I wish you all the very best, and I thank you all for putting up with me for this long.

Kind Regards,


Donald Warnet



Report of the Secretary to the Board of Education
Bradley Beach Board of Education
2021-22 July

10 General Fund

Assets and Liabilities

Assets			
101	Cash (101)		696,934.58
102-107	Cash on hand and equivalents (102-107 (Summed))		.00
116	Capital Reserve Account (108-121)		170,000.00
117	Maintenance Reserve Account (108-121)		100,000.00
118	Emergency Reserve Account (108-121)		178,400.00
121	Tax Levy Receivable (108-121)		6,446,186.00
	Accounts Receivable: (132-149)		
132	Interfund Receivable		
141	A/R: State of NJ	735,022.22	
142	A/R: Federal		
143	A/R: Local		
	Loans Receivable: (131,151,152)		735,022.22
	Total Other Assets (153)		.00
			.00
Resources			
301	Estimated Revenues (Control Account / Normal Debit Balance)	7,203,557.00	
302	Revenues	(7,173,557.00)	
			30,000.00
	Total assets and resources:		8,356,542.80

10 General Fund

Liabilities and Fund Equity

Liabilities		
402	Interfunds Payable	398.80
421	Accounts Payable	<u>1,089.00</u>
		1,487.80
Fund Balance		
	Appropriated	
753	Reserve for Encumbrances (753-754)	
754	Reserve for Encumbrances: Current	1,972,109.74
	Reserve for Encumbrances: Prior	
601	Appropriations (Control Account/Normal Credit Balance) (601)	7,528,718.00
602	Expenditures (602)	224,685.89
603	Encumbrances (603)	<u>1,972,109.74</u>
	Less: Expenditures and Encumbrances	<u>(2,196,795.63)</u>
	Total Appropriations	<u>7,304,032.11</u>
	Reserved Fund Balance	
761	Capital Reserve (761)	170,000.00
604	Add: Increase in Capital Reserve / Interest Deposit to Capital Reserve (604)	1,000.00
307	Less: Budgeted Withdrawal from Cap Reserve (307)	<u>171,000.00</u>
764	Maintenance Reserve (764)	100,000.00
606	Add: Increase in Maintenance Reserve (606)	<u>100.00</u>
766	Emergency Reserve (766)	178,400.00
607	Add: Increase in Current Expense Emergency Reserve/Interest Deposits (607)	<u>100.00</u>
75[0-2],76x	Other Reserves ((Summed))	178,500.00
	Total Reserved Fund Balance:	<u>449,600.00</u>
303	Unappropriated:	
	Budgeted Fund Balance (303)	(325,946.00)
770	Fund Balance (770)	<u>927,368.89</u>
	Total Unappropriated:	<u>601,422.89</u>

Report of the Secretary to the Board of Education
Bradley Beach Board of Education
2021-22 July

Total Liabilities and Fund Balance

8,356,542.80

10 General Fund

Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	7,528,718.00	2,196,795.63	5,331,922.37
Revenues	(7,203,557.00)	(7,173,557.00)	(30,000.00)
Subtotal	325,161.00	-4,976,761.37	5,301,922.37
Change in Capital Reserve:			
Plus: Increase in Capital Reserve /Interest Deposit to Capital Reserve (604)	1,000.00	1,000.00	.00
Less: Budgeted Withdrawal from Cap Reserve (307)	0	0	0
	1,000.00	1,000.00	.00
Change in Maintenance Reserve:			
Plus: Increase in Maintenance Reserve (606)	100.00	100.00	.00
	100.00	100.00	.00
Change in Emergency Reserve:			
Plus: Increase in Current Expense Emergency Reserve/Interest Deposits (607)	100.00	100.00	.00
	100.00	100.00	.00
Less: Reserve for Encumbrances: Prior Budgeted Fund Balance:	415.00	415.00	.00
	325,946.00	-4,975,976.37	5,301,922.37

10 General Fund

Interim Statements Comparing
 Budget Revenue with Actual to Date and
 Appropriations with Expenditures and Encumbrances to Date

Revenue/sources of funds	Budgeted Estimated	Actual To Date	Unrealized Balance
1XXX From Local Sources	6,476,186.00	6,446,186.00	30,000.00
3XXX From State Sources	727,371.00	727,371.00	.00
Total revenues/sources of funds	7,203,557.00	7,173,557.00	30,000.00
Expenditures	Appropriations	Expenditures	Available Balance
General Current Expenses			
11-1xx-100-xxx Regular Programs	2,236,674.00	5,138.90	2,139,174.87
11-2xx-100-xxx Special Education	1,000.00	.00	1,000.00
11-240-100-xxx Bilingual Education	109,562.00	.00	109,364.60
11-401-100-xxx School-sponsored Co/Extra-Curricular Activities	42,840.00	.00	36,285.00
11-402-100-xxx School-sponsored Athletics	45,370.00	900.00	44,470.00
General Current Expenses Totals:	2,435,446.00	6,038.90	2,330,294.47
Undistributed Expenditures			
11-xxx-xxx-2xx Personal Services - Employee Benefits	589,680.00	54,629.58	7,000.00
11-000-xxx-xxx Other	4,450,395.00	160,987.41	2,966,122.90
Undistributed Expenditures Totals:	5,040,075.00	215,616.99	2,973,122.90
Capital Outlay			
12-000-4xx-xxx Facilities Acquisition and Construction Services	21,662.00	.00	.00
Capital Outlay Totals:	21,662.00	.00	.00
Special Schools			
Special Schools Totals:	.00	.00	.00
Other			
11-* Other General Current Expense	31,535.00	3,030.00	28,505.00
Other Totals:	31,535.00	3,030.00	28,505.00
Total General Current Expense	7,528,718.00	224,685.89	5,331,922.37

Report of the Secretary to the Board of Education
Bradley Beach Board of Education
2021-22 July

10 General Fund
Schedule Of Revenues
Actual Compared with Estimated

	Estimated	Actual	Unrealized
Revenues from Local Sources			
Ad Valorem Taxes - Local Tax Levy	6,446,186.00	6,446,186.00	.00
Tuition From Individuals	15,250.00	.00	15,250.00
Interest On Investments	1,200.00	.00	1,200.00
Miscellaneous Revenue from Local Sources	13,550.00	.00	13,550.00
Revenues from Local Sources Totals:	6,476,186.00	6,446,186.00	30,000.00
Revenues from State Sources			
Categorical Transportation Aid	85,575.00	85,575.00	.00
Categorical Special Education Aid	221,110.00	221,110.00	.00
Categorical Security Aid	134,097.00	134,097.00	.00
Adjustment Aid	286,589.00	286,589.00	.00
Revenues from State Sources Totals:	727,371.00	727,371.00	.00
Total General Fund	7,203,557.00	7,173,557.00	30,000.00

Report of the Secretary to the Board of Education
Bradley Beach Board of Education
2021-22 July

10 General Fund

Statement of Appropriations
Compared with Expenditures and Encumbrances

	Appropriations	Expenditures	Encumbrances	Available Balance
Regular Programs - Instruction				
11-105-100-101	Preschool - Salaries of Teachers (2000 2)	.00	.00	61,535.00
11-110-100-101	Kindergarten - Salaries of Teachers (2080 2)	.00	.00	149,860.00
11-120-100-101	Grades 1-5 - Salaries of Teachers (2100 2)	.00	.00	1,045,898.00
11-130-100-101	Grades 6-8 - Salaries of Teachers (2120 2)	.00	.00	854,639.00
11-105-100-270	Health Benefits (53180 4)	52,882.58	513,101.42	.00
	Total:	52,882.58	513,101.42	2,111,932.00
Regular Programs - Home Instruction				
11-150-100-101	Salaries of Teachers (2500)	.00	.00	1,000.00
	Total:	.00	.00	1,000.00
Regular Programs - Undistributed Instruction				
11-190-100-500	Other Purchased Services (400-500 series) (3060)	.00	.00	7,500.00
11-190-100-610	General Supplies (3080 18)	.00	57,239.37	11,886.63
11-190-100-800	Other Objects (3120 2)	5,138.90	35,120.86	6,856.24
11-190-100-260	Workmen's Compensation (53160)	.00	.00	7,000.00
	Total:	5,138.90	92,360.23	33,242.87
Special Education - Home Instruction				
11-219-100-101	Salaries of Teachers (9260)	.00	.00	1,000.00
	Total:	.00	.00	1,000.00
Bilingual Education - Instruction				
11-240-100-101	Salaries of Teachers (12000 2)	.00	.00	109,162.00
11-240-100-610	General Supplies (12100)	.00	197.40	202.60
11-240-100-270	Health Benefits (54180)	1,747.00	14,949.00	.00
	Total:	1,747.00	15,146.40	109,364.60
School - Sponsored Co-curricular and Extra-curricular Activities				
11-401-100-100	Salaries (17000)	.00	.00	33,985.00
11-401-100-600	Supplies and Materials (17040)	.00	.00	250.00
11-401-100-800	Other Objects (17060)	.00	6,555.00	2,050.00
	Total:	.00	6,555.00	36,285.00
School - Sponsored Athletics				
11-402-100-100	Salaries (17500)	.00	.00	26,870.00

