

## DOCUMENT A

## District Enrollment as of 11-30-2015

DISTRICT	Full Time Students	Shared Time Students	Full Time Students PTC 20 LLD	Shared Time Students PTC 20 LLD	Total Student Count
Avon	33				33
Belmar	101	11	1	1	114
Brielle	228	5	7		240
Lake Como	30	4	2	1	37
Manasquan	288	8	4		300
Sea Girt	40		1		41
Spring Lake	53	1	1		55
Spr Lk Hts	126	6	1		133
Employee Child	2				2
Parent Paid	1				1
Totals	902	35	17	2	956
				<b>Total MHS</b>	<b>956</b>
				<b>Total MES</b>	<b>637</b>
				<b>Total Enrollment</b>	<b>1,593</b>

**MANASQUAN SCHOOL DISTRICT ATTENDANCE COMPARISON REPORT  
2015-2016 school year**

<b>HIGH SCHOOL</b>	<u>ATTENDANCE PERCENTAGE</u>	<u>AVERAGE DAILY ENROLLMENT</u>	<u>AVERAGE DAILY ATTENDANCE</u>	
<b>Nov-14</b>	94.67	981.63	929.31	
<b>Nov-15</b>	<b>94.72</b>	<b>939.50</b>	<b>889.89</b>	
<b>ELEMENTARY SCHOOL</b>				
<b>Nov-14</b>	95.917	620	594.688	
<b>Nov-15</b>	<b>95.998</b>	<b>636.471</b>	<b>612.235</b>	

**MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT  
2015 - 2016 School Year**

**HIGH SCHOOL**

<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILLS</u>
November 23	1:22 p.m.	8 minutes		Fire Drill
November 12	1:20 p.m.	15 minutes		Shelter in Place
<b>ELEMENTARY SCHOOL</b>				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILL</u>
November 23	12:30 p.m.	4 minutes		Fire Drill
November 30	8:50 a.m.	10 minutes		Interior Threat Lockdown

# DOCUMENT I

## 2015-2016 ACTION PLAN

Board Goal: Board Process

SPECIFIC OBJECTIVE: Assist the administration with and promote the upcoming referendum

Major Activities	Staff	Resources	Constraints	Timelines	Indicators of Success
1. Referendum Committee	Board of Education	Time, Fast Facts Flyer & Plain Talk Brochure	Money & Time	See timeline slide (page 21)	Vote turn out that exceeds the 2015 town council and Board of Education held on November 3 <sup>rd</sup>
2. Town Hall Meeting – January 12, 2016	Board of Education	Time & Location	Time & Location	January 12, 2015	Raising level of awareness in town for the referendum

## 2015-2016 ACTION PLAN

Board Goal: Board Process

SPECIFIC OBJECTIVE: Assist the administration with and promote the upcoming referendum

Major Activities	Staff	Resources	Constraints	Timelines	Indicators of Success
3. Letters to the editor	Board President & Vice President	Time	Time	January 2016	Published letters
4. Referendum Action Plan	Superintendent and Board of Education	Architect & Engineer	Time, Location & Money	November 2015 – January 26, 2016	Generating interest in the referendum

## 2015-2016 ACTION PLAN

Board Goal: Finance – Multi Year Goal

SPECIFIC OBJECTIVE: Develop a financial plan that looks at long-term and short-term needs for the Manasquan School District.

