

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

**A G E N D A**

**Regular Meeting**  
**July 20, 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:

Special Meeting – July 16, 2021  
Confidential Executive Session – July 16, 2021  
Regular/Public Hearing Meeting – July 22, 2021  
Confidential Executive Session – July 22, 2021

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

VI. Superintendent's Report

Executive Session

A. Personnel

1. Resolved: That the Board accept the resignation, with regret, of Mrs. Alisyn Morder. (Attachment VI-A.1)
2. Resolved: That the Board approve the appointment of Megan Jardine to the position Leave Replacement Elementary Special Education Teacher, effective September 1, 2021 through June 30, 2022 at a salary of \$53,835. (Attachment VI-A.2) [B]
3. Resolved: That the Board approve the following appointments in the New Jersey County/District School Information System:

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Position	Name
Anti-Bullying Coordinator	Ms. Sarah Poppe
District Homeless Education Liaison	Mrs. Alison Zylinski
Intervention and Referral Services Coordinator	Ms. Sarah Poppe
District Professional Development Chair	Ms. Sarah Poppe
State Testing Coordinator	Dr. Stephen Wisniewski
District NCLB Coordinator (ESSA)	Dr. Stephen Wisniewski
District Anti-Bullying Specialist	Mrs. Alison Zylinski
District Educational Stability Liaison	Dr. Stephen Wisniewski
District Bilingual/ESL/ELS Point of Contact	Ms. Sarah Poppe
NJSMART Point of Contact	Ms. Ruth Ramirez
School Safety Specialist	Dr. Stephen Wisniewski

4. Resolved: That the Board approve Ashley Fox for Summer Professional Development and September Professional Development Facilitator, as a rate of \$40 per hour for a total of 10 hours. [T]
5. 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
Ashley Fox	July 27, 2021 & July 28, 2021	Illustrative Mathematics: Teach & Learn Virtual Academy	Virtual	\$800.00
Amanda Fahy	Self-Paced	American School Counseling Career Development Specialist Training	Virtual	\$ 99.00

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

B. Policy

1. Resolved: That the Board approve the following Policies and Regulations for a first 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)

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

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

C. Students

- Resolved: The Bullying Specialist reports no investigated incidents of Harassment, Intimidation and Bullying for the month of June.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

VII. Business Administrator/Board Secretary’s Report

A. Approval of Acceptance of FY 2022 IDEA Consolidated Formula Grant Funds

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

Program Name	FY 2022 Award Amount
IDEA Basic	\$128,408
IDEA Preschool	2,827

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

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

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

Program Name	FY 2022 Award Amount
ESEA Title IA	\$111,955
ESEA Title IIA	9,605

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ESEA Title III	9,593
ESEA Title IV	10,000

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

C. Approval to Join the ESEA Title III Consortium with Eatontown Board of Education

Resolved: That the Board approve the joining of the Eatontown Board of Education ESEA Title III Consortium.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

Note: By joining this consortium the Board will have access to its ESEA Title III allocation.

D. Approval of Extraordinary State Aid (2020-21 School Year)

Resolved: That the Board accept the State (Extraordinary) Aid in the amount of \$6,148. (Attachment VII-D)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

E. Approval of Use of Facilities – Parish of St. Teresa of Calcutta

Resolved: That the Board approve the use of facilities (Bradley Beach Elementary School playground closest to the church parking lot) by the Parish of St. Teresa of Calcutta on Monday, September 6, 2021, between 3:00 p.m. and 6:00 p.m., to hold their outdoor Feast Day Celebration. (Attachment VII-E)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

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

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending June 30, 2021 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. (Attachment VII-F)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

G. Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending June 30, 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-G)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

AGENDA  
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H. Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23-2.11(e), we certify that as of June 30, 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: \_\_\_\_\_

I. Approval of Budget Transfers (2020/2021)

Resolved: That the Board approve the 2020/2021 budget transfers as listed on Attachment VII-I.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

J. Approval of June 2021 Payroll

Resolved: That the Board approve the June 2021 gross payroll in the amount of \$424,295.29.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

K. Approval of Bills Payment

Resolved: That the Board approve payment of the June 29, 2021 and July 20, 2021 regular bills lists and as certified and approved. (Attachment VII-K)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

VIII. Old Business

IX. New Business

X. Committee Reports

XI. President's Report

XII. Public Comments (Agenda Items Only)

XIII. Public Comments (Other Items Only)

XIV. Executive Session (if required)

XV. Adjournment

June 24, 2021

Attachment VI-A.1

Dear Dr. Wisniewski,

It is with a heavy heart that I must formally submit my resignation from Bradley Beach Elementary School effective at the end of this month. I was recently offered a position as a Supervisor of Special Services in a local school district. After much consideration, I believe this opportunity will help me to grow as an educator and expand my experience as an administrator.

I have truly loved my seven years at Bradley Beach and am very grateful for each experience that has helped me to grow as an educator. It has been an absolute pleasure to work with such supportive colleagues and administrators. I'd like to thank you for the opportunities that I have had in Bradley Beach. They have made a lasting impact that I will take with me as I embark on this next step of my career.

The entire BBES community will forever hold a special place in my heart.

Warm Regards,

Alisyn Morder

# Megan Jardine

Elementary and Special Education Teacher

## PERSONAL SUMMARY

An energetic and passionate professional committed to changing the lives of students and maximizing their potential. Believes all students can learn and thrive with the correct environment and support system.

## SKILLS

Leadership, social skills development, curriculum development, classroom management, evaluating students, data collection, data analysis, Google Classroom, distance learning

## EXPERIENCE

**Red Bank Charter School, Red Bank NJ - Special Education Teacher**

SEPTEMBER 2016 - PRESENT

- Develop and Implement highly effective and engaging lessons for students with varying disabilities in grades 2-8 in Math and Language Arts
- Data collection and analysis to drive student learning
- Create a comfortable and confident learning environment for students
- Other responsibilities : character education, service learning, basic skills instruction, after school reading enrichment program, extended school year

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**Wall Township School District, Allenwood School, Wall NJ -  
*Instructional Paraprofessional***

OCTOBER 2014 - AUGUST 2016

- Assisted general and special education teachers in the implementation of lessons by providing 1:1 and shared support for students with special needs and learning styles
- Provided support to students with severe learning disabilities, behavioral disorders, and visual impairments in an inclusive setting

**SEARCH Day Program, Ocean NJ - *Instructional Paraprofessional***

MARCH 2013 - SEPTEMBER 2013

- Engaged students with autism in natural environment teaching activities
- Provided a safe environment for all students by following behavior and education plans

**EDUCATION**

**Georgian Court University, Lakewood NJ - *BA In Psychology and Education, Graduated December 2012***

Elementary Education K-6, Teacher of Student with Disabilities

Kappa Delta Pi, International Honor Society of Education 10/2011-12/2012



# POLICY GUIDE

BYLAWS  
0131/page 1 of 4  
Bylaws, and Policies, and Regulations  
May 21

[See POLICY ALERT No. 223]

## 0131 BYLAWS, AND POLICIES, AND REGULATIONS

The Board of Education shall exercise its rule-making power by adopting, **revising, and abolishing** bylaws, and 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** ~~Repeal~~

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

**Bylaws, policies, or regulations may be abolished at any meeting of the Board**

[Option – Select one Option Below

**provided the proposed abolishing of the proposed bylaw, policy, or regulation has been approved by the Board at a previous meeting of the Board.**

**without the proposed abolishing of the proposed bylaw, policy, or regulation being approved by the Board at a previous meeting of the Board.]**

Optional

{The Board ~~shall may~~ 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, ~~and~~ policies, **and regulations** without prior notice.}



# POLICY GUIDE

BYLAWS

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Bylaws, and Policies, and Regulations

The Board may, under emergency circumstances, suspend the operation of a bylaw, ~~or~~ policy, **or regulation** and adopt, **revise** ~~amend~~, or **abolish** ~~repeal~~ a bylaw, ~~or~~ policy, **or regulation** without prior notice. The emergency adoption, **revision** ~~amendment~~, or **abolishment** ~~repeal~~ of a bylaw, ~~or~~ 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** ~~amendment~~, **abolishment** ~~repeal~~, or suspension of a bylaw, ~~or~~ 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

A **The** manual of bylaws, ~~and~~ policies, **and regulations** shall be maintained. A copy of the manual of bylaws, ~~and~~ policies, **and regulations** shall be **available and accessible** ~~given~~ 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, ~~and~~ policies, **and regulations**.

~~Each copy of the manual of bylaws and policies shall be numbered; a record of the placement of each manual shall be maintained by the \_\_\_\_\_.~~ Copies of revised pages will be furnished to the holders of manuals as changes are made to bylaws and policies. The holder of a policy manual shall return the manual to the Board Secretary upon the termination of his/her service to the district.

The manual of bylaws, ~~and~~ 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 policy manual and shall not be modified by any person other than the \_\_\_\_\_ or his/her designee.



# POLICY GUIDE

BYLAWS  
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Bylaws, and Policies, and Regulations

## Consideration Development of Bylaws, and Policies, and Regulations

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

1. A **recommendation for a new or revised bylaw, or policy, or regulation shall** may be **recommended** suggested to the Board **and/or Superintendent** by ~~any Board member, the Superintendent, any staff member, or a member of the public;~~
2. A **recommendation** suggestion for a new or revised bylaw, or 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 suggestion will** should consider whether the matter is adequately addressed in existing Board **bylaw, policy, or regulation** and whether the matter is more appropriately addressed by administrative regulation;
3. If a recommendation for a new or revised bylaw, or policy, **or regulation** results from referral for study, a proposed draft will be **referred to the Superintendent and at the discretion of the Board President and as appropriate to the subject, to a Board committee** submitted to the Board for discussion and approval on first reading. Copies of the proposed draft will be made available to staff members and the public, and comment will be invited. Changes in the draft may be made, by a simple majority vote, when the draft is presented for approval on first reading;
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;



# POLICY GUIDE

BYLAWS

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Bylaws, and Policies, and Regulations

54. The proposed draft, **bylaw, policy, or regulation** approved by the **Board** on first reading, will be submitted for adoption at **a the next succeeding regular meeting** of the Board. **Revisions** Changes 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** change that alters the substantive meaning of the draft will constitute a new first reading, and the draft must be presented for adoption at **a the next succeeding Board meeting**. A change that is merely editorial may be followed by a vote to adopt the new or revised bylaw, or policy, **or regulation** on second reading.

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

Adopted:



# POLICY GUIDE

PROGRAM  
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**Career and Vocational-Technical Education**  
May 21

[See POLICY ALERT Nos. 173 and 223]

## 2421 CAREER AND VOCATIONAL-TECHNICAL EDUCATION

The Board of Education ~~provides~~ **believes** a program(s) of **career and vocational-technical education is important to the educational development of its students.** The New Jersey system ~~purpose~~ 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;** ~~the vocational-technical education program is to develop the academic, vocational, and technical skills of students who elect to enroll in vocational-technical education programs preparing the students for career preparation, gainful employment, lifelong learning, training supplemental to daily employment, and productive citizenship.~~
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 vocational-technical education**

**Select One Option As Identified Below**

**[For County Vocational Schools-Districts**

\_\_\_\_ operating as a county vocational school district in accordance with N.J.S.A. 18A:54-1.1 et seq. and N.J.A.C. 6A:19-1.1 et seq.]



# POLICY GUIDE

PROGRAM

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Career and Vocational-Technical Education

**[For School Districts That Only Offer The County Vocational School Option For Career and Vocational-Technical Education Programs**

  X   with students guaranteed the right to apply and, if accepted, to attend a county vocational school **district**. The district **shall will** provide a county vocational school **district and its designated** representative(s) with a reasonable opportunity, during school hours, to present information about the county vocational school **district's** programs to **all** students, ~~in grades six~~ **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.]

**[For School Districts That Offer The County Vocational School Option And Local Career and Vocational-Technical Education Programs Established In Accordance With N.J.A.C. 6A:19-3.51.1 et seq.**

       with students guaranteed the right to apply and, if accepted, to attend a county vocational school **district**. The district **shall will** provide a county vocational school **district and its designated** representative(s) a **with** reasonable opportunity, during school hours, to present information about the county vocational school **district's** programs to **all** students, ~~in grades six~~ **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.

In addition, the district has established local **career and secondary vocational-technical education** programs **and programs of study approved pursuant to N.J.A.C. 6A:19-3.1** as part of a **separate career and technical high school or as part of a comprehensive high school curriculum** in accordance with **the provisions of N.J.A.C. 6A:19-3.5 2.1(e)**. These programs **shall be have been** approved by the Commissioner of Education ~~pursuant to N.J.A.C. 6A:8-2.2(b)5~~.

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



# POLICY GUIDE

PROGRAM

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Career and Vocational-Technical Education

All students participating in **career and vocational-technical** education programs within this district or in shared-time **career and vocational-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 vocational-technical** education programs due to race, color, creed, religion, national origin, ancestry, age, marital status, **affectional or** sexual orientation, gender, **socioeconomic** social or economic status, or disability.

## ~~{Optional — For Districts That Offer Vocational-Technical Education Programs In Other School Districts~~

~~{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. other local school districts if the Board approves the payment of the tuition and transportation costs and does not offer an identical type of program in accordance with N.J.A.C. 6A:19-3.1(b).}~~

The district will comply with the general program requirements for **career and vocational-technical** education as defined in N.J.A.C. 6A:19-5.23.1 et seq. Students participating in part-time school and part-time employment **career and vocational-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.**



# POLICY GUIDE

PROGRAM

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**Career and Vocational-Technical Education**

~~The Superintendent shall develop regulations that ensure vocational technical education programs established in the district are conducted within the framework of the State's Plan for Vocational and Technical Education approved by the New Jersey State Board of Education and accepted by the United States Department of Education.~~

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

~~N.J.S.A. 18A:35-4.2; 18A:38-15; 18A:54-1.1 et seq.~~

~~N.J.A.C. 6A:19-1.1 et seq.~~

Adopted:





# POLICY GUIDE

TEACHING STAFF MEMBERS  
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Assignment of **Extra** Additional Duties  
May 21

[See POLICY ALERT No. 223]

## 3134 ASSIGNMENT OF EXTRA ADDITIONAL DUTIES

The professional responsibilities of teaching staff members include such extra duties as may be assigned by the **Superintendent or designee** Board of Education. The **Superintendent or designee will, in accordance with the Board of Education's managerial prerogative, Board will appoint assign** teaching staff members to extra duties duty positions that are in accordance with applicable law and any collective bargaining agreement including, but not necessarily limited to, the positions of department chairperson, account treasurer, co-curricular activity advisor, athletic coach, monitor, and chaperone.