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education
2021-22 July**

	Appropriations	Expenditures	Encumbrances	Available Balance
11-402-100-500	Purchased Services (300-500 series) (17520)	900.00	.00	14,100.00
11-402-100-600	Supplies and Materials (17540)	.00	.00	3,500.00
	Total:	900.00	.00	44,470.00
11-421-100-178	Before/After School Programs			
	Salaries of Teacher Tutors (19040)	.00	.00	8,000.00
	Total:	.00	.00	8,000.00
11-422-100-178	Summer School			
	Salaries of Teacher Tutors (20040)	3,030.00	.00	20,505.00
	Total:	3,030.00	.00	20,505.00
	UNDISTRIBUTED EXPENDITURES			
	Total:	.00	.00	.00
11-000-100-561	Instruction			
	Tuition to Other LEAs Within the State-Regular (29000)	1,448,500.00	.00	1,448,500.00
11-000-100-562	Tuition to Other LEAs Within the State-Special (29020)	262,500.00	.00	262,500.00
11-000-100-563	Tuition to County Vocational School District - Regular (29040)	41,310.00	.00	41,310.00
11-000-100-564	Tuition to County Vocational School District - Special (29060)	34,750.00	.00	34,750.00
11-000-100-566	Tuition to APSSD Within the State (29100)	159,202.00	.00	159,202.00
	Total:	1,946,262.00	.00	1,946,262.00
11-000-211-100	Attendance and Social Work Services			
	Salaries (29500)	4,097.57	45,073.16	.27
11-000-211-173	Salaries of Family Liaisons/Community Parent Involvement Specialists (29560)	4,000.00	.00	4,000.00
11-000-211-220	Social Security Contributions (29591)	3,762.00	3,762.00	.00
11-000-211-270	Health Benefits (29595)	26,176.00	23,858.13	226.42
11-000-211-600	Supplies and Materials (29640)	500.00	297.03	202.97
	Total:	83,609.00	72,990.32	4,429.66
11-000-213-100	Health Services			
	Salaries (30500 3)	77,425.00	600.00	76,825.00
11-000-213-220	Social Security Contributions (30531)	356.00	.00	.00
11-000-213-270	Health Benefits (30535)	32,347.00	3,324.24	.00
11-000-213-300	Purchased Professional and Technical Services (30540)	5,000.00	.00	5,000.00
11-000-213-600	Supplies and Materials (30580)	2,500.00	.00	2,201.00
11-000-213-800	Other Objects (30600)	100.00	.00	100.00
	Total:	117,728.00	3,924.24	84,126.00

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education
2021-22 July**

	Appropriations	Expenditures	Encumbrances	Available Balance
Speech/Occupational Therapy/Physical Therapy and Related Services				
Salaries (40500)	60,580.00	.00	.00	60,580.00
Purchased Professional - Educational Services (40520)	42,385.00	.00	.00	42,385.00
Supplies and Materials (40540)	500.00	.00	.00	500.00
Health Benefits (60180)	36,912.00	3,226.68	33,685.32	.00
Total:	140,377.00	3,226.68	33,685.32	103,465.00
Extraordinary Services				
Salaries (41000 2)	93,340.00	.00	.00	93,340.00
Health Benefits (41015)	66,541.00	5,846.44	60,694.56	.00
Total:	159,881.00	5,846.44	60,694.56	93,340.00
Guidance Services				
Salaries of Other Professional Staff (41500)	45,228.00	.00	.00	45,228.00
Health Benefits (41555)	12,619.00	1,176.19	11,442.81	.00
Supplies and Materials (41620)	300.00	.00	219.02	80.98
Total:	58,147.00	1,176.19	11,661.83	45,308.98
Child Study Teams				
Salaries of Other Professional Staff (42000 2)	151,223.00	6,831.92	70,091.12	74,299.96
Purchased Professional - Educational Services (42060)	1,000.00	.00	.00	1,000.00
Supplies and Materials (42160)	7,810.00	6,615.76	317.38	876.86
Other Objects (42180)	1,850.00	845.00	669.00	336.00
Health Benefits (61680)	40,682.00	3,371.68	36,216.08	1,094.24
Total:	202,565.00	17,664.36	107,293.58	77,607.06
Improvement of Instruction Services				
Salaries of Supervisor of Instruction (43000)	98,709.00	7,809.08	85,899.88	5,000.04
Salaries of Other Professional Staff (43020)	3,200.00	.00	.00	3,200.00
Salaries of Secretaries and Clerical Assistants (43040)	19,060.00	1,588.26	17,470.86	.88
Social Security Contributions (43086)	2,087.00	.00	2,087.00	.00
Supplies and Materials (43160)	2,180.00	.00	2,180.00	.00
Other Objects (43180)	799.00	.00	375.00	424.00
Total:	126,035.00	9,397.34	108,012.74	8,624.92
Instructional Staff Training Services				
Purchased Professional - Educational Services (44080)	3,000.00	.00	.00	3,000.00
Travel - All Other (44130)	9,000.00	.00	.00	9,000.00
Total:	12,000.00	.00	.00	12,000.00

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education
2021-22 July**

	Appropriations	Expenditures	Encumbrances	Available Balance
Support Services - General Administration				
Salaries (45000 2)	179,141.00	14,927.69	164,204.48	8.83
Legal Services (Note: APSSD - Not Litigation Related Legal Services) (45040)	6,000.00	.00	.00	6,000.00
Audit Fees (45060)	23,300.00	.00	23,300.00	.00
Architectural/Engineering Services (45080)	6,000.00	.00	.00	6,000.00
Other Purchased Professional Services (45100)	25,074.00	16,725.79	4,000.00	4,348.21
Communications / Telephone (45140 2)	16,820.00	823.91	2,170.41	13,825.68
BOE Other Purchased Services (45160 2)	5,600.00	.00	.00	5,600.00
Miscellaneous Purchased Services (400-500) [Other than 530 and 585] (45180)	4,500.00	.00	1,200.00	3,300.00
General Supplies (45200)	8,000.00	.00	2,505.97	5,494.03
Miscellaneous Expenditures (45260)	5,000.00	492.42	500.00	4,007.58
BOE Membership Dues and Fees (45280)	3,800.00	3,701.20	.00	98.80
Total:	283,235.00	36,671.01	197,880.86	48,683.13
Support Services - School Administration				
Salaries of Principals / Assistant Principals / Program Directors (46000)	10,301.00	858.34	9,441.74	.92
Supplies and Materials (46120)	200.00	.00	200.00	.00
Other Objects (46140)	1,199.00	.00	8.13	1,190.87
Total:	11,700.00	858.34	9,649.87	1,191.79
Central Services				
Salaries (47000)	168,724.00	13,886.06	134,103.64	20,734.30
Purchased Professional Services (47020)	600.00	300.00	.00	300.00
Purchased Technical Services (47040)	20,000.00	12,050.00	550.00	7,400.00
Supplies and Materials (47100)	3,000.00	.00	.00	3,000.00
Miscellaneous Expenditures (47180)	4,115.00	115.00	500.00	3,500.00
Total:	196,439.00	26,351.06	135,153.64	34,934.30
Administrative Information Technology				
Salaries (47500)	22,661.00	1,888.34	20,771.74	.92
Supplies and Materials (47580)	4,499.00	.00	1,629.00	2,870.00
Total:	27,160.00	1,888.34	22,400.74	2,870.92
Required Maintenance for School Facilities				
Salaries (48500)	44,964.00	1,137.90	12,516.90	31,309.20
"Cleaning, Repair, and Maintenance Services" (48520)	100,000.00	1,714.53	57,068.12	41,217.35
General Supplies (48540)	20,000.00	.00	6,004.84	13,995.16
Other Objects (48560)	20,000.00	3,156.25	8,620.00	8,223.75
Health Benefits (68345)	12,333.00	.00	12,333.00	.00
Total:	197,297.00	6,008.68	96,542.86	94,745.46