Major Activities	Staff	Resources	Constraints	Timelines	Indicators of Success
1. Budget Process Short-term	Budget Rollout Meeting: Dr. Kasyan Lynn Coates Rick Coppola Colleen Graziano Margaret Polak Bernie Bigley Sean McCarthy Ron Kornegay Jesse Place	<ul style="list-style-type: none"> <li>• Time</li> <li>• Location</li> <li>• Budget handout</li> <li>• PowerPoint</li> <li>• Presentation</li> <li>• Saturday Morning Meetings</li> <li>• Public Board Presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Deadlines for Budget Plan of Action</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Plan of Action (attached)</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Approval – BOE approval date (April 2016)</li> </ul>
2. Referendum Process Long-term	Referendum Planning Committee Members (attached)	<ul style="list-style-type: none"> <li>• Referendum Action Plan – 1/26/2016</li> <li>• Referendum Handouts:               <ul style="list-style-type: none"> <li>○ Fast Facts</li> <li>○ Plain Talk</li> <li>○ Garrison PowerPoint</li> </ul> </li> <li>• PowerPoint</li> <li>• Presentation</li> <li>• Letters to the Editor:               <ul style="list-style-type: none"> <li>○ January 7<sup>th</sup> – Lynn Coates &amp; Rick Coppola</li> <li>○ January 14<sup>th</sup> – Tim Clayton, Barbara Kerensky &amp; Colleen Graziano</li> <li>○ January 21<sup>st</sup> – Dr. Kasyan &amp; Jesse Place</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Time</li> <li>• Scheduled Board Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Referendum Plan of Action</li> </ul>	<ul style="list-style-type: none"> <li>• Board Approval of January 26<sup>th</sup> Referendum date (Approved - November 17, 2015)</li> </ul>

## 2015-2016 ACTION PLAN

Board Goal: Planning – Multi-year goal

SPECIFIC OBJECTIVE: Develop, implement & support the district strategic plan

Major Activities	Staff	Resources	Constraints	Timelines	Indicators of Success
1. Board approval of the strategic plan	List of committee members attached (page 2)	Student, staff & community surveys (attached)	Meeting times (attached)	See attached slides (pages 4-6)	Committee report given and approved by the Board of Education
2. Committee Meetings  Dates: 8/5/14      10/9/14 11/17/14   12/8/14 1/13/15    3/3/15 3/12/15    5/11/15 6/4/15     10/5/15	List of committee members attached (page 2)	Time & Location	Meeting times	See attached slides (pages 4-6)	Committee report given and approved by the Board of Education

## 2015-2016 ACTION PLAN

Board Goal: Student Achievement

SPECIFIC OBJECTIVE: Continue to provide educators with opportunities to engage in collaboration focusing on instruction and student learning.

Major Activities	Staff	Resources	Constraints	Timelines	Indicators of Success
1. STEM Workshops: <ul style="list-style-type: none"> <li>o Visitations to Schools</li> <li>o Professional Days</li> <li>o Professional Development Academy – Teachers Teaching Teachers</li> </ul>	District Staff (attached)	Time and Workshop Presentations	Time and Money	<ul style="list-style-type: none"> <li>Visitations to schools – December 8, 2015 to January 11, 2016</li> <li>Professional Days – October 26, 2015 December 15, 2015</li> <li>Professional Development/In-Service – October 12, 2015, December 10, 2015, and January 25, 2016</li> </ul>	Turnkey information back into district
2. Victory Road Presentations (Brochure Attached)	District Staff	Time Presentations by: Erik Kapitulik (10/28) Trevor Moawad (12/16)	Time, Money and Location	<ul style="list-style-type: none"> <li>October 28, 2015</li> <li>December 16, 2015</li> <li>March 1, 2016</li> <li>May 17, 2016</li> </ul>	Discussion Survey Results from Victory Road Presentation (attached)
3. Professional Development Days: <ul style="list-style-type: none"> <li>o Innovation Across Disciplines to Develop 21<sup>st</sup> Century Skills (Gr. 6-8 Science)</li> <li>o Engineering In Elementary (Gr. K-5)</li> </ul>	District Staff: Laura Wahl Robert Markovitch Donna Mead Desiree Faul	Time and Workshop Presentations	Time and Money	<ul style="list-style-type: none"> <li>November 18, 2015</li> <li>December 15, 2015</li> </ul>	Turnkey information back into district

# POLICY GUIDE

TEACHING STAFF MEMBERS

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Evaluation of Principals, Vice Principals,  
and Assistant Principals

Oct 15

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[See POLICY ALERT Nos. 201 and 207]

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

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

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

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





# POLICY GUIDE

## TEACHING STAFF MEMBERS

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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 designee** shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or **designated supervisor designee**, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

The principal practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-76.3.