**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.**

A teaching staff member who requests appointment to an extra duty position may be given preference over other candidates for the position. Wherever possible, the Board will fill athletic coaching positions with physical education teachers.

Any teaching staff member appointed to an extra duty position is expected to serve unless excused for extenuating circumstances. A member's refusal to serve or resignation from extra duty service without permission may constitute an act of insubordination subject to discipline.

A teaching staff member can accrue no tenure or seniority rights in an extra duty position and is not entitled to reappointment to an extra duty position.

Performance in **any** an extra **duties** duty position **may** will be considered in a teaching staff member's evaluation, in determining whether to renew a nontenured member, and in determining which of two or more tenured members with identical seniority entitlements will be retained in a reduction in force.



# POLICY GUIDE

TEACHING STAFF MEMBERS  
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Assignment of **Extra Additional** Duties

~~The Superintendent will inform the Board of extra duty positions required for the implementation of the district's program, post notice of vacancies in those positions, and recommend appointments to those positions.~~

N.J.S.A. 18A:27-4  
N.J.S.A. 34:13A-23

Cross reference: Policy Guide No. 3270

Adopted:



# POLICY GUIDE

TEACHING STAFF MEMBERS

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Nonrenewal of Nontenured Teaching Staff Member

May 21

[See POLICY ALERT Nos. 166, 175, 201 and 223]

## 3142 NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

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

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

**On or before May 15 of each year, each nontenured teaching staff member continuously employed by a Board of Education since the preceding September 30 shall receive a written notice from the Superintendent that such employment will not be offered if the Superintendent recommends the nontenured teaching staff member not be renewed.** ~~The Superintendent shall notify each nontenured teaching staff member to whom reemployment will not be offered of such nonrenewal in writing on or before May 15. Any nontenured teaching staff member receiving who received written notice that a teaching contract for the succeeding school year will not be offered may, within fifteen calendar days of receiving such notification thereafter,~~ request in writing



# POLICY GUIDE

TEACHING STAFF MEMBERS

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Nonrenewal of Nontenured Teaching Staff Member

a statement of the reasons for nonrenewal **such non-employment which shall be given to the nontenured staff member in writing within thirty calendar days after the receipt of such request** ~~The Superintendent will provide a written statement of reasons within thirty days after the receipt of any such request.~~

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

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

N.J.S.A. 18A:27-3.1; 18A:27-3.2; 18A:27-4.1; 18A:27-10 et seq.  
N.J.A.C. 6A:10-98.1

Adopted:



# POLICY GUIDE

TEACHING STAFF MEMBERS

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Evaluation of Teachers

May 21

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[See POLICY ALERT Nos. 172, 181, 201, 207, 212 and 223]

## 3221 EVALUATION OF TEACHERS

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

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

~~The rules in N.J.A.C. 6A:10— Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and n~~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 June 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 shall** be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.



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Evaluation of Teachers

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

The components of the teacher evaluation rubric as described in N.J.A.C. 6A:10-4.1 shall apply to teachers. Measures of student achievement, as outlined in N.J.A.C. 6A:10-4.2, shall be used to determine impact on student learning. Teacher observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-4.4 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:



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Evaluation of Teaching Staff Members, Excluding  
Teachers and Administrators

May 21

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[See POLICY ALERT Nos. 175, 201, 207, 212 and 223]

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

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

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

~~The rules in N.J.A.C. 6A:10— Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and nNo 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 June 1** for approval by August 15 † of each year. The evaluation rubrics shall have four



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## TEACHING STAFF MEMBERS

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

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

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

Observations and evaluations for nontenured teaching staff members shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1 **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:





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

May 21

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[See POLICY ALERT Nos. 175, 201, 207, 212 and 223]

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

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

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

~~The rules in N.J.A.C. 6A:10 — Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and n~~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.



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

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

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

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

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

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

Adopted:



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Evaluation of Principals, Vice Principals,  
and Assistant Principals

May 21

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[See POLICY ALERT Nos. 201, 207, 212 and 223]

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

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

~~The rules in N.J.A.C. 6A:10— Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and n~~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 June~~ 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~~ shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.



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## TEACHING STAFF MEMBERS

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### Evaluation of Principals, Vice Principals, and Assistant Principals

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

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

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

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

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

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

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

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

Adopted:



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SUPPORT STAFF MEMBERS

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Nonrenewal of Nontenured Support Staff Member

May 21

[See **POLICY ALERT Nos. 166, 201 and 223**]

## 4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

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

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

The Superintendent shall **provide written notification to** ~~notify~~ each nontenured support staff member to whom reemployment will not be offered ~~in writing~~ in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. 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.



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SUPPORT STAFF MEMBERS

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Nonrenewal of Nontenured Support Staff Member

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** ~~whose contract is not renewed shall have the right to a written statement of the reasons for nonrenewal, provided the request for the statement of reasons is made within fifteen days of the Superintendent's written notification of nonrenewal to the support staff member. The statement of reasons shall be provided~~ **given to the** a nontenured support staff member **in writing** within thirty **calendar** days after the receipt of ~~such~~ the 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** ~~shall have the right to~~ an informal appearance before the Board. **The written request shall be submitted to the Board within ten calendar days of the nontenured 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 to permit the support staff member an opportunity to convince the members of the Board to offer reemployment, provided that a request for such an appearance is received within ten days after the support staff member receives the statement of reasons provided by the Superintendent. The informal appearance before the Board shall be held in accordance with the provisions of N.J.A.C. 6A:10-8.1.**

The Board is not required to offer reemployment or vote on reemployment after an informal 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 support staff member will be notified of the Board's final determination within three days following the informal appearance before the Board.~~



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Nonrenewal of Nontenured Support Staff Member

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:



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[See POLICY ALERT Nos. 184, 188 and 223]

## 6471 SCHOOL DISTRICT TRAVEL

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;





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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.



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## [Option – I would not include

\_\_\_\_\_ The Board of Education authorizes an annual maximum amount per employee for regular business travel only for which Board of Education approval is not required. The annual maximum shall not exceed \$ \_\_\_\_\_ (No more than \$ 1,500.00) and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.]

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.



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## [Option – I would not include

- The Board of Education excludes from the requirements of prior Board of Education approval any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements in accordance with the provisions of N.J.A.C. 6A:23A-7.4(d).]

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.

## [Select One Option

- The Superintendent of Schools is the final approval authority for travel.
- The School Business Administrator/Board Secretary is the final approval authority for travel.
- 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.



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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:



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TEACHING STAFF MEMBERS

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Nonrenewal of Nontenured Teaching Staff Member

May 21

[See POLICY ALERT Nos. 166, 175, 201 and 223]

## R 3142 NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

### A. Evaluations

1. Each nontenured teaching staff member shall be evaluated in strict compliance with statute, N.J.S.A. 18A:27-3.1, ~~rules of the State Board of Education, N.J.A.C. 6A: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** ~~Principal or the nontenured teacher's immediate supervisor shall recommend to the Superintendent that the teaching staff member should not be reemployed in the following 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** ~~The nontenured teaching staff member shall be informed by the Superintendent of Schools, in writing, that employment for the next succeeding school year will not be offered. This written notice shall be provided to the nontenured teaching staff member on or before May 15.~~
3. A recommendation by the Superintendent **to not renew for nonrenewal 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 this school** ~~school~~ district.



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4. A nNontenured teaching staff members<sup>2</sup> **employment** contracts can ~~only~~ 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** ~~may~~ 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 will notify Board members of the recommendation not to renew a nontenured teaching staff member's contract before notifying the nontenured teaching staff member of the recommendation to not renew.~~ The Superintendent 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. ~~In or in~~ the alternative, ~~the Superintendent may notify the Board members of the recommendation not to renew a nontenured teaching staff member in an executive session.~~ **Using this option 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) ~~for nonrenewal of nontenured teaching staff members.~~
  - 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** ~~employee~~ 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.



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Nonrenewal of Nontenured Teaching Staff Member

2. A nontenured teaching staff member not recommended for renewal by the Superintendent is deemed not renewed. A **Board's 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. ~~Notice of the Superintendent's decision not to renew shall be given to each nontenured teaching staff member not recommended for renewal on or before May 15 in accordance with N.J.S.A. 18A:27-10. The Board may delegate the Superintendent or the Board Secretary to give the written notice of nonrenewal.~~
12. The nonrenewal notice shall be ~~in writing and~~ 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.** ~~A nonrenewed teaching staff member will be given a written statement of the reasons for which he/she was not renewed provided the teaching staff member's request for a statement of reasons has been received by the Superintendent within fifteen calendar days after the teaching staff member received written notice of his/her nonrenewal. N.J.S.A. 18A:27-3.2.~~



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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 employee's teaching staff member's observations and** evaluations and the **nontenured teaching staff member** employee 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 ~~and shall be delivered to the employee who requested it within thirty calendar days after the receipt of the employee's request.~~

## F. Nonrenewal Appearance

1. **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. A teaching-staff member who has requested a statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, will be granted an informal appearance before the Board to discuss those reasons, provided that he/she had submitted to the Superintendent a written request for such an appearance no later than ten calendar days after the nontenured teaching staff member's receipt of the written statement of reasons. N.J.A.C. 6A:10-8.1(a).**
2. **The A date for 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 appearance shall be conducted at an executive session for which notice has been given in accordance with N.J.S.A. 10:4-13.**





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3. The Board will **exercise discretion in determining** ~~determine~~ a reasonable length of time **for the proceeding** ~~to be devoted to the appearance,~~ 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.**
53. **The Board shall provide the nontenured teaching staff member adequate written notice regarding the date and time of the informal appearance.** ~~The teaching staff member requesting the appearance shall be given written notice, no later than forty eight hours in advance of the meeting at which it is scheduled, of the date, time, place, and duration of the appearance.~~
64. **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.** ~~The purpose of the appearance shall be to permit the nonrenewed teaching staff member to convince the members of the Board to offer reemployment. To those ends, the appearance shall be informally conducted. This appearance provides a mechanism by which the nontenured teaching staff member, whose renewal has not been recommended by the Superintendent, can appeal to the Board, on which the Superintendent sits as a non-voting member pursuant to N.J.S.A. 18A:17-20.~~
7. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board presiding ~~and the appearance shall not be an adversary proceeding.~~
85. The **nontenured** teaching staff member may be represented by an attorney or by one individual of his/her choosing. ~~He/She~~ **The nontenured teaching staff member** may present, **on his or her behalf,** witnesses ~~to testify on his/her behalf. Witnesses who do~~



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not need to present testimony under oath and ~~their statements may be recorded. The~~ **shall not be cross-examined by the Board** will ~~hear witnesses and shall not cross-examine them.~~ Witnesses **shall** ~~will~~ be called **one at a time** into the meeting to address the Board ~~one at a time~~ and shall be excused from the meeting after making their statements.

## G. Final Determination

1. ~~A nontenured teaching staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured teaching staff member. However, after an informal appearance before the Board, the Superintendent may make a recommendation for reemployment of the nontenured teaching staff member to the voting members of the Board. The voting members of the Board, by a majority vote of the full Board in public session, must approve the reemployment based on the Superintendent's recommendation. 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. The final determination will be delivered to the teaching staff member, in writing, no later than three days following the informal appearance. The Board may delegate the Superintendent or the Board Secretary to deliver the final determination.**

Issued:



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TEACHING STAFF MEMBERS

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Evaluation of Teachers

May 21

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[See POLICY ALERT Nos. 181, 201, 207, 212 and 223]

## R 3221 EVALUATION OF TEACHERS

### A. Definitions – N.J.A.C. 6A:10-1.2

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

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

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

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

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

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

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

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



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



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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. ~~Teacher~~ **Educator** practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

“Semester” means half of the school year.



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

“Student growth objective” means an academic goal that 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.

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

“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.



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

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

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



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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 in 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 ~~teachers in staff members~~ who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
  - c. Ensure the Superintendent annually notifies all teachers of the adopted evaluation policies and procedures no later than October 1. If a teacher is hired after October 1, the Board/Superintendent shall notify the teacher of the policies and procedures at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures within ten **teacher** working days of adoption;





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### Evaluation of Teachers

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



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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.



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

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. ~~A Beginning in 2018-2019, the District Evaluation Advisory Committees is not shall no longer be required~~ and the Board of Education shall have the discretion to **establish a continue the** 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;



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- b. Job descriptions, evaluation rubrics for teachers, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
  - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;
  - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
  - e. Process for developing and scoring student growth objectives;
  - f. The process for preparation of individual professional development plans; and
  - g. The process for preparation of an annual performance report by the teacher's designated supervisor and an annual summary conference between the teacher and his or her designated supervisor.
3. The annual summary conference between designated supervisors and teachers shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:
- a. The performance of the teacher based upon the job description and the scores or evidence compiled using the teacher's evaluation rubric, including, when applicable:
    - (1) The **educator's** ~~teacher's~~ practice instrument; and
    - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.



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



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

1. For each teacher rated ineffective or partially effective on the annual summative evaluation, 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).



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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.



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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:





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- (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



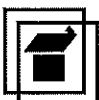
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- (4) Identify professional development opportunities for all teachers based on the review of aggregate school-level data, including, but not limited to, teacher evaluation and student performance data to support school-level professional development 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.



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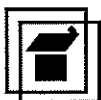
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3. To earn a summative rating, a teacher shall have a student achievement score, including median student growth percentile and/or student growth objectives(s) scores, and a teacher practice score pursuant to N.J.A.C. 6A:10-4.4.
4. Each score shall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



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- 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



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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.



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- 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.



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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** via written communication, including electronic.



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- 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.





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### Evaluation of Teachers

- (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.



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- N. Teacher Practice Instrument – N.J.A.C. 6A:10-7.2
1. The teacher practice instrument approved by the Department shall meet the following criteria:
    - a. Include domains of professional practice that align to the New Jersey Professional Standards for Teachers pursuant to N.J.A.C. 6A:9-3;
    - b. Include scoring guides for assessing teacher practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall:
      - (1) Clearly define the expectations for each rating category;
      - (2) Provide a conversion to 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:



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Evaluation of Teaching Staff Members, Excluding  
Teachers and Administrators

May 21

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[See POLICY ALERT Nos. 181, 201, 207, 212 and 223]

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

### A. Definitions – N.J.A.C. 6A:10-1.2

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

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

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

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

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

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

“Department” means the New Jersey Department of Education.