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education
2021-22 July**

	Appropriations	Expenditures	Encumbrances	Available Balance
Custodial Services				
Salaries (49000 2)	174,889.00	13,949.09	153,439.88	7,500.03
Salaries of Non-Instructional Aides (49020)	45,225.00	.00	.00	45,225.00
Social Security Contributions (49031)	16,649.00	.00	16,649.00	.00
Workmen's Compensation (49034)	38,000.00	.00	.00	38,000.00
Health Benefits (49035)	51,896.00	4,144.81	47,225.75	525.44
Purchased Professional and Technical Services (49040)	6,000.00	.00	.00	6,000.00
Other Purchased Property Services (49120)	4,500.00	.00	4,000.00	500.00
Insurance (49140)	59,685.00	13,886.03	1,740.00	44,058.97
General Supplies (49180)	13,000.00	.00	31.20	12,968.80
Energy (Natural Gas) (49200)	40,000.00	.00	37,000.00	3,000.00
Energy (Electricity) (49220)	45,000.00	.00	36,000.00	9,000.00
Total:	494,844.00	31,979.93	296,085.83	166,778.24
Security				
"Cleaning, Repair, and Maintenance Services" (51040)	9,000.00	228.00	1,499.00	7,273.00
General Supplies (51060)	2,000.00	.00	.00	2,000.00
Total:	11,000.00	228.00	1,499.00	9,273.00
Student Transportation Services				
Salaries for Pupil Transportation (Between Home and School) - Regular (52020)	33,996.00	2,833.00	31,163.00	.00
Contract Services - Aid in Lieu Payments -Non-Public School (52200)	3,000.00	.00	.00	3,000.00
Contract Services (Other than Between Home and School)-Vendors (52280)	100.00	.00	.00	100.00
Contract Services (Between Home and School)-Joint Agreements (52300)	45,600.00	.00	.00	45,600.00
Contract Services (Special Ed Students)-Joint Agreements (52340)	15,500.00	.00	.00	15,500.00
Contract Services (Regular Students)-ESCs and CTSA's (52360)	27,500.00	.00	.00	27,500.00
Contract Services (Special Ed Students)-ESCs and CTSA's (52380)	35,750.00	.00	.00	35,750.00
Total:	161,446.00	2,833.00	31,163.00	127,450.00
Personnel Services - Unallocated Employee Benefits				
Social Security Contributions (71020)	40,368.00	2,497.81	37,870.19	.00
Other Retirement Contributions - PERS (71060 2)	92,296.00	68.64	11,879.36	80,348.00
Unemployment Compensation (71140)	2,000.00	.00	.00	2,000.00
Workmen's Compensation (71160)	5,000.00	.00	.00	5,000.00
Health Benefits (71180)	53,124.00	3,167.33	47,272.23	2,684.44

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education
2021-22 July**

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-291-280 Tuition Reimbursement (71200)	9,000.00	.00	.00	9,000.00
11-000-291-290 Other Employee Benefits (71220)	6,000.00	.00	.00	6,000.00
Total:	207,788.00	5,733.78	97,021.78	105,032.44
Facilities Acquisition and Construction Services				
12-000-400-896 Assessment for Debt Service on SDA Funding (76210)	21,662.00	.00	21,662.00	.00
Total:	21,662.00	.00	21,662.00	.00
Other Uses				
11-000-500-561 Transfer of Funds to Charter Schools (84000)	12,882.00	1,011.00	11,871.00	.00
Total:	12,882.00	1,011.00	11,871.00	.00
Equipment				
Total:	.00	.00	.00	.00
Contribution (Transfer) of Funds to Charter Schools				
Total:	.00	.00	.00	.00
General Fund Grand Total:	7,528,718.00	224,685.89	1,972,109.74	5,331,922.37

D. J. Hill
8/3/2021 12:20pm

20 Special Revenue Fund

Assets and Liabilities

Assets		
101	Cash (101)	(16,267.31)
102-107	Cash on hand and equivalents (102-107 (Summed))	.00
	Accounts Receivable: (132-149)	
141	A/R: State of NJ	326,327.17
142	A/R: Federal	<u>326,327.17</u>
	Loans Receivable: (131,151,152)	.00
	Total Other Assets	.00
Resources		
301	Estimated Revenues	1,099,870.10
302	Revenues	(326,328.00)
		<u>773,542.10</u>
	Total assets and resources:	1,083,601.96

20 Special Revenue Fund
Liabilities and Fund Equity

Liabilities			
401 InterFund Payable			
421 Accounts Payable			
481 Deferred Revenue			.00
Fund Balance			
	Appropriated		
753 Reserve for Encumbrances (753-754)		186,141.54	
754 Reserve for Encumbrances: Current			
	Reserve for Encumbrances: Prior		
601 Appropriations (601)		1,099,870.10	
602 Expenditures (602)		16,268.14	
603 Encumbrances (603)		<u>186,141.54</u>	
	Less: Expenditures and Encumbrances	(202,409.68)	
	Total Appropriations		1,083,601.96
75[0-2],76x Reserved Fund Balance			
	Other Reserves ((Summed))	<u>.00</u>	
	Total Reserved Fund Balance:		.00
303 Unappropriated:			
	Budgeted Fund Balance (303)		
770 Unassigned Fund Balance (770)			.00
	Total Unappropriated:		.00
	Total Liabilities and Fund Balance		<u>1,083,601.96</u>

Report of the Secretary to the Board of Education
 Bradley Beach Board of Education
 2021-22 July

20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	1,099,870.10	202,409.68	897,460.42
Revenues	(1,099,870.10)	(326,328.00)	(773,542.10)
Subtotal	.00	-123,918.32	123,918.32
Less: Reserve for Encumbrances: Prior			
Budgeted Fund Balance:	.00	-123,918.32	123,918.32

20 Special Revenue Fund

**Interim Statements Comparing
 Budget Revenue with Actual to Date and
 Appropriations with Expenditures and Encumbrances to Date**

Revenue/sources of funds	Budgeted Estimated	Actual To Date	Unrealized Balance	
3XXX	326,328.00	326,328.00	.00	
4XXX	773,542.10	.00	773,542.10	
Total revenues/sources of funds	1,099,870.10	326,328.00	773,542.10	
Expenditures	Appropriations	Expenditures	Encumbrances	
			Available Balance	
20-*	45,000.00	.00	1,500.00	43,500.00
	45,000.00	.00	1,500.00	43,500.00
Local Projects				
Other Special Revenue Fund				
Local Projects Totals:				
State Projects				
Preschool Education Aid	326,328.00	9,388.31	88,820.54	228,119.15
State Projects Totals:	326,328.00	9,388.31	88,820.54	228,119.15
Federal Projects				
Title I	111,955.00	.00	3,540.00	108,415.00
Title II	11,165.10	.00	800.00	10,365.10
Title IV - Part A	13,900.00	.00	9,706.00	4,194.00
I.D.E.A. Part B (Handicapped)	131,235.00	.00	3,983.00	127,252.00
CRRSA Act-ESSER II Grant Program	432,529.00	4,457.70	71,946.13	356,125.17
CRRSA Act-Learning Acceleration Grant Program	27,758.00	2,422.13	5,845.87	19,490.00
Federal Projects Totals:	728,542.10	6,879.83	95,821.00	625,841.27
Total Special Revenue Funds	1,099,870.10	16,268.14	186,141.54	897,460.42

Report of the Secretary to the Board of Education
 Bradley Beach Board of Education
 2021-22 July

20 Special Revenue Fund
Schedule Of Revenues
Actual Compared with Estimated

	Estimated	Actual	Unrealized
Revenues from State Sources			
Preschool Education Aid and Prior Year Carryover	326,328.00	326,328.00	.00
Revenues from State Sources Totals:	<u>326,328.00</u>	<u>326,328.00</u>	<u>.00</u>
Revenues from Federal Sources			
Title I-Part A	111,955.00	.00	111,955.00
I.D.E.A. Part B	131,235.00	.00	131,235.00
Title II-A	11,165.10	.00	11,165.10
Title IV - Part A - Student Support and Academic Enrichment	13,900.00	.00	13,900.00
CRRSA Act - ESSER II	432,529.00	.00	432,529.00
CRRSA Act - Learning Acceleration Grant	27,758.00	.00	27,758.00
CRRSA Act - Mental Health Grant	45,000.00	.00	45,000.00
Revenues from Federal Sources Totals:	<u>773,542.10</u>	<u>.00</u>	<u>773,542.10</u>
Total Special Revenue Fund	<u>1,099,870.10</u>	<u>326,328.00</u>	<u>773,542.10</u>

Report of the Secretary to the Board of Education
Bradley Beach Board of Education
2021-22 July