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:10-76.1 and 76.3

Adopted:



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Evaluation of Principals, Vice Principals,  
and Assistant Principals

Oct 15

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[See POLICY ALERT Nos. 201 and 207]

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

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

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

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

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

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

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

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

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



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“Corrective Action Plan” means a written plan developed by the Superintendent or designee in collaboration with the Principal, Vice Principal, and Assistant Principal to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual Principal, Vice Principal, and Assistant Principal and the school district for implementing the plan, and specific support that the district shall provide.

“Department” means the New Jersey Department of Education.

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

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

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

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

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



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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 means a written statement of goals developed by a teaching staff member serving in a supervisory capacity in collaboration with a teaching staff member, that aligns with professional standards for teachers set forth in N.J.A.C. 6A:9-3.3 and the New Jersey Professional Development Standards; derives from the annual evaluation process; identifies professional goals that address specific individual, district or school needs, or both; and grounds professional development activities in objectives related to improving teaching, learning, and student achievement. The individual professional development plan shall include timelines for implementation, responsibilities of the employee and the school district for implementing the plan, and specific support and periodic feedback that the district shall provide as defined in N.J.S.A. 18A:6-119.~~

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

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

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

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



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

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

**“Semester” means half of the school year.**

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

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

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

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

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



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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 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-11 and certified to evaluate a Principal, Vice Principal, or Assistant Principal.**

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

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

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

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



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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 Written Reports – N.J.A.C. 6A:10-1.4

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

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

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



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Evaluation of Principals, Vice Principals,  
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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 Principals, Vice Principals, and Assistant Principals, unless otherwise specified:
  - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-1.1 et seq.;
  - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c);
  - c. Ensure the Superintendent annually notifies all Principals, Vice Principals, and Assistant Principals of the adopted evaluation policies and procedures no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Board/Superintendent shall notify all Principals, Vice Principals, and Assistant Principals of the policies and procedures at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures within ten Principal, Vice Principal, or Assistant Principal working days of adoption;
  - d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
  - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;





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- f. Ensure data elements are collected from ~~the implementation of the principal practice instrument~~ and stored the data in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation **and student growth objective data; and**
  - g. Ensure ~~each Principal in the district or the Superintendent or designee certifies to the Department that~~ certifies any observer who conducts an observation of a ~~teaching staff member~~ **Principal, Vice Principal, or Assistant Principal** for the purpose of evaluation as described in N.J.A.C. 6A:10-2.4(h); N.J.A.C. 6A:10-4.4; and N.J.A.C. 6A:10-5.4; **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** is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the principal practice instrument;



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

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

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



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3. Beginning in 2017-2018, the District Evaluation Advisory Committees shall no longer be required and the Board of Education shall have the discretion to continue the District's Evaluation Advisory Committee.
- G. Evaluation Procedures for Principals, Vice Principals, and Assistant Principals - N.J.A.C. 6A:10-2.4
1. The provisions outlined in Policy and Regulation 3224 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation ~~procedures~~ of Principals, Vice Principals, and Assistant Principals.
  2. Evaluation policies and procedures requiring the annual evaluation of Principals, Vice Principals, and Assistant Principals shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
    - a. ~~Evaluation rubrics for Principals, Vice Principals, and Assistant Principals;~~
    - ab. Roles and responsibilities for implementation of evaluation policies and procedures;
    - be. Job descriptions, **evaluation rubrics for Principals, Vice Principals, and Assistant Principals, the process for calculating the summative ratings and each component and evaluation criteria based upon school district goals, student achievement, instructional priorities, and the evaluation regulations set forth in N.J.A.C. 6A:10-1.4 et seq.;**
    - cd. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the processes **for student attribution to teachers, Principals, Vice Principals, Assistant Principals for calculating the median and school-wide student growth percentile** and observations for the purpose of evaluation and post-observation conference(s) by the Superintendent or designee;