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

“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.



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

“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.



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Evaluation of Teaching Staff Members, Excluding  
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“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

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

C. Educator Evaluation Data, Information, and 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.



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## TEACHING STAFF MEMBERS

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

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 ~~shall~~ adopt evaluation rubrics for all teaching staff members. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.
2. Evaluation rubrics shall be submitted to the Commissioner by **August** ~~June~~-1 for approval by August **15** ~~1~~ of each year.

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

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



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## TEACHING STAFF MEMBERS

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

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





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

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.



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## TEACHING STAFF MEMBERS

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

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

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. ~~A Beginning in 2018-2019, the District Evaluation Advisory Committees~~ **is not shall no longer be required** and the Board of Education shall have the discretion to **establish a continue the** 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;



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

- 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** ~~teaching staff member's~~ practice instrument; and



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

- (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



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

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;



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

- 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.



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

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** ~~Observations and Evaluations~~ – N.J.A.C. 6A:10-6.2

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



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- 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:





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

May 21

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[See POLICY ALERT Nos. 201, 207, 212 and 223]

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

### A. Definitions – N.J.A.C. 6A:10-1.2

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

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

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

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

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

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



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

“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** ~~teaching staff members~~ other than ~~teachers~~, Principals, Vice Principals, and Assistant Principals may be applied to the administrator’s summative evaluation rating in a manner determined by the school district.

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



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Evaluation of Administrators, Excluding  
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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.



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

**“Student growth objective” means an academic goal that 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

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

C. Educator Evaluation Data, Information, and 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



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

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 June~~ 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



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

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





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

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. ~~A Beginning in 2018-2019, the District Evaluation Advisory Committees is not shall no longer be required~~ and the Board of Education shall have the discretion to **establish a continue the** 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;





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- 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~~ administrator's practice instrument; and



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- (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,



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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;



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Evaluation of Administrators, Excluding  
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- 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.



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Evaluation of Administrators, Excluding  
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Assistant Principals

## 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.



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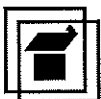
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- b. The number of required observations and evaluations for nontenured administrators may be reduced proportionately when an individual administrator's term of service is less than one academic year.
4. Evaluations for tenured administrators shall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

Adopted:



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Evaluation of Principals, Vice Principals,  
and Assistant Principals

May 21

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[See POLICY ALERT Nos. 201, 207, 212 and 223]

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

### A. Definitions – N.J.A.C. 6A:10-1.2

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

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

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

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

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

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



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





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

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

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

“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.



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“Semester” means half of the school year.

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

“Student growth objective” means an academic goal that teachers and 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

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



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C. Educator Evaluation Data, Information, and 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:



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- 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;



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- 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;



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- 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 Beginning in 2018 2019, the District Evaluation Advisory Committees is not shall no longer be required and the Board of Education shall have the discretion to establish a continue the~~ District Evaluation Advisory Committee.



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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







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- 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



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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).



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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



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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.



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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.



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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.



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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



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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.





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3. Leadership practice shall be determined by a score on a leadership rubric, which will assess the Principal's, Vice Principal's, or Assistant Principal's ability to improve student achievement and teaching staff member effectiveness through identified leader behaviors. The rubric will be posted on the Department's website and annually maintained.
- L. Principal, Vice Principal, and Assistant Principal Observations – N.J.A.C. 6A:10-5.4
1. The Superintendent or his or her designee, 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.



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- b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the principal practice instrument and the Principal's, Vice Principal's, or Assistant Principal's individual professional development plan, collecting additional information needed for the evaluation, and offering areas to improve effectiveness.
  - c. With the consent of the observed Principal, Vice Principal, or Assistant Principal, post-observation conferences for individuals who are not on a corrective action plan may be conducted via written communication, including electronic communication.
  - d. One post-observation conference may be combined with the Principal's, Vice Principal's, or Assistant Principal's annual summary conference as long as it occurs within the required fifteen Principal, Vice Principal, or Assistant Principal working days following the observation.
  - e. A written or electronic observation 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



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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 2008 ISLLC** Professional Standards for **Educational School** Leaders developed by the **National Policy Board for Educational Administration (NPBEA)** ~~Interstate School Leadership Licensure Consortium~~ incorporated herein by reference, available at:  
  
[http://www.cesso.org/documents/2008/educational\\_leadership\\_policy\\_standards\\_2008.pdf](http://www.cesso.org/documents/2008/educational_leadership_policy_standards_2008.pdf);
  - b. Include scoring guides for assessing principal practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall clearly define the expectations for each category and provide a conversion 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.



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Evaluation of Principals, Vice Principals,  
and Assistant Principals

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

Adopted:



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SUPPORT STAFF MEMBERS

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Nonrenewal of Nontenured Support Staff Member

May 21

[See POLICY ALERT Nos. 166, 201 and 223]

## R 4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

### A. Evaluations

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

### B. Nonrenewal Recommendation

1. When a nontenured support staff member's performance does not meet the standards of the **school** district, **employment will not be offered to the nontenured support staff member's immediate supervisor for the next succeeding** ~~shall recommend to the Superintendent, no later than April 1, that the support staff member should not be reemployed in the following school year.~~
2. The nontenured support staff member shall be informed by the Superintendent of Schools, in writing, that employment for the next succeeding school year will not be offered. This written notice shall be provided to the nontenured support staff member in accordance with the **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 for nonrenewal** may be based upon the nontenured support staff member's evaluations, job performance, or any factor affecting his/her employment in **the school** ~~this~~ district.



# REGULATION GUIDE

## SUPPORT STAFF MEMBERS

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### Nonrenewal of Nontenured Support Staff Member

4. A nontenured support staff member contract can ~~only~~ be renewed **only** upon the Superintendent's recommendation and a majority vote of the full **membership of the Board**. The Board **shall** ~~may~~ 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 will notify Board members of the recommendation not to renew a nontenured teaching staff member's contract before notifying the nontenured teaching staff member of the recommendation to not renew. The Superintendent may notify the Board members of the recommendation not to renew the nontenured support teaching staff member's contract and the reasons for the recommendation in a written notice to the Board prior to May 15. In or in the alternative, the Superintendent may notify the Board members of the recommendation not to renew a nontenured teaching staff member in an executive session. Using this option~~ **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 prior to May 15 to review the Superintendent's recommendation(s) for nonrenewal of nontenured teaching staff members.**
  - 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** employee 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.



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Nonrenewal of Nontenured Support Staff Member

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.**

32. 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. Notice of the Superintendent's decision not to renew shall be given to each nontenured support staff member not recommended for renewal in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. The Board may delegate the Superintendent or the Board Secretary to give the written notice of nonrenewal.~~

12. The nonrenewal notice shall be ~~in writing and~~ 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. A nonrenewed support staff member will be given a written statement of the reasons for which he/she was not renewed**



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Nonrenewal of Nontenured Support Staff Member

~~provided the support staff member's request for a statement of reasons has been received by the Superintendent within fifteen calendar days after the support staff member has received written notice of his/her nonrenewal.~~

2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the **nontenured support staff member's** employee's evaluations and the **nontenured support staff member** employee has been given a copy of those evaluations, the statement of reasons may incorporate the evaluations by reference.
3. The statement of reasons may be prepared by the Superintendent or the Board Secretary and shall be delivered to the **nontenured support staff member** employee who requested **the statement of reasons** it within thirty calendar days after the receipt of the **nontenured support staff member's** employee'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** ~~A support staff member who has requested a statement of reasons for his/her nonrenewal will be granted an informal appearance before the Board to discuss those reasons, provided that he/she had submitted to the Superintendent a written request for such an appearance no later than ten calendar days after the support staff member's receipt of the written statement of reasons.~~
2. ~~A date for the~~ **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 appearance shall be conducted at an executive session for which notice has been given in accordance with N.J.S.A. 10:4-13.~~





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Nonrenewal of Nontenured Support Staff Member

3. The Board will **exercise discretion in determining** ~~determine~~ a reasonable length of time **for the proceeding** ~~to be devoted to the appearance,~~ 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.**
53. **The Board shall provide the nontenured support staff member adequate written notice regarding the date and time of the informal appearance.** ~~The support staff member requesting the appearance shall be given written notice, no later than forty-eight hours in advance of the meeting at which it is scheduled, of the date, time, place, and duration of the appearance.~~
64. **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.** ~~The purpose of the appearance shall be to permit the nonrenewed support staff member to convince the members of the Board to offer reemployment. To those ends, the appearance shall be informally conducted. This appearance provides a mechanism by which the nontenured support staff member, whose renewal has not been recommended by the Superintendent, can appeal to the Board, on which the Superintendent sits as a non-voting member pursuant to N.J.S.A. 18A:17-20.~~
7. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board presiding ~~and the appearance shall not be an adversary proceeding.~~
85. The **nontenured** support staff member may be represented by an attorney or by one individual of his/her choosing. ~~He/She~~ **The nontenured support staff member** may present, **on his or her behalf**, witnesses to ~~testify on his/her behalf.~~ **Witnesses who do**



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Nonrenewal of Nontenured Support Staff Member

not need to present testimony under oath; and ~~their statements may be recorded. The~~ **shall not be cross-examined by the** Board ~~will hear witnesses and shall not cross-examine them.~~ Witnesses **shall** ~~will~~ be called **one at a time** into the meeting to address the Board ~~one at a time~~ and shall be excused from the meeting after making their statements.

## G. Final Determination

1. ~~A nontenured support staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board vote is 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. The voting members of the Board, by a majority vote of the full Board in public session, must approve the reemployment based on the Superintendent's recommendation. 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. The final determination will be delivered to the nontenured support staff member, in writing, no later than three days following the informal appearance. The Board may delegate the Superintendent or the Board Secretary to deliver the final determination.~~

Issued:



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May 21  
M

[See POLICY ALERT Nos. 184, 188 and 223]

## R 6471 SCHOOL DISTRICT TRAVEL PROCEDURES

### 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;



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- 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.



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- c. Exclusion of Federal funds from the annual maximum travel budget shall not exempt such travel from the requirements applicable to State and local funds.
  2. The Board of Education may authorize an annual maximum amount per employee for regular business travel only for which Board of Education approval is not required.
    - a. The annual maximum shall not exceed \$1,500 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.
    - b. Regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 and in this Regulation shall include attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge. It also shall include regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150 per employee or Board member.
    - c. Regular school district business travel shall require approval of the Superintendent prior to obligating the school district to pay related expenses and prior to attendance at the travel event.
      - (1) The Superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely district Board of Education approval.
      - (2) The Superintendent shall establish, in writing, the internal levels of approval required prior to his or her approval of the travel event, as applicable.
- C. Travel Approval Procedures (N.J.A.C. 6A:23A-7.4)
  1. All travel requests for employees of the school district shall be submitted to the Superintendent or designee and approved in writing by the Superintendent and approved by a majority of the Board of Education's full voting membership, except if the Board of Education has excluded regular business travel from prior approval in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.



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- 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.



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



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- 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





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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.



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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.



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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.



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- (2) The Superintendent shall determine if a violation of N.J.A.C. 6A:23A-7 requires a penalty in accordance with N.J.A.C. 6A:23A-7.7.
    - (3) If a violation is determined prior to payment or reimbursement of the travel event, the Superintendent may exclude application of any additional penalties.
  5. The annual audit conducted pursuant to N.J.S.A. 18A:23-1 shall include test procedures to ensure compliance with the Board of Education's policy and travel limitations set forth in this section and N.J.S.A. 18A:11-12.
- G. Prohibitive Travel Reimbursements (N.J.A.C. 6A:23A-7.8)
  1. The following types of expenditures are not eligible for reimbursement:
    - a. Subsistence reimbursement for one-day trips, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12;
    - b. Subsistence reimbursement for overnight travel within the State, except where authorized by the Commissioner in accordance with N.J.A.C. 6A:23A-7.11;
    - c. Travel by Board members or employees whose duties are unrelated to the purpose of the travel event or who are not required to attend to meet continuing education requirements or to comply with law or regulation;
    - 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;



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- 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;



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- 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.



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- (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.



# REGULATION GUIDE

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School District Travel Procedures

- (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.





# REGULATION GUIDE

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School District Travel Procedures

- (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.



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School District Travel Procedures

- (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.



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- 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.



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- 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;



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School District Travel Procedures

- (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.



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School District Travel Procedures

6. The United States General Services Administration publishes a schedule of Federal per diem rates in the Federal Register for approved overnight travel by the event location. The latest Federal per diem rates schedule for lodging, meals, and incidental expenses by location can be found at [www.gsa.gov](http://www.gsa.gov). The following restrictions apply to allowable per diem reimbursements:
  - a. Allowable per diem reimbursement for lodging, meals, and incidentals shall be actual reasonable costs, not to exceed the Federal per diem rates for the event location. Registration and conference fees are not subject to the Federal per diem rate caps. If the event location is not listed, the maximum per diem allowance shall be equal to the standard Continental United States (CONUS) per diem rates published by the General Services Administration for meals, incidental expenses, and lodging.
  - 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.



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School District Travel Procedures

- 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



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School District Travel Procedures

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.





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School District Travel Procedures

- 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.



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School District Travel Procedures

- 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.



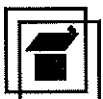
# REGULATION GUIDE

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School District Travel Procedures

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;



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School District Travel Procedures

- 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.



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School District Travel Procedures

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:



07/07/2021

STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION  
 OFFICE OF SCHOOL FINANCE  
 2020-21 STATE SCHOOL AID  
 EXTRAORDINARY AID

Page EXA

COUNTY: 25-MONMOUTH  
 DISTRICT: 0500-BRADLEY BEACH BORO  
 BUDGET: K-12

PUBLIC PLACEMENT WITH NON-DISABLED PEERS

Number of Applications	0	(A-1)
Excess Costs>=\$40,000	0	(A-2)
Item (A-2) times 0.90	0	(A)

PUBLIC PLACEMENT WITH ONLY DISABLED PEERS

Number of Applications	0	(B-1)
Excess Costs>=\$40,000	0	(B-2)
Item (B-2) times 0.75	0	(B)

OUT OF DISTRICT PRIVATE PLACEMENT

Number of Applications	1	(C-1)
Excess Costs>=\$55,000	9,099	(C-2)
Item (C-2) times 0.75	6,824	(C)

Total Number of Applications  
 Item (A-1) + Item (B-1) + Item (C-1)

FY21 Extraordinary Aid prior to prororation  
 [Item (A) + Item (B) + Item (C)]

FY21 Actual Extraordinary Aid Item (E) times 0.90094	6,148	(F)
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Good evening, Mr. Wisniewski,

Attachment VII-E

My name is Kathleen Bellezza. We spoke outside of Ascension Church while we were giving soup out to people during Lent. You were so kind as to email our flyer out to the families of BBE.