20 Special Revenue Fund
Statement of Appropriations
Compared with Expenditures and Encumbrances

	Appropriations	Expenditures	Encumbrances	Available Balance
Preschool Education				
20-218-100-101 Salaries of Teachers (85000)	158,350.00	.00	.00	158,350.00
20-218-100-106 Other Salaries for Instruction (85020)	52,060.00	.00	.00	52,060.00
20-218-200-102 Salaries of Supervisors of Instruction (86000)	32,842.00	2,736.83	30,105.02	.15
20-218-200-104 Salaries of Other Professional Staff (86040)	13,709.00	.00	.00	13,709.00
20-218-200-200 Personal Services - Employee Benefits (86140)	65,367.00	6,651.48	58,715.52	.00
20-218-200-330 Other Purchased Professional Services (86220)	4,000.00	.00	.00	4,000.00
Total:	326,328.00	9,388.31	88,820.54	228,119.15
"NCLB Title I, Part A"				
20-231-100-101 Salaries of Teachers (88480)	89,128.00	.00	.00	89,128.00
20-231-200-200 Employee Benefits (88491 2)	22,827.00	.00	3,540.00	19,287.00
Total:	111,955.00	.00	3,540.00	108,415.00
IDEIA Part B				
20-250-100-101 Salaries of Teachers (88601)	44,000.00	.00	.00	44,000.00
20-250-100-106 Salaries - Other (88602)	52,060.00	.00	.00	52,060.00
20-250-200-200 Employee Benefits (88611 2)	23,783.00	.00	3,983.00	19,800.00
20-250-200-320 Professional Technical Services (88612)	8,565.00	.00	.00	8,565.00
Total:	128,408.00	.00	3,983.00	124,425.00
IDEIA Part B				
20-252-100-101 Salaries of Teachers (88601)	1,949.00	.00	.00	1,949.00
20-252-200-200 Employee Benefits (88611)	878.00	.00	.00	878.00
Total:	2,827.00	.00	.00	2,827.00
NCLB Title IIA				
20-270-200-580 Other Purchased Services (88514)	9,605.00	.00	.00	9,605.00
Total:	9,605.00	.00	.00	9,605.00
NCLB Title IIA				
20-271-200-580 Other Purchased Services (88514)	1,560.10	.00	800.00	760.10
Total:	1,560.10	.00	800.00	760.10
NCLB Title IV				
20-280-100-100 Salaries of Teachers (88541)	2,699.00	.00	.00	2,699.00
20-280-100-600 Instructional Supplies (88545)	2,000.00	.00	1,500.00	500.00
20-280-200-220 Employee Benefits (88551)	206.00	.00	206.00	.00

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education
2021-22 July**

	Appropriations	Expenditures	Encumbrances	Available Balance
20-280-200-320	Professional Technical Services (88552)	.00	4,100.00	995.00
	Total:	.00	5,806.00	4,194.00
NCLB Title IV				
20-281-200-320	Professional Technical Services (88552)	.00	3,900.00	.00
	Total:	.00	3,900.00	.00
CRRSA Act-ESSER II Grant Program				
20-483-100-101	CRRSA Act-ESSER II Grant Program (88709 9)	4,457.70	71,946.13	356,125.17
	Total:	4,457.70	71,946.13	356,125.17
CRRSA Act-Learning Acceleration Grant Program				
20-484-100-101	CRRSA Act-Learning Acceleration Grant Program (88710 7)	2,422.13	5,845.87	19,490.00
	Total:	2,422.13	5,845.87	19,490.00
CRRSA Act-Mental Health Grant Program				
20-485-100-101	CRRSA Act-Mental Health Grant Program (88711 3)	.00	1,500.00	43,500.00
	Total:	.00	1,500.00	43,500.00
	Special Revenue Fund Grand Total:	16,268.14	186,141.54	897,460.42

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8/3/2021 12:20pm

30 Capital Projects Fund

Assets and Liabilities

Assets		
101	Cash (101)	
102-107	Cash on hand and equivalents (102-107 (Summed))	.00
	Accounts Receivable: (132-149)	
132	Interfund Receivable	
141	A/R: State of NJ	.00
	Loans Receivable: (131,151,152)	.00
	Total Other Assets	.00
Resources		
301	Estimated Revenues	
302	Revenues	
	Total assets and resources:	<u>.00</u>

30 Capital Projects Fund
Liabilities and Fund Equity

<p>Liabilities 421</p>	<p>Accounts Payable</p>	<p>_____</p> <p>.00</p>
<p>Fund Balance</p>	<p>Appropriated</p> <p>Reserve for Encumbrances (753-754)</p> <p>Reserve for Encumbrances: Current</p> <p>Reserve for Encumbrances: Prior</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>753</p> <p>754</p>	<p>Appropriations (601)</p> <p>Expenditures (602)</p> <p>Encumbrances (603)</p> <p>Less: Expenditures and Encumbrances</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>75[0-2],76x</p>	<p>Total Appropriations</p> <p>Reserved Fund Balance</p> <p>Other Reserves ((Summed))</p> <p>Total Reserved Fund Balance:</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>.00</p> <p>.00</p>
<p>303</p> <p>770</p>	<p>Unappropriated:</p> <p>Budgeted Fund Balance (303)</p> <p>Fund Balance (770)</p> <p>Total Unappropriated:</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>.00</p>

Total Liabilities and Fund Balance

Report of the Secretary to the Board of Education
Bradley Beach Board of Education
2021-22 July

30 Capital Projects Fund
Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	.00	.00	.00
Revenues	(.00)	(.00)	(.00)
Subtotal	.00	.00	.00
Less: Reserve for Encumbrances: Prior Budgeted Fund Balance:	.00	.00	.00

30 Capital Projects Fund

Interim Statements Comparing

Budget Revenue with Actual to Date and

Appropriations with Expenditures and Encumbrances to Date

Revenue/sources of funds	Budgeted Estimated	Actual To Date	Unrealized Balance
Total revenues/sources of funds	.00	.00	.00
Expenditures	Appropriations	Expenditures	Encumbrances
			Available Balance

30 Capital Projects Fund

Schedule Of Revenues

Actual Compared with Estimated

	Estimated	Actual	Unrealized
Total Capital Projects Fund	.00	.00	.00

Report of the Secretary to the Board of Education
Bradley Beach Board of Education
2021-22 July

30 Capital Projects Fund

Statement of Appropriations
Compared with Expenditures and Encumbrances

	Appropriations	Expenditures	Encumbrances	Available Balance
Capital Projects Fund Grand Total:	.00	.00	.00	.00

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8/3/2021

Report of the Secretary to the Board of Education
 Bradley Beach Board of Education
 2021-22 July

40 Debt Service Fund
Assets and Liabilities

Assets		
101	Cash (101)	9.57
102-107	Cash on hand and equivalents (102-107 (Summed))	.00
121	Tax Levy Receivable (108-121)	172,300.00
141	Accounts Receivable: (132-149) A/R: State of NJ	.00
	Loans Receivable: (131,151,152)	.00
	Total Other Assets	.00
Resources		
301	Estimated Revenues	172,300.00
302	Revenues	(172,300.00)
	Total assets and resources:	<u>172,309.57</u>

Report of the Secretary to the Board of Education
 Bradley Beach Board of Education
 2021-22 July

40 Debt Service Fund

Liabilities and Fund Equity

Liabilities		.00
Fund Balance		
	Appropriated	
	Reserve for Encumbrances (753-754)	
753	Reserve for Encumbrances: Current	
754	Reserve for Encumbrances: Prior	
601	Appropriations (601)	172,300.00
602	Expenditures (602)	
603	Encumbrances (603)	
	Less: Expenditures and Encumbrances	
	Total Appropriations	172,300.00
	Reserved Fund Balance	
75[0-2],76x	Other Reserves (Summed)	.00
	Total Reserved Fund Balance:	.00
	Unappropriated:	
303	Budgeted Fund Balance (303)	
770	Fund Balance (770)	9.57
	Total Unappropriated:	9.57
	Total Liabilities and Fund Balance	172,309.57

Report of the Secretary to the Board of Education
 Bradley Beach Board of Education
 2021-22 July

40 Debt Service Fund

Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	172,300.00	.00	172,300.00
Revenues	(172,300.00)	(172,300.00)	(.00)
Subtotal	.00	-172,300.00	172,300.00
Less: Reserve for Encumbrances: Prior			
Budgeted Fund Balance:	.00	-172,300.00	172,300.00

40 Debt Service Fund

**Interim Statements Comparing
 Budget Revenue with Actual to Date and
 Appropriations with Expenditures and Encumbrances to Date**