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



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

4. If any scores for the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
5. The annual written performance report for the Principal, Vice Principal, or Assistant Principal shall be prepared by the Superintendent or **designated supervisor designee** and shall include, but not be limited to:
  - a. A summative rating based on the evaluation rubric, including, **when applicable**, a total score for each component as described in N.J.A.C. 6A:10-5;
  - b. Performance area(s) of strength and area(s) needing improvement based upon the job description, observations for the purpose of evaluation and, **when applicable**, the principal practice instrument; **and**
  - c. An individual professional development plan developed by the Superintendent or **designated supervisor designee** and the Principal, Vice Principal, or Assistant Principal or, when applicable, a corrective action plan from the evaluation year being reviewed in the report; **and**.
  - d. ~~A summary of student achievement scores or growth indicators.~~
6. The Principal, Vice Principal, or Assistant Principal and the **Superintendent or designated supervisor preparer** of the ~~annual written performance report~~ shall sign the report within five Principal, Vice Principal, or Assistant Principal working days of the review.
7. ~~The annual summary conference and the annual written performance report shall be completed by June 30.~~



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

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

1. For each Principal, Vice Principal, and Assistant Principal rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the Principal, Vice Principal, or Assistant Principal and the Superintendent or **designated supervisor designee**.
2. If the summative evaluation rating is calculated before the end of the school year, then the corrective action plan shall be developed and the Principal, Vice Principal, or Assistant Principal and the Superintendent or **designated supervisor designee** shall meet to discuss the corrective action plan prior to September 15 of the following school year. The conference to develop and discuss the corrective action plan may be combined with the Principal's, Vice Principal's, or Assistant Principal's annual summary conference that occurs at the end of the year of evaluation.
3. If the ineffective or partially effective summative evaluation rating is received after the start of the school year following the year of evaluation, then a corrective action plan must be developed, and the Principal, Vice Principal, or Assistant Principal and the Superintendent or **designated supervisor designee** shall meet to



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discuss the corrective action plan within fifteen Principal, Vice Principal, or Assistant Principal working days following the school district's receipt of the Principal's, Vice Principal's, or Assistant Principal's summative rating.

4. The content of the corrective action plan shall replace the content of the individual professional development plan required in N.J.A.C. 6A:9-15.4(e) and 15.7(e) **6A:9C-3.4(c) and 3.7(c)** until the next annual summary conference.
5. The content of the corrective action plan shall:
  - a. Address areas in need of improvement identified in the principal evaluation rubric;
  - b. Include specific, demonstrable goals for improvement;
  - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
  - d. Include timelines for meeting the goal(s).
6. The Superintendent or **designated supervisor designee** and the Principal, Vice Principal, or Assistant Principal on a corrective action plan shall discuss the employee's progress toward the goals outlined in the corrective action plan during each post-observation conference, when required by N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-5.4.
7. Progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan, ~~and data and evidence collected by the Superintendent or designee and/or the employee to determine progress between the time the corrective action plan began and the next annual summary conference,~~ shall be documented in the Principal's, Vice Principal's, or Assistant Principal's personnel file and reviewed at the annual summary conference or the mid-year evaluation, **when applicable. Both the Principal, Vice Principal, or Assistant Principal on a corrective action plan and the Superintendent or 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.**