The Parish of St. Teresa of Calcutta is having an outdoor Feast Day Celebration on Monday, September 6 (Labor Day) 3PM-6PM on the Ascension property. At our meeting tonight, it was mentioned that in years past, our parish was permitted to use the Bradley Beach Elementary playground closest to the church parking lot. I am writing to ask if we would be permitted to use that space this year?

Thank you in advance for your time and consideration. Kindly let me know if this request is possible.

Sincerely,  
Kathleen McGorry Bellezza

--  
Kathleen McGorry Bellezza  
Saint Teresa of Calcutta  
Youth Coordinator

TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 10  
INTERIM BALANCE SHEET  
06/30/21

**ASSETS AND RESOURCES**

**ASSETS:**

101	Cash In Bank		929,978.00
102-106	Cash and cash equivalents		.00
111	Investments		.00
116	Capital Reserve Account		170,000.00
117	Maintenance Reserve		100,000.00
118	Emergency Reserve		178,400.00
121	Tax levy receivable		.00
	Accounts receivable:		
132	Interfund	.00	
141	Intergovernmental-state	92,974.62	
142	Intergovernmental-federal	.00	
143	Intergovernmental-other		
153, 154	Other (net uncollect. of)	.00	92,974.62
	Loans receivable:		
131	Interfund	.00	
151, 152	Other (net uncollect. of)	.00	.00
	Other Current Assets		.00

**RESOURCES:**

301	Estimated revenues	7,209,011.00	
302	Less Revenues	-7,223,785.96	-14,774.96
Total assets and resources			1,456,577.66

**LIABILITIES AND FUND EQUITY**

**LIABILITIES:**

421	Accounts payable		.00
431	Contracts payable		.00
451	Loans payable		.00
	Other current liabilities		.00
	Total liabilities		.00





TO THE BOARD OF EDUCATION  
 BRADLEY BEACH BOARD OF ED  
 FUND 10  
**INTERIM BALANCE SHEET**  
 06/30/21

**FUND BALANCE:**

	Appropriated:		
753,754	Reserve for Encumbrances		167,279.19
	Reserved fund balance:		
761	Capital Reserve Account		170,000.00
764	Maintenance Reserve Account		100,000.00
765	Tuition Reserve Account		.00
766	Emergency Reserve Acct		178,400.00
762	Adult education program		.00
751,2,6X	Other Reserves		
601	Appropriations	7,656,711.00	
602	Less: Expenditures	7,012,557.69	
603	Encumbrances	167,279.19	-7,179,836.88
604	Increase in capital reserve		.00
606	Increase in Maintenance Reserve		
607	Increase in Emergency Reserve		
	Total appropriated		1,092,553.31
	Unappropriated:		
770	Fund balance July 1, 2020		796,508.35
303	Less-Budgeted fund balance		-432,484.00
307	Less-Bdgtd w/d frm Cap Rsv Elig		.00
309	Less Bdgtd w/d frm Cap Rsv Xcss		
310	Less Bdgtd w/d frm Maint Reserv		
311	Less Bdgtd w/d frm Tuition Rsv		
312	Less Bdgtd w/d frm Emergency Rs		
	Total fund balance		1,456,577.66
	Total liabilities and fund equity		1,456,577.66



TO THE BOARD OF EDUCATION  
 BRADLEY BEACH BOARD OF ED  
 FUND 10  
 INTERIM BALANCE SHEET  
 06/30/21

**RECAPITULATION OF FUND BALANCE**

	BUDGETED	ACTUAL	VARIANCE
Appropriations	7,656,711.00	7,179,836.88	476,874.12
Less Revenues	7,209,011.00	7,223,785.96	-14,774.96
Subtotal	447,700.00	-43,949.08	491,649.08
Change in Capital Reserve Account:			
Plus-Increase in reserve	.00		.00
Less-Withdrawl from Reserve-Elig costs	.00		
Less-Withdrawl from Resv-Excess costs	.00		
Change in Maintenance Reserve Account			
Plus-Increase in Reserve	.00		.00
Less-Withdrawl from Reserve	.00		
Change in Tuition Reserve Account			
Less-Withdrawl from Reserve	.00		.00
Change in Emergency Reserve Acct			
Plus-Increase in Reserve	.00		.00
Less-Withdrawl from Reserve	.00		
Sub Total	447,700.00		491,649.08
Less: Adjustment Prior Year Encumbrances	-16,416.00	-16,416.00	
Budgeted Fund Balance	<u>431,284.00</u>	<u>-60,365.08</u>	<u>.00</u>



TO THE BOARD OF EDUCATION  
 BRADLEY BEACH BOARD OF ED  
 FUND 20  
 INTERIM BALANCE SHEET  
 06/30/21

**ASSETS AND RESOURCES**

**ASSETS:**

101	Cash In Bank		-35,982.17
102-106	Cash and cash equivalents		.00
111	Investments		.00
116	Capital Reserve Account		.00
	Accounts receivable:		
132	Interfund	.00	
141	Intergovernmental-state	.01	
142	Intergovernmental-federal	.00	
143	Intergovernmental-other		
153, 154	Other (net uncollect. of)	.00	.01
131	Interfund loans receivable		.00
	Other Current Assets		.00

**RESOURCES:**

301	Estimated revenues	808,483.20	
302	Less Revenues	-701,698.61	106,784.59
	Total assets and resources		70,802.43

**LIABILITIES AND FUND EQUITY**

**LIABILITIES:**

411	Intergovt accts payable -state		.00
412	Intergovt accts payable - federal		.00
421	Accounts payable		.00
402	Interfund accounts payable		.00
431	Contracts payable		.00
451	Loans payable		.00
481	Deferred revenues		918.33
	Other current liabilities		.00
	Total liabilities		918.33



TO THE BOARD OF EDUCATION  
 BRADLEY BEACH BOARD OF ED  
 FUND 20  
**INTERIM BALANCE SHEET**  
 06/30/21

**FUND BALANCE:**

Appropriated:					
753	Reserve for Encumbrances Curr Y			.00	
754	Reserve for Encumbrances Prior Y				
Reserved fund balance:					
761	Capital Reserve Account		.00		
604	Increase in capital reserve				
307	Budget withdrawl frm cap reserve			.00	
601	Appropriations		808,483.20		
602	Less: Expenditures	738,599.10			
603	Encumbrances	.00	-738,599.10	69,884.10	
	Total fund balance				69,884.10
Total liabilities and fund equity					70,802.43



TO THE BOARD OF EDUCATION  
 BRADLEY BEACH BOARD OF ED  
 FUND 30  
**INTERIM BALANCE SHEET**  
 06/30/21

**ASSETS AND RESOURCES**

**ASSETS:**

101	Cash In Bank	.00
102-106	Cash and cash equivalents	.00
105	Cash With Fiscal Agents	.00
111	Investments	.00
	Accounts receivable:	
132	Interfund	.00
141	Intergovernmental-state	
142	Intergovernmental-federal	
153, 154	Other (net uncollect. of)	.00
131	Interfund loans receivable	.00
161	Bonds proceeds receivable	.00
	Other Current Assets	.00

**RESOURCES:**

301	Estimated revenues	.00
302	Less Revenues	.00
Total assets and resources		.00

**LIABILITIES AND FUND EQUITY**

**LIABILITIES:**

421	Accounts payable	.00
402	Interfund accounts payable	.00
431	Contracts payable	.00
432	Construct contracts payable-retain %	.00
433	Construction contracts payable	.00
451	Loans payable	.00
	Other current liabilities	.00
	Total liabilities	.00



TO THE BOARD OF EDUCATION  
 BRADLEY BEACH BOARD OF ED  
 FUND 30  
**INTERIM BALANCE SHEET**  
 06/30/21

**FUND BALANCE:**

Appropriated:				
753,754	Reserve for Encumbrances		.00	
751,2,6X	Other Reserves		.00	
601	Appropriations		.00	
602	Less: Expenditures	.00		
603	Encumbrances		.00	.00
	Total appropriated			
Unappropriated:				
770	Fund balance July 1, 2020			.00
303	Less-Budgeted fund balance			
	Total fund balance			.00
	Total liabilities and fund equity			.00



TO THE BOARD OF EDUCATION  
 BRADLEY BEACH BOARD OF ED  
 FUND 40  
 INTERIM BALANCE SHEET  
 06/30/21

**ASSETS AND RESOURCES**

**ASSETS:**

101	Cash In Bank		9.57
102-106	Cash and cash equivalents		.00
105	Cash With Fiscal Agents		.00
111	Investments		.00
119	Debt Service Reserve		.00
121	Tax levy receivable		.00
	Accounts receivable:		
132	Interfund	.00	
141	Intergovernmental-state		
153, 154	Other (net uncollect. of)	.00	.00
	Other Current Assets		.00

**RESOURCES:**

301	Estimated revenues		.00
302	Less Revenues		.00
	Total assets and resources		9.57

**LIABILITIES AND FUND EQUITY**

**LIABILITIES:**

455	Interest payable		.00
441	Matured bonds payable		.00
	Other current liabilities		.00
	Total liabilities		.00



TO THE BOARD OF EDUCATION  
 BRADLEY BEACH BOARD OF ED  
 FUND 40  
**INTERIM BALANCE SHEET**  
 06/30/21

**FUND BALANCE:**

Appropriated:			
767	Debt Service Reserve Acct	.00	
751,2,6X	Other Reserves		
601	Appropriations	.00	
602	Less: Expenditures		.00
608	Increase in Debt Service Reserve		
Unappropriated:			
770	Fund balance July 1, 2020		9.57
303	Less-Budgeted fund balance		.00
313	Less Bdgtd w/d frm Debt Svs Rsv		
	Total fund balance		9.57
	Total liabilities and fund equity		9.57
Change in Debt Service Reserve Acct			
	Plus-Increase in Reserve	.00	.00
	Less-Withdrawl from Reserve	.00	
	Sub Total	.00	





REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION  
DISTRICT: BRADLEY BEACH BOARD OF ED  
FUND 10  
INTERIM STATEMENT  
COMPARING BUDGETED REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBERANCES TO DATE  
FOR TWELVE MONTH PERIOD ENDING 06/30/2021

		Budgeted Estimated	Actual To Date	Note: Over or (Under)	Unrealized Balance
<b>REVENUE</b>					
CURRENT EXPENSE					
52XX	From transfers	.00	.00	.00	.00
51XX	Sale of bonds	.00	.00	.00	.00
1XXX	From local sources	6,349,790.00	6,361,883.96	.00	-12,093.96
2XXX	From intermediate sources	.00	.00	.00	.00
3XXX	From state sources	859,221.00	861,902.00	.00	-2,681.00
4XXX	From federal sources	.00	.00	.00	.00
TOTAL REVENUE/SOURCES OF FUNDS		7,209,011.00	7,223,785.96	.00	-14,774.96
		<b>Appropriations</b>	<b>Expenditures</b>	<b>Encumbrance</b>	<b>Avail Balance</b>
<b>EXPENDITURES</b>					
CURRENT EXPENSE					
11-1XX-100-XXX	Regular programs-instruction	2,819,408.00	2,662,936.97	.00	156,471.03
11-2XX-100-XXX	Special education-instruction	1,000.00	.00	.00	1,000.00
11-230-100-XXX	Basic skills-remedial-instruction	.00	.00	.00	.00
11-240-100-XXX	Bilingual education-instruction	112,749.00	103,979.57	.00	8,769.43
11-3XX-100-XXX	Voc.programs-local-instruction	.00	.00	.00	.00
11-401-100-XXX	School-spons. cocurr. activ. instr.	43,795.00	21,623.00	.00	22,172.00
11-402-100-XXX	School-spons. athletics-instruction	44,014.00	20,410.86	.00	23,603.14
11-421-XXX-XXX	Before/After School Programs	8,100.00	.00	.00	8,100.00
11-422-XXX-XXX	Summer School	23,535.00	22,220.00	.00	1,315.00
11-423-XXX-XXX	Alternative Education Programs	.00	.00	.00	.00
11-424-XXX-XXX	Other Supplemental/At-Risk Prgms	.00	.00	.00	.00
11-4XX-100-XXX	Other instructional prog.-instr.	.00	.00	.00	.00
11-800-330-XXX	Community service programs/operatio	.00	.00	.00	.00
UNDISTRIBUTED EXPENDITURES					
11-000-100-XXX	Instruction	1,918,901.00	1,733,606.18	143,247.44	42,047.38
11-000-211-XXX	Attendance and social work services	76,528.00	74,381.38	.00	2,146.62
11-000-213-XXX	Health services	114,013.00	109,792.59	.00	4,220.41
11-000-216-XXX	Related Services	127,620.00	125,062.28	.00	2,557.72
11-000-217-XXX	Extraordinary Services	157,574.00	147,936.96	.00	9,637.04
11-000-218-XXX	Other support services-stud-regular	57,684.00	55,963.40	.00	1,720.60
11-000-219-XXX	Other support serv - stud-spec-serv	196,680.00	191,636.58	.00	5,043.42
11-000-221-XXX	Improvmnt of inst/supp serv inst sf	122,974.00	119,174.00	.00	3,800.00
11-000-222-XXX	Educational media serv/schl library	.00	.00	.00	.00
11-000-223-XXX	Staff Training Services	6,000.00	3,664.38	.00	2,335.62
11-000-230-XXX	Supp. serv.- general administration	289,957.00	261,879.16	1,445.99	26,631.85
11-000-240-XXX	Supp. serv. - school administration	9,513.00	8,517.90	.00	995.10
11-000-251-XXX	Supp. serv. - Central Services	199,710.00	198,366.29	415.00	928.71
11-000-252-XXX	Supp. serv. - Admin Info Technology	33,740.00	33,246.15	.00	493.85
11-000-261-XXX	Allowable Maint. for School Fac.	187,525.00	178,434.19	291.00	8,799.81
11-000-262-XXX	Custodial Services	477,609.00	426,287.64	6,249.11	45,072.25
11-000-263-XXX	Care and Upkeep of Grounds	.00	.00	.00	.00
11-000-266-XXX	Security	11,000.00	7,121.52	.00	3,878.48
11-000-270-XXX	Student transportation services	180,585.00	122,708.06	15,630.65	42,246.29
11-000-290-XXX	Other support services	.00	.00	.00	.00
11-000-291-XXX	Unallocated Benefits	231,270.00	223,286.63	.00	7,983.37
11-000-310-XXX	Food services	27,000.00	27,000.00	.00	.00



REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION  
 DISTRICT: BRADLEY BEACH BOARD OF ED  
 FUND 10  
**INTERIM STATEMENT**  
 COMPARING BUDGETED REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBERANCES TO DATE  
 FOR TWELVE MONTH PERIOD ENDING 06/30/2021

11-000-500-56X	Transfer of funds to Chtr Schls	57,000.00	12,095.00	.00	44,905.00
11-000-515-XXX	Retirement of ERIP Liability	.00	.00	.00	.00
11-000-520-XXX	Transfers to other funds	.00	.00	.00	.00
	Total general current expense				
	expenditures/uses of funds	7,535,484.00	6,891,330.69	167,279.19	476,874.12



REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION  
DISTRICT: BRADLEY BEACH BOARD OF ED  
FUND 10  
INTERIM STATEMENT  
COMPARING BUDGETED REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBERANCES TO DATE  
FOR TWELVE MONTH PERIOD ENDING 06/30/2021

EXPENDITURES	cont'd:	Appropriations	Expenditures	Encumbrance	Avail Balance
<b>CAPITAL OUTLAY</b>					
12-XXX-XXX-73X	Equipment	70,565.00	70,565.00	.00	.00
12-4XX-400-780	Infrastructure	.00	.00	.00	.00
12-000-4XX-XXX	Facilities acquis. & Const serv	50,662.00	50,662.00	.00	.00
12-000-520-93X	Transfers	.00	.00	.00	.00
	Total capital outlay expenditures/ uses of funds	121,227.00	121,227.00	.00	.00
<b>SPECIAL SCHOOL</b>					
13-422-100-XXX	Summer school-instruction	.00	.00	.00	.00
13-422-200-XXX	Summer school-support services	.00	.00	.00	.00
113-4XX-100-XXX	Other spec. schools-instruction	.00	.00	.00	.00
13-4XX-200-XXX	Other spec. schools-support serv	.00	.00	.00	.00
13-601-200-XXX	Accr. evening/adult H.S. p/g sup svc	.00	.00	.00	.00
13-602-100-XXX	Adult education-local-instruction	.00	.00	.00	.00
13-602-200-XXX	Adult education-local-support serv	.00	.00	.00	.00
13-629-100-XXX	Vocational evening-local-instruction	.00	.00	.00	.00
13-631-100-XXX	Evening school foreign born lcl-inst	.00	.00	.00	.00
13-631-200-XXX	Evening school foreign born lcl-ssvc	.00	.00	.00	.00
13-000-520-XXX	Transfers	.00	.00	.00	.00
	Total special schools expenditures/uses of funds	.00	.00	.00	.00
<b>TOTAL FUNDS 11-13 EXPENDITURES</b>		<b>7,656,711.00</b>	<b>7,012,557.69</b>	<b>167,279.19</b>	<b>476,874.12</b>
<b>ARRA ESF FND16</b>					
16-1XX-100-XXX	Distributed Expenditures	.00	.00	.00	.00
16-2XX-100-XXX	Special Ed Programs	.00	.00	.00	.00
16-4XX-100-XXX	School Sponsored Activities	.00	.00	.00	.00
16-8XX-100-XXX	Community Services	.00	.00	.00	.00
16-000-XXX-XXX	Undistributed Expenses	.00	.00	.00	.00
	<b>TOTAL FUND 16</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>ARRA GSF FND17</b>					
17-1XX-100-XXX	Distributed Expenditures	.00	.00	.00	.00
17-2XX-100-XXX	Special Ed Programs	.00	.00	.00	.00
17-4XX-100-XXX	School Sponsored Activities	.00	.00	.00	.00
17-8XX-100-XXX	Community Services	.00	.00	.00	.00
17-000-XXX-XXX	Undistributed Expenses	.00	.00	.00	.00
	<b>Total Fund 17</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL FUNDS 16&amp;17 EXPENDITURES</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL FUNDS 11-19 EXPENDITURES</b>		<b>7,656,711.00</b>	<b>7,012,557.69</b>	<b>167,279.19</b>	<b>476,874.12</b>



REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION  
DISTRICT: BRADLEY BEACH BOARD OF ED  
FUND 20  
INTERIM STATEMENT  
COMPARING BUDGETED REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBERANCES TO DATE  
FOR TWELVE MONTH PERIOD ENDING 06/30/2021


		Budgeted Estimated	Actual To Date	Note: Over or (Under)	Unrealized Balance
<b>REVENUE</b>					
52XX	From transfers	.00	.00	.00	.00
1XXX	From local sources	5,057.74	4,139.41	.00	918.33
2XXX	From intermediate sources	.00	.00	.00	.00
3XXX	From state sources	334,275.00	300,852.00	.00	33,423.00
4XXX	From federal sources	469,150.46	396,707.20	.00	72,443.26
TOTAL REVENUE/SOURCES OF FUNDS		808,483.20	701,698.61	.00	106,784.59
		Appropriations	Expenditures	Encumbrance	Avail Balance
<b>EXPENDITURES</b>					
20-00X-09X	Local Projects	5,057.74	5,057.74	.00	.00
20-290-309	Other Special Projects	.00	.00	.00	.00
State Projects:					
20-211	Early Childhood Prog Aid	.00	.00	.00	.00
20-212	Demonstrably Eff Prog Aid	.00	.00	.00	.00
20-213	Distance Learning Network Aid	.00	.00	.00	.00
20-214	Instructional Supplemental Aid	.00	.00	.00	.00
20-217	Targeted At Risk Aid	.00	.00	.00	.00
20-218	Preschool Education	334,275.00	334,274.94	.00	.06
20-501	Nonpublic Textbooks	.00	.00	.00	.00
20-502-505	Nonpublic Auxilliary Services	.00	.00	.00	.00
20-506-508	Nonpublic Handicapped Services	.00	.00	.00	.00
20-509	Nonpublic Nursing Services	.00	.00	.00	.00
20-510	Nonpublic Technology	.00	.00	.00	.00
20-603-618	Adult Education	.00	.00	.00	.00
20-331-360	Vocational Education State	.00	.00	.00	.00
	Other Special Projects State	.00	.00	.00	.00
	Total State Projects	334,275.00	334,274.94	.00	.06
Federal Projects:					
20-231-239	NCLB Title I	150,235.20	107,897.21	.00	42,337.99
20-260-269	NCLB Title V & VI	.00	.00	.00	.00
20-250-259	I.D.E.A. Part B (Handicapped)	143,790.16	122,404.21	.00	21,385.95
20-361-399	P.L. 101-392 (Voc. Education)	.00	.00	.00	.00
20-619-628	P.L.91-230 (Adlt Basic Education)	.00	.00	.00	.00
	Other Special Projects Federal	28,909.10	22,749.00	.00	6,160.10
	Total Federal Projects	322,934.46	253,050.42	.00	69,884.04
	Total Expenditures	662,267.20	592,383.10	.00	69,884.10




REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION  
DISTRICT: BRADLEY BEACH BOARD OF ED  
FUND 30  
**INTERIM STATEMENT**  
COMPARING BUDGETED REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBERANCES TO DATE  
FOR TWELVE MONTH PERIOD ENDING 06/30/2021

		Budgeted Estimated	Actual To Date	Note: Over or (Under)	Unrealized Balance
REVENUE					
51XX	Sale of bonds	.00	.00	.00	.00
52XX	Transfer from other funds	.00	.00	.00	.00
	Other	.00	.00	.00	.00
TOTAL REVENUE/SOURCES OF FUNDS		.00	.00	.00	.00
		Appropriations	Expenditures	Encumbrance	Avail Balance
EXPENDITURES					
30-XXX-XXX-73X	Equipment	.00	.00	.00	.00
Facilities acquisition and constr serv:					
30-000-4XX-100	Salaries	.00	.00	.00	.00
30-000-4XX-331	Legal Services	.00	.00	.00	.00
30-000-4XX-390	Other purchased prof. & tech. serv.	.00	.00	.00	.00
30-000-4XX-450	Construction services	.00	.00	.00	.00
30-000-4XX-610	General supplies	.00	.00	.00	.00
30-000-4XX-710	Land and improvements	.00	.00	.00	.00
30-000-4XX-722	Bldgs other than lease pur agrmnts	.00	.00	.00	.00
30-000-4XX-8XX	Other objects	.00	.00	.00	.00
	Total fac. acq. and constr. serv.	.00	.00	.00	.00
	Total expenditures	.00	.00	.00	.00
30-000-520-93X	Transfer to other funds	.00	.00	.00	.00
	Total expenditures and transfers	.00	.00	.00	.00

Prepared and submitted by:

  
\_\_\_\_\_

Board Secretary

  
\_\_\_\_\_

Date




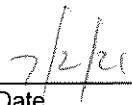
REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION  
DISTRICT: BRADLEY BEACH BOARD OF ED  
FUND 40  
**INTERIM STATEMENT**  
COMPARING BUDGETED REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBERANCES TO DATE  
FOR TWELVE MONTH PERIOD ENDING 06/30/2021

REVENUE	Budgeted Estimated	Actual To Date	Note: Over or (Under)	Unrealized Balance
51XX Sale of bonds	.00	.00	.00	.00
52XX Transfer from other funds	.00	.00	.00	.00
Local Sources:				
1210 Local Tax Levy	178,300.00	178,300.00	.00	.00
40-1XXX Miscellaneous	.00	.00	.00	.00
Total	178,300.00	178,300.00	.00	.00
State Sources:				
3160 Debt Service Aid Type II	.00	.00	.00	.00
3251 Add. State School Bld Aid Ch. 17	.00	.00	.00	.00
3252 Add. State School Bldg Aid Ch. 1	.00	.00	.00	.00
3253 Add. State School Bldg Aid Ch. 7	.00	.00	.00	.00
Total	.00	.00	.00	.00
TOTAL REVENUE/SOURCES OF FUNDS	178,300.00	178,300.00	.00	.00

EXPENDITURES	Appropriations	Expenditures	Encumbrance	Avail Balance
40-000-515-XXX Retirement of ERIP Liability	.00	.00	.00	.00
Debt Service - Regular				
40-701-510-723 Princ Pmt-Comm Appr Lease Pur Agrmt	.00	.00	.00	.00
40-701-510-830 Interest	.00	.00	.00	.00
40-701-510-833 Interest Pmts-Comm Appr Ls Pur Agrm	.00	.00	.00	.00
40-701-510-834 Interest on Bonds	18,307.00	18,300.00	.00	7.00
40-701-510-835 Interest on Rearly Ret Bonds	.00	.00	.00	.00
40-701-510-910 Redemption of principal	160,000.00	160,000.00	.00	.00
40-701-510-920 Amnts paid into sinking fund	.00	.00	.00	.00
Total	178,307.00	178,300.00	.00	7.00
Additional State School Bldg. Aid-C.177				
40-702-510-830 Interest	.00	.00	.00	.00
40-702-510-910 Redemption of principal	.00	.00	.00	.00
Total	.00	.00	.00	.00
Additional State School Bldg. Aid-C.10				
40-703-510-830 Interest	.00	.00	.00	.00
40-703-510-910 Redemption of principal	.00	.00	.00	.00
Total	.00	.00	.00	.00
Additional State School Bldg. Aid-C.74				
40-704-510-830 Interest	.00	.00	.00	.00
40-704-510-910 Redemption of principal	.00	.00	.00	.00
Total	.00	.00	.00	.00
Total uses of funds before transfers	178,307.00	178,300.00	.00	7.00
40-000-520-930 Transfers to other funds	.00	.00	.00	.00
Total uses of funds	178,307.00	178,300.00	.00	7.00

Prepared and submitted by:

  
\_\_\_\_\_  
Board Secretary

  
\_\_\_\_\_  
Date

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 10  
**SCHEDULE OF REVENUES**

ACTUAL COMPARED TO ESTIMATED  
06/30/21

	Estimated	Actual	Unrealized
51XX Bond Principal ERIP	.00	.00	.00
52XX Transfers from other funds	.00		.00
LOCAL SOURCES:			
1210 Local Tax Levy	6,319,790.00	6,319,790.00	.00
1211 Local Tax Levy - Capital Resrv Incrs	.00	.00	.00
121X Other Local Sources	.00		.00
12XX Other governmental units	.00		.00
131X Tuition-from individuals	15,250.00	18,762.50	-3,512.50
132X -from other LEA'S within NJ	.00	.00	.00
1330-1340 -other	.00		.00
142X Transp.-from other LEA's within NJ	.00		.00
1430-1440 -other	.00		.00
1XXX Miscellaneous	14,750.00	23,331.46	-8,581.46
TOTAL	6,349,790.00	6,361,883.96	-12,093.96
2XXX INTERMEDIATE SOURCES	.00	.00	.00
STATE SOURCES			
3110 Foundation Aid	.00	.00	.00
3111 Core Curric Std. Aid	.00		.00
3112 Addtnl Core Curr Std. Aid	.00		.00
3113 Addtnl Suppmnt Core Curr Aid	.00		.00
3114 Abbot Parity Remedy Aid	.00		.00
3115 Addtnl Abbot vs Burke Aid	.00		.00
3116 School Choice Aid	.00		.00
3117 School Choice Stabilization Aid	.00		.00
3118 Discretionary Ed OpportunityAid	.00		.00
312X Transportation Aid	85,575.00	85,575.00	.00
313X Special Education Aid	221,110.00	223,791.00	-2,681.00
314X Bilingual Aid	.00	.00	.00
315X Aid for At-Risk Pupils	.00		.00
317X Transition Aid	552,536.00	552,536.00	.00
318X NEW Aid	.00	.00	.00
3191 Public School Law Enforcement	.00		.00
3193 Teacher Quality Employment Act	.00		.00
3194 Capital Grant Entitlement Program	.00		.00
3195 Consolidated Aid	.00		.00
3196 Additional Formula Aid	.00		.00
3197 Full Day Kindgtn Spl Aid	.00		.00
3XXX Other State Aids	.00		.00
TOTAL	859,221.00	861,902.00	-2,681.00



REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 BRADLEY BEACH BOARD OF ED  
 FUND 10  
**SCHEDULE OF REVENUES**

ACTUAL COMPARED TO ESTIMATED  
 06/30/21

FEDERAL SOURCES:				
4100	P.L.81-874 (IMPACT)	.00	.00	.00
4200	Medical Reimbursement	.00		.00
4522	Fund 18 Jobs Fund	.00		.00
	TOTAL	.00		.00
	TOTAL REVENUES/SOURCES OF FUNDS	7,209,011.00	7,223,785.96	-14,774.96





REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 10  
STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
06/30/21

	Appropriations	Expenditures	Encumbrances	Balance	
	-----	-----	-----	-----	
Regular programs - Instruction					
11-105-100-101	Pre/Kindgtn salaries of teachers	61,535.00	51,154.00	.00	10,381.00
11-105-100-2XX	Allocated Benefits	10,884.00	5,932.79	.00	4,951.21
11-110-100-101	Kindergarten Salaries of teachers	149,860.00	143,410.00	.00	6,450.00
11-110-100-2XX	Allocated Benefits	25,220.00	11,402.81	.00	13,817.19
11-120-100-101	Grades 1-5 salaries of teachers	1,123,539.00	1,112,502.39	.00	11,036.61
11-120-100-2XX	Allocated Benefits	310,464.00	288,726.64	.00	21,737.36
11-130-100-101	Grades 6-8 salaries of teachers	784,853.00	756,480.14	.00	28,372.86
11-130-100-2XX	Allocated Benefits	200,842.00	187,995.83	.00	12,846.17
	Total Instruction	2,667,197.00	2,557,604.60	.00	109,592.40
Home Instruction:					
11-150-100-101	Salaries of teachers	1,000.00	.00	.00	1,000.00
	Total Home Instr	1,000.00	.00	.00	1,000.00
Regular programs - undis. instr.:					
11-190-100-2XX	Allocated Benefits	13,000.00	13,000.00	.00	.00
11-190-100-5XX	Other purchased services	14,770.00	1,965.52	.00	12,804.48
11-190-100-610	General supplies	76,325.00	49,400.62	.00	26,924.38
11-190-100-8XX	Other objects	47,116.00	40,966.23	.00	6,149.77
	Total Reg Prog-Undist	151,211.00	105,332.37	.00	45,878.63
	Total Regular Progs	2,819,408.00	2,662,936.97	.00	156,471.03
SPECIAL EDUCATION - PROGRAMS					
Neurologically impaired					
Multiply handicapped:					
Resource room:					
Autistic:					
Preschool handicapped-full-time:					
Home instruction:					
11-219-100-101	Salaries of teachers	1,000.00	.00	.00	1,000.00
	Total	1,000.00	.00	.00	1,000.00
	Total Special Education-Instruction	1,000.00	.00	.00	1,000.00

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 10  
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06/30/21

	Appropriations -----	Expenditures -----	Encumbrances -----	Available Balance -----
Basic skills/remedial - Instruction				
Bilingual education - Instruction				
11-240-100-101 Salaries of teachers	96,843.00	88,661.29	.00	8,181.71
11-240-100-2XX Allocated Benefits	15,476.00	14,970.01	.00	505.99
11-240-100-610 General supplies	430.00	348.27	.00	81.73
Total	112,749.00	103,979.57	.00	8,769.43
School spons.cocurricular activities-Instruction				
11-401-100-1XX Salaries	34,940.00	15,365.00	.00	19,575.00
11-401-100-6XX Supplies and materials	250.00	.00	.00	250.00
11-401-100-8XX Other objects	8,605.00	6,258.00	.00	2,347.00
Total	43,795.00	21,623.00	.00	22,172.00
School sponsored athletics-Instruct.				
11-402-100-1XX Salaries	26,014.00	9,299.00	.00	16,715.00
11-402-100-5XX Purchased services	15,000.00	9,460.00	.00	5,540.00
11-402-100-6XX Supplies and materials	3,000.00	1,651.86	.00	1,348.14
Total	44,014.00	20,410.86	.00	23,603.14
Before/After School Programs - Instruction				
11-421-100-1XX Salaries	8,100.00	.00	.00	8,100.00
Total	8,100.00	.00	.00	8,100.00
Summer School - Instruction				
11-422-100-1XX Salaries	23,535.00	22,220.00	.00	1,315.00
Total	23,535.00	22,220.00	.00	1,315.00
Other Instructional programs - Instruction				
Total Distributed Expenditures	3,052,601.00	2,831,170.40	.00	221,430.60



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 10  
STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
06/30/21

	Appropriations	Expenditures	Encumbrances	Available Balance	
	-----	-----	-----	-----	
<b>UNDISTRIBUTED EXPENDITURES</b>					
<b>Instruction</b>					
11-000-100-561	Tuition LEAs w/i state - reg.	1,349,050.00	1,200,117.58	117,695.86	31,236.56
11-000-100-562	Tuition LEAs w/i state - spec.	301,000.00	272,272.97	25,551.58	3,175.45
11-000-100-563	Tuition to co.voc.sch. dist-reg.	63,600.00	63,600.00	.00	.00
11-000-100-564	Tuition to co voc schl dist-spec and regional day schools	42,000.00	42,000.00	.00	.00
11-000-100-566	Tuit-priv.sch.handi.w/i state	163,251.00	155,615.63	.00	7,635.37
	<b>Total</b>	<b>1,918,901.00</b>	<b>1,733,606.18</b>	<b>143,247.44</b>	<b>42,047.38</b>
<b>Attendance and social work services</b>					
11-000-211-1XX	Salaries	44,839.00	42,933.31	.00	1,905.69
11-000-211-2XX	Allocated Benefits	29,539.00	29,318.92	.00	220.08
11-000-211-6XX	Supplies and materials	2,150.00	2,129.15	.00	20.85
	<b>Total</b>	<b>76,528.00</b>	<b>74,381.38</b>	<b>.00</b>	<b>2,146.62</b>
<b>Health services</b>					
11-000-213-1XX	Salaries	70,481.00	70,215.00	.00	266.00
11-000-213-2XX	Allocated Benefits	33,497.00	32,606.68	.00	890.32
11-000-213-3XX	Purchased prof.& tech. services	8,650.00	6,084.56	.00	2,565.44
11-000-213-6XX	Supplies and materials	1,260.00	761.35	.00	498.65
11-000-213-8XX	Other objects	125.00	125.00	.00	.00
	<b>Total</b>	<b>114,013.00</b>	<b>109,792.59</b>	<b>.00</b>	<b>4,220.41</b>
<b>Undist. Expend. Other Supp. Serv.</b>					
<b>Students - Related Services:</b>					
11-000-216-100	Salaries	58,873.00	57,860.00	.00	1,013.00
11-000-216-2XX	Allocated Benefits	34,862.00	34,493.58	.00	368.42
11-000-216-320	Purchased prof.- ed. services	33,385.00	32,508.75	.00	876.25
11-000-216-6XX	Supplies and materials	500.00	199.95	.00	300.05
	<b>Total</b>	<b>127,620.00</b>	<b>125,062.28</b>	<b>.00</b>	<b>2,557.72</b>
<b>Undist. Expend. Other Supp. Serv.</b>					
<b>Students - Extraordinary Services:</b>					
11-000-217-100	Salaries	97,302.00	88,135.22	.00	9,166.78
11-000-217-2XX	Allocated Benefits	60,272.00	59,801.74	.00	470.26
	<b>Total</b>	<b>157,574.00</b>	<b>147,936.96</b>	<b>.00</b>	<b>9,637.04</b>
<b>Other supp.serv.-</b>					
<b>students - regular</b>					
11-000-218-104	Salaries of other prof. staff	44,624.00	43,908.00	.00	716.00
11-000-218-2XX	Allocated Benefits	12,760.00	11,773.55	.00	986.45
11-000-218-6XX	Supplies and materials	300.00	281.85	.00	18.15
	<b>Total</b>	<b>57,684.00</b>	<b>55,963.40</b>	<b>.00</b>	<b>1,720.60</b>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 10  
STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
06/30/21

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
Other supp. serv.- students - special services				
11-000-219-104 Salaries of other prof. staff	146,837.00	143,643.96	.00	3,193.04
11-000-219-2XX Allocated Benefits	38,133.00	36,839.14	.00	1,293.86
11-000-219-320 Purchased prof.- ed. services	1,000.00	575.00	.00	425.00
11-000-219-6XX Supplies and materials	9,060.00	8,937.30	.00	122.70
11-000-219-8XX Other objects	1,650.00	1,641.18	.00	8.82
Total	196,680.00	191,636.58	.00	5,043.42
Improvement of Instruction services				
other support serv.-Instr.staff				
11-000-221-102 Salaries of supervisors of instr	97,867.00	97,867.00	.00	.00
11-000-221-104 Salaries of oth profess. staff	3,200.00	.00	.00	3,200.00
11-000-221-105 Salaries of secr & cler. assts.	18,450.00	18,450.00	.00	.00
11-000-221-2XX Allocated Benefits	1,657.00	1,657.00	.00	.00
11-000-221-6XX Supplies and materials	1,000.00	1,000.00	.00	.00
11-000-221-8XX Other objects	800.00	200.00	.00	600.00
Total	122,974.00	119,174.00	.00	3,800.00
Educational media serv/sch. library				
Instructional Staff Training Services:				
11-000-223-320 Purchased prof.- ed. services	1,000.00	300.00	.00	700.00
11-000-223-5XX Other purchased services	5,000.00	3,364.38	.00	1,635.62
Total	6,000.00	3,664.38	.00	2,335.62
Support services - general administration				
11-000-230-1XX Salaries	175,493.00	175,417.78	.00	75.22
11-000-230-331 Legal services	5,000.00	3,802.50	.00	1,197.50
11-000-230-332 Audit Fees	23,000.00	22,832.00	.00	168.00
11-000-230-334 Architectural/Engineering Svcs.	30,040.00	13,885.84	.00	16,154.16
11-000-230-339 Other purchased prof. services	14,204.00	11,714.90	.00	2,489.10
11-000-230-530 Communications/telephone	18,475.00	15,572.30	1,445.99	1,456.71
11-000-230-585 BOE Other Purch Svcs(ex Tvl)	2,100.00	900.00	.00	1,200.00
11-000-230-590 Other purchased services	6,300.00	4,857.93	.00	1,442.07
11-000-230-6XX Supplies and materials	6,345.00	6,058.42	.00	286.58
11-000-230-890 Miscellaneous expenditures	7,000.00	6,837.49	.00	162.51
11-000-230-895 BOE Memberships,Dues,&Fees	2,000.00	.00	.00	2,000.00
Total	289,957.00	261,879.16	1,445.99	26,631.85



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06/30/21

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
Support services- school admin				
11-000-240-103	Salaries of principals/asst.prin	8,113.00	8,113.00	.00
11-000-240-6XX	Supplies and materials	200.00	29.90	.00
11-000-240-8XX	Other objects	1,200.00	375.00	.00
	Total	9,513.00	8,517.90	.00
Support Services-Central Services				
11-000-251-1XX	Salaries	163,843.00	163,142.61	.00
11-000-251-330	Purchased prof services	300.00	.00	300.00
11-000-251-340	Purchased tech services	27,567.00	27,561.00	.00
11-000-251-600	Supplies And Materials	3,250.00	3,064.33	.00
11-000-251-890	Misc Expenditures	4,750.00	4,598.35	115.00
	Total	199,710.00	198,366.29	415.00
Support Services-Admin Info Tech				
11-000-252-1XX	Salaries	19,240.00	19,240.00	.00
11-000-252-330	Purchased prof services	7,000.00	6,934.84	.00
11-000-252-600	Supplies And Materials	7,500.00	7,071.31	.00
	Total	33,740.00	33,246.15	.00
Required Maintenance for School Facilities				
11-000-261-100	Salaries	16,319.00	16,318.10	.00
11-000-261-420	Cleaning, repair & Maint Serv	123,461.00	115,351.84	291.00
11-000-261-610	General Supplies	28,500.00	27,917.90	.00
11-000-261-800	Other Objects	19,245.00	18,846.35	.00
	Total	187,525.00	178,434.19	291.00
Other Oper. & Maint. of Plant Services				
11-000-262-1XX	Salaries	214,208.00	191,032.98	.00
11-000-262-2XX	Allocated Benifits	105,642.00	97,662.00	.00
11-000-262-300	Purchased Prof & Tech Services	5,400.00	4,025.00	.00
11-000-262-490	Other Purchased Property Srvcs	4,500.00	3,657.64	342.36
11-000-262-520	Insurance	54,019.00	53,973.28	.00
11-000-262-610	General Supplies	7,000.00	6,669.68	.00
11-000-262-621	Energy - Natural Gas	40,040.00	38,074.66	1,099.15
11-000-262-622	Energy - Electricity	46,800.00	31,192.40	4,807.60
	Total	477,609.00	426,287.64	6,249.11
				45,072.25



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
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COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
06/30/21

	Appropriations	Expenditures	Encumbrances	Available Balance	
	-----	-----	-----	-----	
Care and Upkeep of Grounds					
Security					
11-000-266-420	Cleaning, repair & Maint Serv	9,000.00	6,863.52	.00	2,136.48
11-000-266-610	General Supplies	2,000.00	258.00	.00	1,742.00
	Total	11,000.00	7,121.52	.00	3,878.48
Student transportation serv					
11-000-270-160	Salaries (btw. home & school reg	32,910.00	32,910.00	.00	.00
11-000-270-503	Contrac. serv. (aid in lieu non	4,000.00	3,000.00	.00	1,000.00
11-000-270-512	Con. Serv. (oth than home & sch)	100.00	.00	.00	100.00
11-000-270-513	Contr Serv Btwn Hm/School	42,875.00	41,286.09	.00	1,588.91
11-000-270-515	Contr Servs (Specd Ed Joint)	15,000.00	12,913.06	.00	2,086.94
11-000-270-517	Contr Serv/Reg Stu. ESC's	27,750.00	16,392.70	8,065.37	3,291.93
11-000-270-518	Contr Serv/Spl Ed Stu. ESC's	57,950.00	16,206.21	7,565.28	34,178.51
	Total	180,585.00	122,708.06	15,630.65	42,246.29