Revenue/sources of funds	Budgeted Estimated	Actual To Date	Unrealized Balance
1XXX	172,300.00	172,300.00	.00
Total revenues/sources of funds	172,300.00	172,300.00	.00
Expenditures	Appropriations	Expenditures	Available Balance
40-701-510-xxx	.00	.00	.00
	.00	.00	.00
	172,300.00	.00	172,300.00
40-*	.00	.00	.00
	.00	.00	.00
Total Special Revenue Funds	172,300.00	.00	172,300.00

40 Debt Service Fund

**Schedule Of Revenues
 Actual Compared with Estimated**

	Estimated	Actual	Unrealized
Revenues from Local Sources			
Ad Valorem Taxes - Local Tax Levy	172,300.00	172,300.00	.00
Revenues from Local Sources Totals:	172,300.00	172,300.00	.00
Total Debt Service Fund	172,300.00	172,300.00	.00

40 Debt Service Fund

Statement of Appropriations
 Compared with Expenditures and Encumbrances

	Appropriations	Expenditures	Encumbrances	Available Balance
Regular Debit Service				
40-701-510-910 Redemption of Principal-Early Retirement Bonds (89560)	160,000.00	.00	.00	160,000.00
40-701-510-834 Interest on Bonds (89600)	12,300.00	.00	.00	12,300.00
Total:	172,300.00	.00	.00	172,300.00
Debt Service Fund Grand Total:	172,300.00	.00	.00	172,300.00

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 8/3/2021 12:20pm

REPORT OF THE TREASURER TO THE BRADLEY BEACH BOARD OF EDUCATION
FOR THE MONTH ENDING

7/31/21

PAGE 1 OF 6

FUNDS	CASH		CASH		ENDING
	BALANCE	RECEIPTS THIS MONTH	DISBURSEMENTS THIS MONTH	CASH BALANCE(1+2-3)	
GENERAL FUND--FUND 10	\$1,378,378.00	\$111,134.51	\$344,177.93	\$1,145,334.58	
SPECIAL REVENUE FUND--FUND 20	(\$35,982.17)	\$35,983.00	\$16,268.14	(\$16,267.31)	
CAPITAL PROJECTS FUND--FUND 30	\$0.00	\$0.00	\$0.00	\$0.00	
DEBT SERVICE FUND--FUND 40	\$9.57	\$0.00	\$0.00	\$9.57	
TOTAL GOVERNMENTAL FUNDS	\$1,342,405.40	\$147,117.51	\$360,446.07	\$1,129,076.84	
ENTERPRISE FUND--FUND 5X	\$24,076.03	\$9,241.22	\$9,638.05	\$23,679.20	
PAYROLL	\$0.00	\$157,431.49	\$157,431.49	\$0.00	
PAYROLL AGENCY	\$227,157.47	\$41,393.28	\$157,968.66	\$110,582.09	
UNEMPLOYMENT TRUST	\$28,226.70	\$2,571.53	\$0.00	\$30,798.23	
TOTAL TRUST & AGENCY FUNDS	\$255,384.17	\$201,396.30	\$315,400.15	\$141,380.32	
TOTAL ALL FUNDS	\$1,621,865.60	\$357,755.03	\$685,484.27	\$1,294,136.36	

PREPARED & SUBMITTED BY



TREASURER OF SCHOOL MONIES

8/9/2021
DATE

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--CASH ACCOUNT
BANK: BANK OF AMERICA
ACCOUNT #726-0100062

STATEMENT DATE: 7/31/21

BALANCE PER BANK			\$1,139,212.11
ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT	
REIMBURSEMENT DUE FOR		\$0.00	
		\$0.00	
		\$0.00	
TOTAL DEPOSITS IN TRANSIT			\$0.00
		AMOUNT	
DEDUCTIONS: OUTSTANDING CHECKS		\$10,135.25	
		\$0.00	
OTHER		\$0.02	
TOTAL DEDUCTIONS		\$10,135.27	
NET RECONCILING ITEMS			(\$10,135.27)
ADJUSTED BALANCE PER BANK			\$1,129,076.84

BALANCE PER BOARD SECRETARY'S RECORDS AS OF _____

RECONCILING ITEMS:

ADDITIONS

INTEREST EARNED _____

OTHER (EXPLAIN) _____

TOTAL ADDITIONS _____

DEDUCTIONS

BANK CHARGES _____

OTHER (EXPLAIN) _____

TOTAL DEDUCTIONS _____

NET RECONCILING ITEMS _____

ADJUSTED BOARD SECRETARY'S BALANCE AS OF _____

BANK OF AMERICA CERTIFICATES OF DEPOSIT: _____ \$0.00

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--PAYROLL/AGENCY
BANK: BANK OF AMERICA
ACCOUNT #726-0102200

STATEMENT DATE: 7/31/21

BALANCE PER BANK			\$112,927.85
ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT	
		\$0.00	
		\$0.00	
		\$0.00	
TOTAL DEPOSITS IN TRANSIT			\$0.00
		AMOUNT	
DEDUCTIONS: OUTSTANDING CHECKS		\$2,345.76	
OTHER		\$0.00	
TOTAL DEDUCTIONS		\$2,345.76	
NET RECONCILING ITEMS			(\$2,345.76)
ADJUSTED BALANCE PER BANK			\$110,582.09

BALANCE PER BOARD SECRETARY'S RECORDS AS OF _____

RECONCILING ITEMS:

ADDITIONS

INTEREST EARNED _____

OTHER (EXPLAIN) _____

TOTAL ADDITIONS _____

DEDUCTIONS

BANK CHARGES _____

OTHER (EXPLAIN) _____

TOTAL DEDUCTIONS _____

NET RECONCILING ITEMS _____

ADJUSTED BOARD SECRETARY'S BALANCE AS OF _____

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--PAYROLL ACCOUNT

BANK: BANK OF AMERICA
ACCOUNT #726-0100089

STATEMENT DATE: 7/31/21

BALANCE PER BANK			\$260.18
ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT	
		\$0.00	
		\$0.00	
		\$0.00	
TOTAL DEPOSITS IN TRANSIT		\$0.00	
		AMOUNT	
DEDUCTIONS: OUTSTANDING CHECKS		\$260.18	
OTHER		\$0.00	
TOTAL DEDUCTIONS		\$260.18	
NET RECONCILING ITEMS			(\$260.18)
ADJUSTED BALANCE PER BANK			\$0.00

BALANCE PER BOARD SECRETARY'S RECORDS AS OF _____

RECONCILING ITEMS:

ADDITIONS

INTEREST EARNED _____

OTHER (EXPLAIN) _____

TOTAL ADDITIONS _____

DEDUCTIONS

BANK CHARGES _____

OTHER (EXPLAIN) _____

TOTAL DEDUCTIONS _____

NET RECONCILING ITEMS _____

ADJUSTED BOARD SECRETARY'S BALANCE AS OF _____

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--UNEMPLOYMENT INSURANCE

BANK: BANK OF AMERICA
ACCOUNT #726-0101875

STATEMENT DATE: 7/31/21

BALANCE PER BANK			\$30,798.23
ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT	
		\$0.00	
		\$0.00	
		\$0.00	
TOTAL DEPOSITS IN TRANSIT		\$0.00	
		AMOUNT	
DEDUCTIONS: OUTSTANDING CHECKS		\$0.00	
OTHER		\$0.00	
TOTAL DEDUCTIONS		\$0.00	
NET RECONCILING ITEMS			\$0.00
ADJUSTED BALANCE PER BANK			\$30,798.23

BALANCE PER BOARD SECRETARY'S RECORDS AS OF _____

RECONCILING ITEMS:

ADDITIONS

INTEREST EARNED _____

OTHER (EXPLAIN) _____

TOTAL ADDITIONS _____

DEDUCTIONS

BANK CHARGES _____

OTHER (EXPLAIN) _____

TOTAL DEDUCTIONS _____

NET RECONCILING ITEMS _____

ADJUSTED BOARD SECRETARY'S BALANCE AS OF _____

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--CAFETERIA ACCT.
BANK: BANK OF AMERICA
ACCOUNT #726-0101344

STATEMENT DATE: 7/31/21

BALANCE PER BANK			\$23,679.20
ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT	
		\$0.00	
		\$0.00	
		\$0.00	
TOTAL DEPOSITS IN TRANSIT		\$0.00	
		AMOUNT	
DEDUCTIONS: OUTSTANDING CHECKS		\$0.00	
		\$0.00	
OTHER		\$0.00	
TOTAL DEDUCTIONS		\$0.00	
NET RECONCILING ITEMS		\$0.00	
ADJUSTED BALANCE PER BANK			\$23,679.20

BALANCE PER BOARD SECRETARY'S RECORDS AS OF _____

RECONCILING ITEMS:

ADDITIONS

INTEREST EARNED _____

OTHER (EXPLAIN) _____

TOTAL ADDITIONS _____

DEDUCTIONS

BANK CHARGES _____

OTHER (EXPLAIN) _____

TOTAL DEDUCTIONS _____

NET RECONCILING ITEMS _____

OUTSTANDING CHECKS AS OF 7/31/21
SALARY CASH ACCOUNT #726-0100089

CHECK #	AMOUNT	CHECK #	AMOUNT
37208	\$260.18		

GRAND TOTAL, SALARY ACCOUNT

\$260.18

OUTSTANDING CHECKS AS OF 7/31/21
CASH ACCOUNT #726-010062

PAGE 6 OF 6

CHECK #	AMOUNT	CHECK #	AMOUNT
19925	\$2.50		
19942	\$195.00		
19979	\$2,401.25		
19981	\$825.00		
20301	\$1,011.00		
20312	\$228.00		
20313	\$97.50		
20320	\$845.00		
20321	\$2,491.25		
20325	\$97.31		
20327	\$1,941.44		

OUTSTANDING CHECKS AS OF 7/31/21
PAYROLL/AGENCY ACCOUNT # 0072-6010-2200

CHECK #	AMOUNT	CHECK #	AMOUNT
7395	\$1,725.00		
7396	\$539.50		
7397	\$81.26		

Bradley Beach Board of Education
Account Maintenance Report
Appropriation Adjustments and Transfers for 2021-22 07/29/2021 - 07/29/2021

[Adjustment] Tx: 12012 to record transfer for July						
Date	Fund	Act #	Act Desc	Type	Pre	Post
7/29/2021	11	11-000-221-105-00	Salaries Secretaries	Adjustment	19,059.00	19,060.00
7/29/2021	11	11-000-221-600-00	Supplis and materials	Adjustment	1,000.00	2,180.00
7/29/2021	11	11-000-221-800-00	Other objects	Adjustment	800.00	799.00
7/29/2021	11	11-000-240-103-00	Salaries Principal	Adjustment	10,300.00	10,301.00
7/29/2021	11	11-000-240-800-00	Other objects	Adjustment	1,200.00	1,199.00
7/29/2021	11	11-000-252-100-00	Salaries: Technology	Adjustment	22,660.00	22,661.00
7/29/2021	11	11-000-252-600-00	Supplies and materials	Adjustment	4,500.00	4,499.00
7/29/2021	11	11-000-261-100-00	Salaries: Maintenance Services	Adjustment	46,144.00	44,964.00
7/29/2021	11	11-190-100-610-00	General Supplies	Adjustment	16,826.00	20,826.00
7/29/2021	11	11-190-100-610-00-56	Fifth & Sixth Grade Supplies	Adjustment	800.00	1,200.00
7/29/2021	11	11-190-100-610-00-78	Seventh & Eight Grade Supplies	Adjustment	800.00	1,100.00
7/29/2021	11	11-190-100-610-00-CP	Copy Duplicator Paper	Adjustment	7,000.00	2,300.00
7/29/2021	11	11-190-100-610-00-PK	Preschool Supplies	Adjustment	2,000.00	3,000.00
7/29/2021	11	11-190-100-610-07-TE	Tech Supplies	Adjustment	10,000.00	6,000.00
7/29/2021	11	11-190-100-610-08-TE	Technology Software	Adjustment	20,000.00	22,000.00
7/29/2021	11	11-190-100-610-10-ST	STEM & Kln Supplies	Adjustment	3,000.00	3,800.00
7/29/2021	11	11-190-100-610-11-AR	Art Supplies	Adjustment	2,500.00	2,700.00

10 General Fund totals:

.00

**Bradley Beach Board of Education
Bills and Claims**

Batch 22-0015 EFT Bank Charge (7/15/2021), Batch 22-0029 (8/1/2021), Batch 22-0030 NSLP Interfund Payment (7/29/2021), Batch 22-0043 Cafeteria Interfund payment (8/9/2021)

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount to Pay
Academy Charter High School	11-000-500-561-00	2124	PO-22-000062	Service Inv: AUGUST 2021	22-0029	20329	1,011.00
							1,011.00
Alliance Commercial Pest Control, Inc.	11-000-261-420-00	90060	PO-22-000009	Service Inv: 473252	22-0029	20330	70.00
Alliance Commercial Pest Control, Inc.	11-000-261-420-00	90060	PO-22-000009	Service Inv: 477649	22-0029	20330	10.00
Alliance Commercial Pest Control, Inc.	11-000-261-420-00	90060	PO-22-000009	Service Inv: 474759	22-0029	20330	25.00
							105.00
Allied Fire & Safety Equipment Company	11-000-266-420-00	88	PO-22-000056	Service Inv: SM 89692	22-0029	20331	396.00
Allied Fire & Safety Equipment Company	11-000-266-420-00	88	PO-22-000123	Service Inv: SM 89419	22-0029	20331	528.00
							924.00
Amazon.com	11-000-211-600-00	AMAZO N	PO-22-000076	Supplies Inv: 468765864467	22-0029	20332	293.50
Amazon.com	11-000-230-610-00	AMAZO N	PO-22-000119	Supplies Inv: 838589569449	22-0029	20332	749.97
Amazon.com	11-190-100-610-00-PK	AMAZO N	PO-22-000059	Supplies Inv: 448495537363	22-0029	20332	121.86
Amazon.com	11-190-100-610-00-PK	AMAZO N	PO-22-000134	Supplies Inv: 875458547746 & 894655594768	22-0029	20332	84.26
							1,249.59
Ameriflex	11-000-251-340-00	AMERFL	PO-22-000036	Service Inv: INV426973	22-0029	20333	50.00
							50.00
Arthur J. Gallagher Risk Management Services, Inc.	11-000-262-520-00	ARTHUR	PO-22-000044	Service Inv: 3913954	22-0029	20334	1,740.00
Arthur J. Gallagher Risk Management Services, Inc.	11-401-100-800-02	ARTHUR	PO-22-000044	Service Inv: 3917554	22-0029	20334	6,555.00
							8,295.00
Asbury Park Press	11-000-230-590-00	1003	PO-22-000058	Service Inv: ASB-002112	22-0029	20335	51.65
Asbury Park Press	11-000-230-590-00	1003	PO-22-000064	Service Inv: ASB-002112	22-0029	20335	44.45
							96.10
ASCD	11-000-219-800-00	4211	PO-22-000051	Service Inv: 000002613528	22-0029	20336	169.00

**Bradley Beach Board of Education
Bills and Claims**

Batch 22-0015 EFT Bank Charge (7/15/2021), Batch 22-0029 (8/1/2021), Batch 22-0030 NSLP Interfund Payment (7/29/2021), Batch 22-0043 Cafeteria Interfund payment (8/9/2021)

Vendor Name	Account Number	ID	PO Number	Description	Batch	Check #	Amount to Pay
Bank of America	11-000-230-890-00	BOAME R	PO-22-000087	Service	22-0015	No Check	169.00
							492.42
							492.42
BIT Direct, Inc.	11-000-252-600-00	BIT	PO-22-000067	Supplies Inv: 5029784	22-0029	20338	699.00
BIT Direct, Inc.	11-000-261-610-00	BIT	PO-22-000068	General Supplies Inv: 5029785	22-0029	20338	689.85
							1,388.85
Bradley Beach BOE	10-402	429	PO-22-000135	Service	22-0030	No Check	9,241.22
Bradley Beach BOE	10-402	429	PO-22-000159	Service	22-0043	No Check	398.80
							9,640.02
Brainpop	11-190-100-610-08-TE	BRAI	PO-22-000049	Service Inv: US229707	22-0029	20339	3,250.00
							3,250.00
Curriculum Associates	11-190-100-610-08-TE	1403	PO-22-000045	supplies Inv: 90026954	22-0029	20340	3,000.00
							3,000.00
Delisa Demolition and Disposal	11-000-261-420-00	DELISA	PO-22-000025	Service Inv: 219934 AUG.	22-0029	20341	460.41
							460.41
e2e Exchange, LLC	11-000-261-800-00	EZE	PO-22-000018	Service Inv: C2 2022-4048	22-0029	20342	1,250.00
e2e Exchange, LLC	11-000-261-800-00	EZE	PO-22-000065	Service Inv: BM 2022-4136	22-0029	20342	500.00
							1,750.00
George Koustas Painting & Construction, LLC	11-000-261-420-00	KOUSTA	PO-22-000003	Service	22-0029	20343	8,700.00
George Koustas Painting & Construction, LLC	11-000-261-420-00	KOUSTA	PO-22-000004	Service	22-0029	20343	6,450.00
George Koustas Painting & Construction, LLC	11-000-261-420-00	KOUSTA	PO-22-000006	Service	22-0029	20343	6,450.00
							21,600.00
Global Compliance Network, Inc.	11-000-261-800-00	GCN	PO-22-000122	Service Inv: 11471	22-0029	20344	1,400.00