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8. Progress toward the goals outlined in the corrective action plan may be used as evidence in the Principal's, Vice Principal's, or Assistant Principal's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
9. Responsibilities of the evaluated Principal, Vice Principal, or Assistant Principal on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the Superintendent or **designated supervisor designee**.
10. The Superintendent, or **designated supervisor** ~~his or her designee~~, and the Principal, as appropriate, shall conduct a mid-year evaluation of any Principal, Vice Principal, or Assistant Principal pursuant to N.J.S.A. 18A:6-121.c. If the corrective action plan was created before the start of the year, the mid-year evaluation shall occur **midway between the development of the corrective action plan and the annual summary conference**. ~~before February 15; if the corrective action plan was created after the start of the academic year, the mid-year evaluation shall occur before the annual summary conference. The mid-year evaluation shall include, at a minimum: a conference to discuss progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.~~
  - a. ~~One observation in addition to the observations required in N.J.A.C. 6A:10-5.4 for the purpose of evaluation as defined in N.J.A.C. 6A:10-1.2 and described in N.J.A.C. 6A:10-5.4; and~~
  - b. ~~One post-observation conference in addition to the observations required in N.J.A.C. 6A:10-5.4 as defined in N.J.A.C. 6A:10-1.2, during which progress toward the Principal, Vice Principal, or Assistant Principal's goals outlined in the corrective action plan shall be reviewed.~~





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11. **The Superintendent shall ensure Principals, Vice Principals, and Assistant Principals with a corrective action plan receive one observation and a post-observation in addition to the observations required in N.J.A.C. 6A:10-5.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 5.4. The Superintendent or Principal shall determine the length of the observation.**
12. **The corrective action plan shall remain in effect until the Principal, Vice Principal, or Assistant Principal receives his or her next summative evaluation rating.**

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

1. Unless otherwise noted, the components of the principal evaluation rubrics shall apply to teaching staff members holding the position of Principal, Vice Principal, or Assistant Principal and holding a valid and effective standard, provisional, or emergency administrative certificate.
2. The principal evaluation rubric shall meet the standards provided in N.J.S.A. 18A:6-123, including, but not limited to:
  - a. Measures of student achievement pursuant to N.J.A.C. 6A:10-5.2; and
  - b. Measures of principal practice pursuant to N.J.A.C. 6A:10-5.3 and 5.4.
3. **To earn a summative rating, the Principal, Vice Principal, or Assistant Principal shall have a student achievement score, pursuant to N.J.A.C. 6A:10-5.2 and a principal practice score pursuant to N.J.A.C. 6A:10-5.3 and 5.4.**
43. Each ~~score measure~~ shall be converted to a percentage weight so all measures make up 100 percent of the evaluation rubric. By **August 31** ~~April 15~~ prior to the academic year in which the evaluation rubric applies, each school year the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative rating scale measure. All components shall be worth the following percentage weights or fall within the following ranges:



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- a. If, according to N.J.A.C. 6A:10-5.2(b), the Principal, Vice Principal, or Assistant Principal receives a **school-wide median** student growth percentile **score measure** as described in N.J.A.C. 6A:10-5.2(c), the **score measure** shall be at least **ten** ~~twenty~~ 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 thirty percent of evaluation rubric rating.
  - e. Measure of leadership practice, as described in N.J.A.C. 6A:10-5.3(c), shall be twenty percent of evaluation rubric rating.
  - f. **Notwithstanding the provisions of a. through e. above, if an appeal of the administrator goal is approved, according to N.J.A.C. 6A:10-5.2(e)5, the administrator goal weight and the principal practice weight shall be adjusted by the Superintendent or the Commissioner, as applicable according to N.J.A.C. 6A:10-5.2(e)5.**
54. Standardized assessments, used as a measure of student progress, shall not be the predominant factor in determining a Principal's annual summative rating.
65. The Department shall periodically collect principal evaluation rubric data that shall include, but are not limited to, component-level scores and annual summative ratings.