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06/30/21

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
Business & other supp. serv.				
Unallocated Benefits:				
11-000-291-220      Soc. security contrib.	51,592.00	47,278.43	.00	4,313.57
11-000-291-241      Other retirement contrib - reg	88,585.00	87,957.80	.00	627.20
11-000-291-260      Workmen's Compensation	6,300.00	6,300.00	.00	.00
11-000-291-270      Health Benefits	51,793.00	50,250.40	.00	1,542.60
11-000-291-280      Tuition Reimbursement	9,000.00	7,500.00	.00	1,500.00
11-000-291-290      Other Employee Benefits	24,000.00	24,000.00	.00	.00
TotalL	231,270.00	223,286.63	.00	7,983.37
Food services				
11-000-310-930      Transfers to cover deficit	27,000.00	27,000.00	.00	.00
TotalL	27,000.00	27,000.00	.00	.00
11-000-500-56X      Transfr of Fnds to Chrtr Schls	57,000.00	12,095.00	.00	44,905.00
Total undistributed expenditures	4,482,883.00	4,060,160.29	167,279.19	255,443.52
Total general current expense expenditures	7,535,484.00	6,891,330.69	167,279.19	476,874.12
Total general current expense expenditures and transfers	7,535,484.00	6,891,330.69	167,279.19	476,874.12



REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
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 06/30/21

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
CAPITAL OUTLAY				
EQUIPMENT:				
Reg. programs - instruction:				
12-120-100-730    Grades 1-5	3,450.00	3,450.00	.00	.00
Special education - instruction:				





REPORT OF THE SECRETARY  
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 06/30/21

	Appropriations	Expenditures	Encumbrances	Available Balance
Undistributed expenditures:				
12-000-210-730 Support services - students-regular	4,115.00	4,115.00	.00	.00
12-000-26X-730 Required Maintenance for Schl Facil	63,000.00	63,000.00	.00	.00
Undistr expend.-student transp.:				
12-XXX-X00-730 Special schools (all programs)				
Total Equipment 73X	70,565.00	70,565.00	.00	.00
FACILITIES ACQ. AND CONSTR. SERV.				
12-000-4XX-450 Construction services	29,000.00	29,000.00	.00	.00
12-000-4XX-8XX Other objects	21,662.00	21,662.00	.00	.00
Total	50,662.00	50,662.00	.00	.00
Total capital outlay expenditures	121,227.00	121,227.00	.00	.00



REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
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COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
 06/30/21

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
SPECIAL SCHOOLS				
Summer School - Instruction				
Summer School - support services				
Other special schools - instruction				
Other special schools - supp services				
Acc Evn Adlt HS Post Grad Instruction				
Acc Evn Adult HS Post Grd-support services				
Adult Education - local - instruction				
Adult Education - local - support services				
Vocational Evening-local Instruction				
Vocational Evening-local-Support Serv.				
Eve. Sch-Foreign Born Local Instr.				
Eve. Sch.-Foreign Born Local Supp. Serv.				
TOT FNDS 11-13      EXPENDITURES	7,656,711.00	7,012,557.69	167,279.19	476,874.12



REPORT OF THE SECRETARY  
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COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
06/30/21

	Appropriations -----	Expenditures -----	Encumbrances -----	Available Balance -----
Fund 16				
Distributed Expenditures				
Special Ed Programs				
School Sponsd Activities				
Community Services				
Undistributed Expenditures				
Fund 17				
Distributed Expenditures				
Special Ed Programs				
School Sponsd Activities				
Community Services				
Undistributed Expenditures				
Fund 18				
Undistributed Expenditures				
Distributed Expenditures				
TOTAL FUNDS 11-18	7,656,711.00	7,012,557.69	167,279.19	476,874.12

I hereby certify that no line item has encumbrances or expenditures which in total exceed the line item appropriation in violation of 6:20-2A.10(a).

7/2/21  
Date
 

  
\_\_\_\_\_  
Board Secretary

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 20  
STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
06/30/21

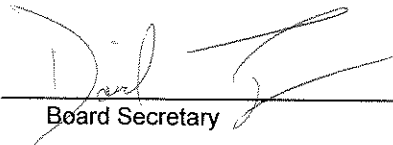
	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
Early Childhood Program Aid-Instruct.				
Early Childhood Program Aid-Supp Serv				
Early Childhood Program Aid-Fac Acq				
Demonstrably Effective Prog Aid-Instr.				
Demonstrably Effec Prg Aid-Supp Serv				
Demonstrably Effec Prgm Aid-Fac Acq				
Distance Learn Network Aid-Supp Serv				
Distance Learn Network Aid-Fac Acq				
Instructional Supplemental Aid-Instr.				
Instructional Supplem Aid-Supp Serv.				
Targeted At Risk Aid Instruction				
Targeted At Risk Aid Supp Serv.				
Facility Acq Equipment				
Preschool Education				
20-218-100-101 Salaries of teachers	154,882.00	154,882.00	.00	.00
20-218-100-106 Other salaries for instruction	50,396.00	50,396.00	.00	.00
Total	205,278.00	205,278.00	.00	.00
Preschool Education Aid-Supp Serv.				
20-218-200-102 Salaries of supv of instr	32,842.00	32,841.94	.00	.06
20-218-200-104 Salaries of othr prof staff	13,709.00	13,709.00	.00	.00
20-218-200-200 Persl serv-empl benf.	82,446.00	82,446.00	.00	.00
Total	128,997.00	128,996.94	.00	.06
Facility Acq Equipment				
Total Preschool Aid	334,275.00	334,274.94	.00	.06
 TOTAL FUND 20	 334,275.00	 334,274.94	 .00	 .06

I hereby certify that no line item has encumbrances or expenditures which in total exceed the line item appropriation in violation of 6:20-2A.10(a).



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 20  
STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
06/30/21

<u>7/2/21</u> Date	 Board Secretary	Appropriations _____	Expenditures _____	Encumbrances _____	Available Balance _____
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REPORT OF THE TREASURER TO THE BRADLEY BEACH BOARD OF EDUCATION  
FOR THE MONTH ENDING

6/30/21

PAGE 1 OF 6

FUNDS	CASH BALANCE	CASH RECEIPTS THIS MONTH	CASH DISBURSEMENTS THIS MONTH	ENDING CASH BALANCE(1+2-3)
GENERAL FUND--FUND 10	\$1,502,460.99	\$622,914.06	\$746,997.05	\$1,378,378.00
SPECIAL REVENUE FUND--FUND 20	(\$2,727.04)	\$27,770.00	\$61,025.13	(\$35,982.17)
CAPITAL PROJECTS FUND--FUND 30	\$0.00	\$0.00	\$0.00	\$0.00
DEBT SERVICE FUND--FUND 40	\$153,310.57	\$15,849.00	\$169,150.00	\$9.57
TOTAL GOVERNMENTAL FUNDS	\$1,653,044.52	\$666,533.06	\$977,172.18	\$1,342,405.40
ENTERPRISE FUND--FUND 5X	\$21,772.29	\$16,448.00	\$14,144.26	\$24,076.03
PAYROLL	\$0.00	\$228,943.85	\$228,943.85	\$0.00
PAYROLL AGENCY	\$203,326.58	\$195,351.44	\$171,520.55	\$227,157.47
UNEMPLOYMENT TRUST	\$28,226.70	\$0.00	\$0.00	\$28,226.70
TOTAL TRUST & AGENCY FUNDS	\$231,553.28	\$424,295.29	\$400,464.40	\$255,384.17
TOTAL ALL FUNDS	\$1,906,370.09	\$1,107,276.35	\$1,391,780.84	\$1,621,865.60

PREPARED & SUBMITTED BY

*Beverly Romano*

TREASURER OF SCHOOL MONEYS

7/9/2021

DATE

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--CASH ACCOUNT

BANK: BANK OF AMERICA

ACCOUNT #726-0100062

STATEMENT DATE: 6/30/21

BALANCE PER BANK \$1,387,527.35

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	\$45,121.93
	\$0.00
OTHER	\$0.02
TOTAL DEDUCTIONS	\$45,121.95

NET RECONCILING ITEMS (\$45,121.95)  
 ADJUSTED BALANCE PER BANK \$1,342,405.40

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: 6/30/21

BALANCE PER BANK \$233,739.77

ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT
		\$0.00
		\$0.00
		\$0.00
		\$0.00

TOTAL DEPOSITS IN TRANSIT \$0.00

	AMOUNT
DEDUCTIONS: OUTSTANDING CHECKS	\$6,582.30
OTHER	\$0.00
TOTAL DEDUCTIONS	\$6,582.30

NET RECONCILING ITEMS (\$6,582.30)  
 ADJUSTED BALANCE PER BANK \$227,157.47

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: 6/30/21

BALANCE PER BANK \$1,118.36

ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT
		\$0.00
		\$0.00
		\$0.00
TOTAL DEPOSITS IN TRANSIT		\$0.00

	AMOUNT
DEDUCTIONS: OUTSTANDING CHECKS	\$1,118.36
OTHER	\$0.00
TOTAL DEDUCTIONS	\$1,118.36

NET RECONCILING ITEMS	(\$1,118.36)	
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: 6/30/21

BALANCE PER BANK \$28,226.70

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		\$28,226.70

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: 6/30/21

BALANCE PER BANK			\$24,076.03
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			\$24,076.03

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 6/30/21  
SALARY CASH ACCOUNT #726-0100089

CHECK #	AMOUNT	CHECK #	AMOUNT
37207	\$560.72		
37208	\$260.18		
37211	\$67.60		
37212	\$135.21		
37213	\$94.65		

GRAND TOTAL, SALARY ACCOUNT

\$1,118.36

OUTSTANDING CHECKS AS OF 6/30/21  
 CASH ACCOUNT #726-0100062

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
19856	\$3,024.00				
19859	\$4,290.00				
19913	\$216.18				
19914	\$3,000.00				
19924	\$1,500.00				
19925	\$2.50				
19926	\$65.00				
19927	\$222.00				
19942	\$195.00				
19945	\$1,000.00				
19946	\$169.98				
19948	\$203.78				
19952	\$22.80				
19954	\$3,421.25				
19956	\$129.00				
19957	\$600.00				
19958	\$500.00				
19962	\$100.00				
19966	\$455.00				
19967	\$360.00				
19968	\$350.00				
19969	\$56.60				
19970	\$595.40				
19971	\$5,060.00				
19972	\$11.47				
19973	\$32.50				
19974	\$130.00				
19975	\$13,602.02				
19976	\$1,104.52				
19977	\$1,208.08				
19978	\$162.00				
19979	\$2,401.25				
19980	\$106.60				
19981	\$825.00				

TOTAL \$45,121.93

OUTSTANDING CHECKS AS OF 6/30/21  
 PAYROLL/AGENCY ACCOUNT # 0072-6010-2200

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
7387	\$539.50				
7389	\$201.10				
7390	\$5,431.50				
7391	\$410.20				

TOTAL \$6,582.30

BRADLEY BEACH BOARD OF ED  
2020 - 2021

BUDGET TRANSFERS (different object)  
Journal Date 06/29/21 Thru 06/29/21

RUN 07/02/21  
12:38:16

EFF. DATE      GAAP ACCOUNT      AMOUNT      DESCRIPTION      NOTES

SYSTEM DATE 07/02/21  
6/29/21 FROM 11-000-100-561.00- -  
6/29/21 TO 11-000-100-563.00- -

	-950.00	Tuition-other LEAs w/i state-reg.	
	950.00	Tuition-co. voc. school distr-reg.	Budget Transfer - FROM
TOTAL	0.00		Budget Transfer - TO

BRADLEY BEACH BOARD OF ED  
2020 - 2021

CURRENT PAYMENT REGISTER BY CHECK

DATE RANGE: 06/23/21 thru 06/29/21

VENDOR NAME	VEND CODE	PAYMENT	GAAP ACCOUNT	DESCRIPTION	P.O.	P/F	TYPE
CHECK 19966 dated 06/29/21 A-1 Tents & Party Rentals	A-1	455.00	11-000-261-610.00- -	Gen supplies	21-000560	F	OV
CHECK TOTAL		455.00					
CHECK 19967 dated 06/29/21 A.A. PHYSICAL THERAPY SERVICES 2006		360.00	20-250-200-320.00- -	Prof Ed Service	21-000267	F	OV
CHECK TOTAL		360.00					
CHECK 19968 dated 06/29/21 AFFORDABLE PUMPING SERVICE I AFFORD		175.00	11-000-261-420.00- -	Maintenance	21-000303	P	OV
CHECK TOTAL		175.00					
CHECK 19969 dated 06/29/21 ASBURY PARK PRESS	1003	350.00	11-000-261-420.00- -	Maintenance	21-000303	F	OV
CHECK TOTAL		350.00					
CHECK 19970 dated 06/29/21 BSN SPORTS	BSNSPO	56.60	11-000-230-590.00- -	Ot purch serv	21-000567	F	OV
CHECK TOTAL		56.60					
CHECK 19971 dated 06/29/21 G&H ELECTRICAL CONTRACTORS I G&H		595.40	11-402-100-600.00- -	Supplies	21-000541	F	OV
CHECK TOTAL		595.40					
CHECK 19972 dated 06/29/21 HERFF JONES, LLC	HERFF	5,060.00	11-000-261-420.00- -	Maintenance	21-000502	F	OV
CHECK TOTAL		5,060.00					
CHECK 19973 dated 06/29/21 KENNEY, GROSS, KOVATS & PART	000002	11.47	11-000-230-610.00- -	General Suppl	21-000570	F	OV
CHECK TOTAL		11.47					
CHECK 19974 dated 06/29/21 Lindsay Perro,INC.	LINDSA	32.50	11-000-230-331.00- -	Legal Services	21-000566	F	OV
CHECK TOTAL		32.50					
CHECK 19974 dated 06/29/21 Lindsay Perro,INC.	LINDSA	65.00	11-000-223-580.00- -	Travel	21-000568	F	OV
CHECK TOTAL		65.00					
CHECK TOTAL		130.00					