**Bradley Beach Board of Education
Bills and Claims**

Batch 22-0015 EFT Bank Charge (7/15/2021), Batch 22-0029 (8/1/2021), Batch 22-0030 NSLP Interfund Payment (7/29/2021), Batch 22-0043 Cafeteria Interfund payment (8/9/2021)

Vendor Name	Account Number	ID	PO Number	Description	Batch	Check #	Amount to Pay
Heinemann Workshops	11-000-221-600-00	90050	PO-22-000091	Supplies Inv: 7351688	22-0029	20345	620.00
Heinemann Workshops	11-000-221-600-00	90050	PO-22-000092	supplies Inv: 7351686	22-0029	20345	1,560.00
							2,180.00
Horizon Blue Cross Blue Shield of New Jersey	11-000-211-270-00	HORIZO	PO-22-000021	Health Benefits Inv: 297054590	22-0029	20346	2,344.65
Horizon Blue Cross Blue Shield of New Jersey	11-000-213-270-00	HORIZO	PO-22-000021	Health Benefits	22-0029	20346	3,366.47
Horizon Blue Cross Blue Shield of New Jersey	11-000-216-270-00	HORIZO	PO-22-000021	Health Benefits	22-0029	20346	3,263.05
Horizon Blue Cross Blue Shield of New Jersey	11-000-217-270-00	HORIZO	PO-22-000021	Health Benefits	22-0029	20346	5,916.51
Horizon Blue Cross Blue Shield of New Jersey	11-000-218-270-00	HORIZO	PO-22-000021	Health Benefits	22-0029	20346	1,190.62
Horizon Blue Cross Blue Shield of New Jersey	11-000-219-270-00	HORIZO	PO-22-000021	Health Benefits	22-0029	20346	4,520.50
Horizon Blue Cross Blue Shield of New Jersey	11-000-261-270-00	HORIZO	PO-22-000021	Health Benefits	22-0029	20346	.00
Horizon Blue Cross Blue Shield of New Jersey	11-000-262-270-00	HORIZO	PO-22-000021	Health Benefits	22-0029	20346	4,725.89
Horizon Blue Cross Blue Shield of New Jersey	11-000-291-270-00	HORIZO	PO-22-000021	Health Benefits	22-0029	20346	5,888.43
Horizon Blue Cross Blue Shield of New Jersey	11-105-100-270-00	HORIZO	PO-22-000021	Health Benefits	22-0029	20346	1,154.03
Horizon Blue Cross Blue Shield of New Jersey	11-110-100-270-00	HORIZO	PO-22-000021	Health Benefits	22-0029	20346	1,154.03
Horizon Blue Cross Blue Shield of New Jersey	11-120-100-270-00	HORIZO	PO-22-000021	Health Benefits	22-0029	20346	29,956.95
Horizon Blue Cross Blue Shield of New Jersey	11-130-100-270-00	HORIZO	PO-22-000021	Health Benefits	22-0029	20346	21,104.06
Horizon Blue Cross Blue Shield of New Jersey	11-240-100-270-00	HORIZO	PO-22-000021	Health Benefits	22-0029	20346	1,767.65
Horizon Blue Cross Blue Shield of New Jersey	20-218-200-200-00	HORIZO	PO-22-000021	Health Benefits	22-0029	20346	6,732.94
							93,085.78
Horizon Blue Cross/Blue Shield	11-000-211-270-00	DENTAL	PO-22-000022	Dental Benefits Inv: 297057516	22-0029	20347	105.94
Horizon Blue Cross/Blue Shield	11-000-213-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0029	20347	148.33
Horizon Blue Cross/Blue Shield	11-000-216-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0029	20347	148.33
Horizon Blue Cross/Blue Shield	11-000-217-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0029	20347	264.85

**Bradley Beach Board of Education
Bills and Claims**

Batch 22-0015 EFT Bank Charge (7/15/2021), Batch 22-0029 (8/1/2021), Batch 22-0030 NSLP Interfund Payment (7/29/2021), Batch 22-0043 Cafeteria Interfund payment (8/9/2021)

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount to Pay
Horizon Blue Cross/Blue Shield	11-000-218-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0029	20347	52.97
Horizon Blue Cross/Blue Shield	11-000-219-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0029	20347	201.30
Horizon Blue Cross/Blue Shield	11-000-261-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0029	20347	.00
Horizon Blue Cross/Blue Shield	11-000-262-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0029	20347	211.88
Horizon Blue Cross/Blue Shield	11-000-291-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0029	20347	296.66
Horizon Blue Cross/Blue Shield	11-105-100-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0029	20347	.00
Horizon Blue Cross/Blue Shield	11-110-100-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0029	20347	52.97
Horizon Blue Cross/Blue Shield	11-120-100-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0029	20347	1,430.44
Horizon Blue Cross/Blue Shield	11-130-100-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0029	20347	1,054.07
Horizon Blue Cross/Blue Shield	11-240-100-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0029	20347	79.42
Horizon Blue Cross/Blue Shield	20-218-200-200-00	DENTAL	PO-22-000022	Dental Benefits	22-0029	20347	296.66
							4,343.82
IXL Learning	11-190-100-610-08-TE	IXL	PO-22-000041	Service Inv: S407133	22-0029	20348	3,500.00
IXL Learning	20-280-100-600-00	IXL	PO-22-000041	Service Inv: S407133	22-0029	20348	1,500.00
							5,000.00
Jersey Central Power & Light	10-421	3021	PO-21-000085-PYPBL	Service Inv: 100 016 090 902	22-0029	20349	129.09
Jersey Central Power & Light	11-000-262-622-00	3021	PO-22-000085	Service Inv: 100 016 090 902	22-0029	20349	198.09
							327.18
Kaplan Early Learning Company	11-190-100-610-00-PK	1347	PO-22-000099	Supplies Inv: 0005941878	22-0029	20350	141.06
							141.06
Kendall Hunt Publishing Company	20-271-200-580-00	KEN01	PO-22-000082	Service Inv: 12721335	22-0029	20351	800.00
							800.00
Learn Well	10-421	LEA	PO-21-000312-PYPBL	Service Inv: INV60246	22-0029	20352	266.00
							266.00

**Bradley Beach Board of Education
Bills and Claims**

Batch 22-0015 EFT Bank Charge (7/15/2021), Batch 22-0029 (8/1/2021), Batch 22-0030 NSLP Interfund Payment (7/29/2021), Batch 22-0043 Cafeteria Interfund payment (8/9/2021)

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount to Pay
Learning A-Z	11-190-100-610-00	LEAR	PO-22-000072	Service Inv: 4023529	22-0029	20353	659.45
							659.45
Monmouth County Curriculum	11-000-221-800-00	MCCC	PO 22-000116	Service Inv: 2021-2022 SY	22-0029	20354	375.00
							375.00
MRA International, Inc.	11-000-230-610-00	MRA	PO-22-000075	Supplies Inv: 26054	22-0029	20355	906.00
MRA International, Inc.	20-483-100-610-00	MRA	PO-22-000037	Supplies Inv: 26024	22-0029	20355	13,095.00
							14,001.00
Mystery Science	11-190-100-610-08-TE	MYSSCI	PO-22-000040	Supplies Inv: 126844	22-0029	20356	1,249.00
							1,249.00
New Jersey American Water	11-000-262-490-01	1206	PO-22-000086	Service Inv: 1018-210024800300	22-0029	20357	243.71
							243.71
New Jersey Natural Gas	11-000-262-621-00	NJNG	PO-22-000027	Service Inv: 16-3376-9046-26	22-0029	20358	992.35
							992.35
New Jersey School Boards Association	11-000-230-339-00	NEW_JE	PO-22-000012	Service Inv: 10282-Q4D2J3	22-0029	20359	2,000.00
							2,000.00
Oceanside Service, Inc.	10-421	1958	PO-21-000475-PYPBL	Service Inv: 10055	22-0029	20360	291.00
Oceanside Service, Inc.	10-421	1958	PO-21-000573-PYPBL	Service Inv: 11587	22-0029	20360	798.00
Oceanside Service, Inc.	11-000-261-420-00	1958	PO-22-000169	Service Inv: 12255	22-0029	20360	324.00
							1,413.00
Oriental Trading Company	11-190-100-610-00-01	4152	PO-22-000105	Supplies Inv: 710947885-01	22-0029	20361	72.23
Oriental Trading Company	20-483-100-610-00	4152	PO-22-000078	Supplies Inv: 25676489	22-0029	20361	365.99
							438.22
Pear Deck, Inc.	11-190-100-610-08-TE	PEAR	PO-22-000080	Service Inv: INV35111	22-0029	20362	2,025.00