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## 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, and Assistant Principals in consultation with the Superintendent or **designated supervisor** ~~designee~~ pursuant to N.J.A.C. 6A:10-5.2(e), which shall be specific and measurable, based on student growth and/or achievement data.
2. The school-wide student growth percentile score shall be included in the annual summative rating of Principals, Vice 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** ~~The school district may assign Vice Principals and Assistant Principals who are employed in more than one school to the school or schools as appropriate for the percentage of time spent in each school.~~
3. The Department shall calculate the school-wide student growth percentile for Principals, Vice Principals, and Assistant Principals; ~~which includes school-wide mathematics and school-wide English Language Arts scores.~~



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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 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 Superintendent shall determine for all Principals, Vice Principals, or Assistant Principals, the number of required administrator goals which shall reflect the achievement of a significant number of students within the school. By **August 31** ~~April 15~~ prior to the **academic school year in which** the evaluation rubric applies, the Department shall provide on the Department's website the minimum and maximum number of required goals, which will be at least one goal and no more than four goals.
  - b. Principals, Vice Principals, or Assistant Principals shall develop, in consultation with the Superintendent or **designated supervisor** ~~designee~~, each administrator goal. Vice Principals and Assistant Principals shall set goals specific to his or her job description or adopt the same goals as his or her Principal. If the Principal, Vice Principal, or Assistant Principal and Superintendent or **designated supervisor** ~~designee~~ do not agree upon the goal



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~~score student growth objectives~~, the **Principal's, Vice Principal's, or Assistant Principal's** Superintendent or **designated supervisor** ~~designee~~ shall make the final determination.

- c. Administrator goals and the criteria for assessing performance based on those objectives shall be determined, and recorded, **and retained by** ~~in~~ the Principal's, Vice Principal's, or Assistant Principal's **and the Superintendent or designated supervisor by October 31 of each academic year, or within twenty work days of the Principal's, Vice Principal's, or Assistant Principal's start date if he or she begins work after October 1** ~~personnel file by November 15, 2013, and by October 15 for all subsequent school years.~~
  - d. The administrator goal score shall be calculated by the Superintendent or **designated supervisor** ~~designee~~ of the Principal, Vice Principal, or Assistant Principal. The Principal's, Vice Principal's, or Assistant Principal's administrator goal score, if available, shall be discussed at his or her annual summary conference **and recorded in his or her personnel file.**
6. The Superintendent shall remove a teacher's student growth objective score from the Principal's, Vice Principal's, or Assistant Principal's final average student growth objective score for the 2013-2014 academic year and adjust the annual summative rating accordingly if:
- a. A Principal's, Vice Principal's, or Assistant Principal's average student growth objective for the 2013-2014 academic year included a teacher's student growth objective that was successfully appealed according to N.J.A.C. 6A:10-4.2(f); and
  - b. Failure to remove the score would cause the Principal's, Vice Principal's, or Assistant Principal's annual summative rating to be ineffective or partially effective.



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- K. Principal Practice Component of Evaluation Rubric – N.J.A.C. 6A:10-5.3
1. Measures of principal practice shall include the following components:
    - a. A measure determined through a Commissioner-approved principal practice instrument; and
    - b. A leadership measure determined through the Department-created leadership rubric.
  2. Principal practice component rating shall be based on the measurement of the Principal's, Vice Principal's, or Assistant Principal's performance according to the school district's Commissioner-approved principal practice instrument. Observations pursuant to N.J.A.C. 6A:10-5.4 shall be used as one form of evidence for this measurement.
  3. Leadership practice shall be determined by a score on a leadership rubric, which will assess the Principal's, Vice Principal's, or Assistant Principal's ability to improve student achievement and teaching staff member effectiveness through identified leader behaviors. The rubric will be posted on the Department's website and annually maintained.
- L. Principal, Vice Principal, and Assistant Principal Observations – N.J.A.C. 6A:10-5.4
1. The Superintendent or **designated supervisor** ~~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 **designated supervisor** ~~designee~~, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.