BRADLEY BEACH BOARD OF ED  
2020 - 2021

CURRENT PAYMENT REGISTER BY CHECK

DATE RANGE: 06/23/21 thru 06/29/21

BRADLEY BEACH BOARD OF ED  
2020 - 2021

CURRENT PAYMENT REGISTER BY CHECK

RUN: 06/29/21  
11:34:5

DATE RANGE: 06/23/21 thru 06/29/21

VENDOR NAME	19975	dated	06/29/21	VEND CODE	PAYMENT	GAAP ACCOUNT	DESCRIPTION	P.O.	P/F	TYPE
CHECK M-OESC	19975	dated	06/29/21	1085	2,524.52	11-000-270-517.00-	Con Srv Reg ESC	21-000317	P	OV
					11,077.50	11-000-270-518.00-	Con Sv SE ESC's	21-000317	P	OV
			CHECK TOTAL		13,602.02					
CHECK NEW JERSEY NATURAL GAS	19976	dated	06/29/21	NJNG	1,104.52	11-000-262-621.00-	Energy Nat Gas	21-000086	F	OV
			CHECK TOTAL		1,104.52					
CHECK SCOLES SYSTEM	19977	dated	06/29/21	1098	1,208.08	11-000-262-610.00-	Supplies	21-000546	F	OV
			CHECK TOTAL		1,208.08					
CHECK Shipwreck Island Mini Golf	19978	dated	06/29/21	SH	162.00	11-190-100-500.00-	Oth purch serv	21-000555	F	OV
			CHECK TOTAL		162.00					
CHECK Synergy Rehab LLC.	19979	dated	06/29/21	SYN	2,401.25	11-000-216-320.00-	Pur Pr-Ed Serv	21-000268	F	OV
			CHECK TOTAL		2,401.25					
CHECK Twin Rocks Water	19980	dated	06/29/21	TW	106.60	11-000-230-890.00-	Misc expend	21-000112	F	OV
			CHECK TOTAL		106.60					
CHECK Zweig Behavioral Consulting	19981	dated	06/29/21	ZWE	825.00	20-250-200-320.00-	Prof Ed Service	21-000266	F	OV
			CHECK TOTAL		825.00					



BRADLEY BEACH BOARD OF ED  
2020 - 2021

CURRENT PAYMENT REGISTER BY CHECK

RUN: 06/29/21  
11:34:5

DATE RANGE: 06/23/21 thru 06/29/21

VENDOR NAME	VEND CODE	PAYMENT	GAAP ACCOUNT	DESCRIPTION	P.O.	P/F	T TYPE
CHECK 654321 dated 06/28/21 Manual BRADLEY BEACH BOE	429	16,373.00	11-899-000-420.00- -	CUR YR CAFE	21-000571	F	MV
CHECK TOTAL		16,373.00					
GRAND TOTAL		42,833.44					

FUND SUMMARY

FUND	TOTAL
11 GENERAL CURRENT EXPENSES	41,648.44
20 SPECIAL REVENUES FUNDS	1,185.00
GRAND TOTAL	42,833.44

CHECKED AS TO RECEIPT OF MATERIAL AUDITED AND APPROVED  
FOR PAYMENT FOR SERVICES RENDERED.

APPROVED FOR PAYMENT BY THE BOARD OF EDUCATION ON

*David [Signature]* 6/29/21 approved on 6/22/21

**Bradley Beach Board of Education  
Bills and Claims  
Batch 22-0001 (7/2/2021), Batch 22-0002 Interfund agency transfer (7/7/2021)**

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: JULY	22-0001	20301	1,011.00
							<b>1,011.00</b>
Alliance Commercial Pest Control, Inc.	11-000-261-420-00	90060	PO-22-000009	Service Inv: 474760	22-0001	20302	10.00
Alliance Commercial Pest Control, Inc.	11-000-261-420-00	90060	PO-22-000011	Service	22-0001	20302	395.00
							<b>405.00</b>
Ameriflex	11-000-251-340-00	AMERFL	PO-22-000036	Service Inv: 420174	22-0001	20303	50.00
							<b>50.00</b>
Arthur J. Gallagher Risk Management Services, Inc.	11-000-262-520-00	ARTHUR	PO-22-000010	Service Inv: 3901242	22-0001	20304	9,750.03
Arthur J. Gallagher Risk Management Services, Inc.	11-000-262-520-00	ARTHUR	PO-22-000013	Service Inv: 3827279	22-0001	20304	910.00
Arthur J. Gallagher Risk Management Services, Inc.	11-000-262-520-00	ARTHUR	PO-22-000015	Service Inv: 3909119	22-0001	20304	3,226.00
							<b>13,886.03</b>
Bradley Beach Board of Education	10-402	BRAD01	PO-22-000016	Interfund payable	22-0002	No Check	9.63
							<b>9.63</b>
Delisa Demolition and Disposal	11-000-261-420-00	DELISA	PO-22-000025	Service Inv: 211034	22-0001	20305	460.41
							<b>460.41</b>
e2e Exchange, LLC	11-000-261-800-00	EZE	PO-22-000017	Service Inv: C1 2002-2046	22-0001	20306	665.00
							<b>665.00</b>
Frontline Technologies Group, LLC	11-000-219-600-00	FRONT	PO-22-000002	Software Inv: US134935	22-0001	20307	6,615.76
Frontline Technologies Group, LLC	11-000-230-339-00	FRONT	PO-22-000035	Service Inv: US135585	22-0001	20307	4,569.29
							<b>11,185.05</b>
Genesis Educational Service, Inc.	11-000-230-339-00	GENESI	PO-22-000030	Service Inv: 20-829	22-0001	20308	6,366.50
Genesis Educational Service, Inc.	11-000-251-340-00	GENESI	PO-22-000031	Service Inv: 21-007	22-0001	20308	12,000.00
							<b>18,366.50</b>



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

**Batch 22-0001 (7/2/2021), Batch 22-0002 Interfund agency transfer (7/7/2021)**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount to Pay
Horizon Blue Cross Blue Shield of New Jersey	11-000-211-270-00	HORIZO	PO-22-000021	Health Benefits Inv: JULY 2021	22-0001	20309	2,211.93
Horizon Blue Cross Blue Shield of New Jersey	11-000-213-270-00	HORIZO	PO-22-000021	Health Benefits	22-0001	20309	3,175.91
Horizon Blue Cross Blue Shield of New Jersey	11-000-216-270-00	HORIZO	PO-22-000021	Health Benefits	22-0001	20309	3,078.35
Horizon Blue Cross Blue Shield of New Jersey	11-000-217-270-00	HORIZO	PO-22-000021	Health Benefits	22-0001	20309	5,581.59
Horizon Blue Cross Blue Shield of New Jersey	11-000-218-270-00	HORIZO	PO-22-000021	Health Benefits	22-0001	20309	1,123.22
Horizon Blue Cross Blue Shield of New Jersey	11-000-219-270-00	HORIZO	PO-22-000021	Health Benefits	22-0001	20309	4,264.62
Horizon Blue Cross Blue Shield of New Jersey	11-000-262-270-00	HORIZO	PO-22-000021	Health Benefits	22-0001	20309	4,458.37
Horizon Blue Cross Blue Shield of New Jersey	11-000-291-270-00	HORIZO	PO-22-000021	Health Benefits	22-0001	20309	5,555.11
Horizon Blue Cross Blue Shield of New Jersey	11-105-100-270-00	HORIZO	PO-22-000021	Health Benefits	22-0001	20309	1,088.71
Horizon Blue Cross Blue Shield of New Jersey	11-110-100-270-00	HORIZO	PO-22-000021	Health Benefits	22-0001	20309	1,088.71
Horizon Blue Cross Blue Shield of New Jersey	11-120-100-270-00	HORIZO	PO-22-000021	Health Benefits	22-0001	20309	28,261.24
Horizon Blue Cross Blue Shield of New Jersey	11-130-100-270-00	HORIZO	PO-22-000021	Health Benefits	22-0001	20309	19,906.44
Horizon Blue Cross Blue Shield of New Jersey	11-240-100-270-00	HORIZO	PO-22-000021	Health Benefits	22-0001	20309	1,667.58
Horizon Blue Cross Blue Shield of New Jersey	20-218-200-200-00	HORIZO	PO-22-000021	Health Benefits	22-0001	20309	6,354.82
							<b>87,816.60</b>
Horizon Blue Cross/Blue Shield	11-000-211-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0001	20310	105.94
Horizon Blue Cross/Blue Shield	11-000-213-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0001	20310	148.33
Horizon Blue Cross/Blue Shield	11-000-216-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0001	20310	148.33
Horizon Blue Cross/Blue Shield	11-000-217-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0001	20310	264.85
Horizon Blue Cross/Blue Shield	11-000-218-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0001	20310	52.97
Horizon Blue Cross/Blue Shield	11-000-219-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0001	20310	201.30
Horizon Blue Cross/Blue Shield	11-000-261-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0001	20310	.00
Horizon Blue Cross/Blue Shield	11-000-262-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0001	20310	211.88
Horizon Blue Cross/Blue Shield	11-000-291-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0001	20310	296.66
Horizon Blue Cross/Blue Shield	11-105-100-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0001	20310	.00

**Bradley Beach Board of Education  
Bills and Claims  
Batch 22-0001 (7/2/2021), Batch 22-0002 Interfund agency transfer (7/7/2021)**

Vendor Name	Account Number	IG	PO Number	Description	Batch	Check #	Amount to Pay
Horizon Blue Cross/Blue Shield	11-110-100-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0001	20310	52.97
Horizon Blue Cross/Blue Shield	11-120-100-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0001	20310	1,430.44
Horizon Blue Cross/Blue Shield	11-130-100-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0001	20310	1,054.07
Horizon Blue Cross/Blue Shield	11-240-100-270-00	DENTAL	PO-22-000022	Dental Benefits	22-0001	20310	79.42
Horizon Blue Cross/Blue Shield	20-218-200-200-00	DENTAL	PO-22-000022	Dental Benefits	22-0001	20310	296.66
							<b>4,343.82</b>
Industrial Appraisal	11-000-251-330-00	1528	PO-21-000563-PYPO	Fixed Asset Appraisal Inv: 0782500	22-0001	20311	300.00
Industrial Appraisal	11-000-251-890-00	1528	PO-21-000563-PYPO	Fixed Asset Appraisal	22-0001	20311	115.00
							<b>415.00</b>
Intruder Alert	11-000-266-420-00	1240	PO-22-000019	Service Inv: R151944	22-0001	20312	228.00
							<b>228.00</b>
Kennedy, Gross, Kovats & Parton	10-421	000002	PO-21-000572-PYPBL	Legal Services Inv: MAY 2021	22-0001	20313	97.50
							<b>97.50</b>
Monmouth County Athletic League	11-402-100-500-00	249	PO-22-000053	Service Inv: 21-22 DUES	22-0001	20314	900.00
							<b>900.00</b>
Municipal Capital Finance	11-190-100-800-00-CP	MCF	PO-22-000026	Service	22-0001	20315	2,812.46
							<b>2,812.46</b>
National Junior Honor Society	11-190-100-800-00	NAT	PO-22-000050	Service Inv: 9001470882	22-0001	20316	385.00
							<b>385.00</b>
Neptune Township Board of Education	10-421	1261	PO-21-000280-PYPBL	Tuition Inv: JUNE 2021	22-0001	20317	101,559.83
							<b>101,559.83</b>
New Jersey American Water	10-421	1206	PO-21-000087-PYPBL	Water Inv: JUNE 2021	22-0001	20318	303.26
							<b>303.26</b>
New Jersey School Boards Association	11-000-230-895-00	NEW_JE	PO-22-000061	Service Inv: 090006-G7W1P5	22-0001	20319	3,701.20

**Bradley Beach Board of Education  
Bills and Claims  
Batch 22-0001 (7/2/2021), Batch 22-0002 Interfund agency transfer (7/7/2021)**


Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount to Pay
NJPSA	11-000-219-800-00	109	PO-22-000043	Service Inv: 82573	22-0001	20320	845.00
							<b>845.00</b>
Pay Schools	11-000-261-800-00	PAY	PO-22-000034	Service Inv: 24215	22-0001	20321	2,491.25
							<b>2,491.25</b>
Pitney Bowes, Inc.	11-000-230-530-00	46	PO-22-000039	Service	22-0001	20322	323.91
Pitney Bowes, Inc.	11-000-230-530-00	46	PO-22-000060	Service	22-0001	20322	500.00
							<b>823.91</b>
Schindler Elevator Corporation	11-000-261-420-00	SCH001	PO-22-000020	Service Inv: 8105642817	22-0001	20323	849.12
							<b>849.12</b>
Strauss, Esmay Associates, LLP	11-000-230-339-00	1074	PO-22-000033	Service Inv: 2122-54	22-0001	20324	4,290.00
							<b>4,290.00</b>
UGI Energy Service, LLC	10-421	UGI	PO-21-000114-PYPBL	Service Natural Gas Inv: G5006051	22-0001	20325	97.31
							<b>97.31</b>
Verizon	10-421	VER	PO-21-000190-PYPBL	Service WIFI Inv: 9882602602	22-0001	20326	456.60
Verizon	10-421	VER	PO-21-000275-PYPBL	Service WIFI Inv: 9882602602	22-0001	20326	189.71
							<b>646.31</b>
Xtel Communications	11-190-100-800-00-CP	530	PO-22-000054	Service Inv: 211810295	22-0001	20327	1,941.44
							<b>1,941.44</b>
Zumu Software	11-000-230-339-00	ZUMU	PO-22-000032	Other Purchase Prof. Services Inv: 220506	22-0001	20328	1,500.00
							<b>1,500.00</b>


**Bradley Beach Board of Education  
Bills and Claims  
Batch 22-0001 (7/2/2021), Batch 22-0002 Interfund agency transfer (7/7/2021)**

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	7	102,713.84		102,713.84
	<b>Fund total:</b>		<b>102,713.84</b>		<b>102,713.84</b>
11	General Current Expense	41	92,051.83		92,051.83
11	General Current Expense	2	1,088.71		1,088.71
11	General Current Expense	2	1,141.68		1,141.68
11	General Current Expense	2	29,691.68		29,691.68
11	General Current Expense	2	20,960.51		20,960.51
11	General Current Expense	3	5,138.90		5,138.90
11	General Current Expense	2	1,747.00		1,747.00
11	General Current Expense	1	900.00		900.00
	<b>Fund total:</b>		<b>152,720.31</b>		<b>152,720.31</b>
20	Special Revenue Fund	2	6,651.48		6,651.48
	<b>Fund total:</b>		<b>6,651.48</b>		<b>6,651.48</b>
	<b>Grand totals:</b>	64	<b>262,085.63</b>		<b>262,085.63</b>

Bradley Beach Board of Education  
Bills and Claims  
Batch 22-0001 (7/2/2021), Batch 22-0002 Interfund agency transfer (7/7/2021)

  
Business Administrator  
BCE 7/22/21

  
7/15/21