Bradley Beach Board of Education
Bills and Claims

Batch 22-0015 EFT Bank Charge (7/15/2021), Batch 22-0029 (8/1/2021), Batch 22-0030 NSLP Interfund Payment (7/29/2021), Batch 22-0043 Cafeteria Interfund payment (8/9/2021)

Vendor Name	Account Number	PO Number	Description	Batch	Check #	Amount to Pay
Pearson Assessment	11-000-219-600-00	PO-22-000071	Service Inv: 14829009	22-0029	20363	185.00
						<u>185.00</u>
Power to Learn	11-000-230-530-01	PO-22-000084	Service Inv: 07866-109618-01-8	22-0029	20364	101.89
						<u>101.89</u>
Really Good Stuff, LLC	11-190-100-610-00-78	PO-22-000093	supplies Inv: 7646538	22-0029	20365	106.91
						<u>106.91</u>
Red-eSet Grow, LLC	11-190-100-610-00	PO-22-000079	Service Inv: 12955	22-0029	20366	175.00
						<u>175.00</u>
Rockalingua	11-190-100-610-08-TE	PO-22-000070	Service Inv: 893	22-0029	20367	299.00
						<u>299.00</u>
Sadieler School	11-190-100-610-08-TE	PO-22-000073	Service Inv: 1966923	22-0029	20368	1,547.44
						<u>1,547.44</u>
Sawas Learning Company LLC	11-190-100-610-08-TE	PO-22-000048	Service Inv: 7027591798	22-0029	20369	6,318.90
						<u>6,318.90</u>
Scholastic Inc	11-190-100-610-00	PO-22-000107	Supplies Inv: M7147419	22-0029	20370	124.36
Scholastic Inc	11-190-100-610-00	PO-22-000108	Supplies Inv: M147418	22-0029	20370	176.72
Scholastic Inc	11-190-100-610-00	PO-22-000110	Supplies Inv: M147421	22-0029	20370	181.50
Scholastic Inc	11-190-100-610-00	PO-22-000111	Supplies Inv: M7131214	22-0029	20370	157.08
						<u>639.66</u>
School Specialty	11-190-100-610-00	PO-22-000089	supplies Inv: 208128010472	22-0029	20371	67.23
School Specialty	11-190-100-610-00-01	PO-22-000098	supplies Inv: 208128032882	22-0029	20371	72.80
School Specialty	11-190-100-610-00-04	PO-22-000117	Supplies Inv: 308103805848	22-0029	20371	176.18

**Bradley Beach Board of Education
Bills and Claims**

**Batch 22-0015 EFT Bank Charge (7/15/2021), Batch 22-0029 (8/1/2021), Batch 22-0030 NSLP Interfund Payment (7/29/2021), Batch 22-0043 Cafeteria Interfund
payment (8/9/2021)**

Vendor Name	Account Number	IC	PO Number	Description	Batch	Check #	Amount to Pay
School Specialty	11-190-100-610-10-ST	69	PO-22-000096	Supplies Inv: 308103803194	22-0029	20371	143.34
							459.55
Scrubber Doctor	11-000-262-610-00	SCRUBB	PO-22-000137	Supplies Inv: S18828	22-0029	20372	31.20
							31.20
SHI Inc.	11-000-252-600-00	SHI	PO-22-000024	Goods Software Inv: B13769503	22-0029	20373	930.00
							930.00
Stapleslink	11-000-219-600-00	STAPLE	PO-22-000063	Supplies Inv: 3481989870	22-0029	20374	136.20
Stapleslink	11-190-100-610-00	STAPLE	PO-22-000118	Supplies Inv: 3483764858 & 3482819691	22-0029	20374	169.51
Stapleslink	11-190-100-610-00-78	STAPLE	PO-22-000132	Supplies Inv: 3482892091	22-0029	20374	100.81
Stapleslink	11-240-100-610-00	STAPLE	PO-22-000131	Supplies	22-0029	20374	132.00
							538.52
Teaching Strategies,LLC	11-190-100-610-00-PK	TEACHI	PO-22-000077	Service Inv: Q-125691	22-0029	20375	391.50
							391.50
Team life Inc.	11-000-213-600-00	TEAM	PO-22-000149	Service Inv: 33568	22-0029	20376	299.00
							299.00
The Aussie Pouch Compan. Inc	11-190-100-610-00-03	THE AUSSIE	PO-22-000130	Supplies Inv: 15041	22-0029	20337	183.85
							183.85
Tools of the Mind Inc.	11-190-100-610-00-PK	TOOLS	PO-22-000052	Service Inv: 2739	22-0029	20377	400.00
							400.00
Turn Key Technologies	11-000-261-800-00	TURN	PO-22-000023	Supplies Inv: 45696	22-0029	20378	3,555.00
							3,555.00
Twin Rocks Water	11-000-219-800-00	TW	PO 22-000088	Supplies Inv: 5808842	22-0029	20379	47.46
Twin Rocks Water	11-000-230-890-00	TW	PO 22-000088	Supplies Inv: 5808842	22-0029	20379	47.47

Bradley Beach Board of Education
Bills and Claims

Batch 22-0015 EFT Bank Charge (7/15/2021), Batch 22-0029 (8/1/2021), Batch 22-0030 NSLP Interfund Payment (7/29/2021), Batch 22-0043 Cafeteria Interfund payment (8/9/2021)

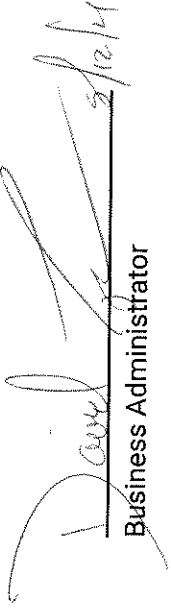
Vendor Name	Account Number	IS	PO Number	Description	Batch	Check #	Amount to Pay
Twin Rocks Water	11-000-251-890-00	TW	PO 22-000088	Supplies Inv: 5808842	22-0029	20379	47.47
							<u>142.40</u>
UGI Energy Service, LLC	11-000-262-621-00	UGI	PO-22-000028	Service Inv: 06034401	22-0029	20380	13.49
							<u>13.49</u>
Xtel Communications	11-190-100-800-00-CP	530	PO-22-000054	Service Inv: 212120295	22-0029	20381	1,537.29
							<u>1,537.29</u>

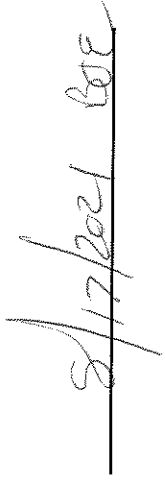
Resolved that the Bills & Claims against the Board of Education as herein enumerated for equipment, material, and supplies, furnished and delivered and for work done and performance, and certified as correct by the Secretary of the Board of Education be and the same are ordered paid when approved by the Finance Committee, and when funds are available.

Fund	Program	Purchase Orders	Current	Prior Year	Total
10	General Fund	6	11,124.11		11,124.11
	Fund total:		11,124.11		11,124.11
11	General Current Expense	61	77,489.96		77,489.96
11	General Current Expense	2	1,154.03		1,154.03
11	General Current Expense	2	1,207.00		1,207.00
11	General Current Expense	2	31,387.39		31,387.39
11	General Current Expense	2	22,158.13		22,158.13
11	General Current Expense	29	26,432.28		26,432.28
11	General Current Expense	3	1,979.07		1,979.07
11	General Current Expense	1	6,555.00		6,555.00
	Fund total:		168,362.86		168,362.86
20	Special Revenue Fund	2	7,029.60		7,029.60
20	Special Revenue Fund	1	800.00		800.00
20	Special Revenue Fund	1	1,500.00		1,500.00
20	Special Revenue Fund	2	13,460.99		13,460.99
	Fund total:		22,790.59		22,790.59
	Grand totals:	114	202,277.56		202,277.56

Bradley Beach Board of Education
Bills and Claims

Batch 22-0015 EFT Bank Charge (7/15/2021), Batch 22-0029 (8/1/2021), Batch 22-0030 NSLP Interfund Payment (7/29/2021), Batch 22-0043 Cafeteria Interfund payment (8/9/2021)


Business Administrator


8/17/2021 BOE