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3. For the purpose of collecting data for the evaluation of a Principal, Vice Principal, or Assistant Principal, an observation, as described in N.J.S.A. 18A:6-119 and N.J.A.C. 6A:10-1.2, may include, but is not limited to: building walk-through, staff meeting observation, parent conference observation, or case study analysis of a significant student issue.
4. Post-observation conferences shall include the following procedures:
  - a. A Superintendent or **designated supervisor** designee who was present at the observation shall conduct a post-observation conference with the Principal, Vice Principal, or Assistant Principal being observed. A post-observation conference shall occur no more than fifteen Principal, Vice Principal, or Assistant Principal working days following each observation.
  - b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the principal practice instrument and the Principal's, Vice Principal's, or Assistant Principal's individual professional development plan, collecting additional information needed for the evaluation, and offering areas to improve effectiveness.
  - c. With the consent of the observed Principal, Vice Principal, or Assistant Principal, post-observation conferences for individuals who are not on a corrective action plan may be conducted via written communication, including electronic communication.
  - d. One post-observation conference may be combined with the Principal's, Vice Principal's, or Assistant Principal's annual summary conference as long as it occurs within the required fifteen Principal, Vice Principal, or Assistant Principal working days following the observation.



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

- e. A written **or electronic** evaluation report shall be signed by the Superintendent or **designated supervisor designee** who conducted the observation and post-observation and the Principal, Vice Principal, or Assistant Principal who was observed.
  - f. The Principal, Vice Principal, or Assistant Principal shall submit his or her written objection(s) of the evaluation within ten Principal, Vice Principal, or Assistant Principal working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.
5. Each tenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4, at least two times during each school year. Each nontenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4 at least three times during each school year, as required by N.J.S.A. 18A:27-3.1. An additional observation shall be conducted pursuant to N.J.A.C. 6A:10-2.5(l) for Principals, Vice Principals, and Assistant Principals who are on a corrective action plan.

#### M. Principal Practice Instrument – N.J.A.C. 6A:10-6.3 7.3

- 1. The principal practice instrument approved by the Department shall meet the following criteria:
  - a. Incorporate domains of practice and/or performance criteria that align to the 2008 ISLLC Professional Standards for School Leaders developed by the Interstate School Leadership Licensure Consortium incorporated herein by reference, available at:

[http://www.ccsso.org/documents/2008/educational\\_leaders\\_hip\\_policy\\_standards\\_2008.pdf](http://www.ccsso.org/documents/2008/educational_leaders_hip_policy_standards_2008.pdf);





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- b. Include scoring guides for assessing **principal 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 clearly define the expectations for each category and provide a conversion for the four categories: ineffective, partially effective, effective, and highly effective;
  - c. Be based on multiple sources of evidence collected throughout the year;
  - d. Incorporate an assessment of the Principal's leadership for implementing a rigorous curriculum and assessments aligned to the Core Curriculum Content Standards;
  - e. Incorporate an assessment of the Principal's leadership for high-quality instruction;
  - f. Include an assessment of the Principal's performance in evaluating teachers; and
  - g. Include an assessment of the Principal's support for teachers' professional growth.
2. For Commissioner-approval of a principal practice instrument in 2015 or any year thereafter, the instrument shall include a process to assess competency on the evaluation instrument which the school district may choose to use as a measure of competency.

Adopted:



FOR BOARD APPROVAL							DOCUMENT L	
Town	Student No.	Student Name	Placement	Effect. Date	Annual Tuition	Transportation		
Manasquan								
	181434		Bonnie Brae (residential)		\$ 59,400.00	n/a		
	2285		Collier Middle School		\$ 53,471.00	\$ 8,360.07		
	171335		Harbor School		\$ 49,249.71	\$ 12,353.40		
	100896		The Woods School (residential w/Aide)		\$ 110,128.72	n/a		
			(7/2015 through 6/2016 plmct.)					
	42795		Children's Center		\$ 50,986.00	*\$16,513.20		
	12795		Children's Center		\$ 50,986.00	(2 students)		
	11700		Cambridge (2x45 speech, billed separately )		\$ 47,598.00	\$7,618.00		
	60798		Lewis School		\$ 40,000.00	\$7,182.00		
	121197		Coastal Learning Center	1/4/2016	\$ 33,481.98			
	252126		Rugby School (7/2015 through 6/2016 plmct.)		\$ 74,512.20	\$8,753.16		
	1715		LifeWorks		\$ 56,117.00	\$27,291.60		
	22271		Alpha School (w/Aide)		\$ 79,055.74	\$27,878.40		
	282564		Shrewsbury Boro School		\$ 35,575.00	\$46,215.75		
	50101		Howell Twp. Middle School North	9/8/2015	\$ 77,164.00	\$8,620.20		
			(tuition + rel. svsc., 1:1 Aide)					
Manasquan Pre-School - Manasquan Resident Students/Received School Ed/for/for Parent Paid								
Manasquan S.E. Students		Parent Paid Tuition Students						
	282460		8:15 - 2:50 (two sessions)	8:15 - 10:30 - Tuition \$2,321.00		11:15 - 2:50 - Tuition \$3,630.00		
	282568		8:15 - 10:30	302910		292799		
	282396		11:15 - 2:50			292916		
	282567		11:15 - 2:50			292924		
	292917		11:15-2:50			292913		
		Transportation provided	\$21,182.40 - A.M. Session			282546		
		by Manasquan	\$17,010.00 - P.M. Session			272551		
Received S.E. Students		\$10,375 Tuition				292911		
	292579		8:15 - 10:30					
			Sea Girt \$20,929 (tuition + related service)					
	30280		SLH \$11,668 (tuition +related services)					

		(transportation provided by sending district)			(transportation provided by parent)
<b><u>Sending Districts - Informational Only - (Bolded indicates new placement)</u></b>					
<u>Town</u>	<u>Student No.</u>	<u>Student Name</u>	<u>Placement</u>		
<b><u>Belmar</u></b>	82694		Hawkswood		
	171334		Harbor School		
	171336		Eden Institute		
	53196		Wall High School		
	30498		Collier		
	102898		Lehmann		
	132074		Collier High School		
	121676		CPC High School		
<b><u>Lake Como</u></b>	101996		Wall High School		
	182525		Collier		
	182561		Oakwood		
<b><u>Brielle</u></b>	111194		Lehmann		
	52695		Southern Regional High School		
	121494		Hawkswood		
	51396		Point Pleasant Boro		
	92797		Douglass Developmental Center		
	52097		Jackson Memorial H.S.		
	182556		Red Bank Regional		
<b><u>Sea Girt</u></b>	50498		Bridge Academy		
	182296		Wall H.S.		
<b><u>Avon</u></b>	92797		Wall Life Skills		
	82697		Children's Center		
	182560		CPC Behavioral		



DECEMBER 15, 2015

## **ELEMENTARY SCHOOL PERSONNEL**

THE CHIEF SCHOOL ADMINISTRATOR RECOMMENDS THE FOLLOWING ELEMENTARY SCHOOL PERSONNEL TO THE BOARD OF EDUCATION:

### **Personnel Appointments**

**Recommend** approval of the extension of **Dawn Cicco**, TLR.ES.LTRT.FL.09, **Elementary School Language Arts Teacher**, (long term replacement) through January 31, 2016 at **Step 1-2B \$48,130.00**, pro-rated. (Previously approved on September 22, 2015)

### **Additional Compensation**

**Recommend** approval of **Brian McCann** for to work 8 hours at **\$28.50 per hour** for the purpose of I&RS observation during November 17, 2015 through November 25, 2015, not to exceed \$228.00.

**Recommend** approval of **Luke Akins** to be paid additional amount of **\$76.08** for providing support for special education student #23270 to participate in the Cross Country, Fall Season, at an hourly rate of \$18.64 per hour (previously approved on 9/22/15 agenda).

### **Leave of Absence**

**Recommend** approval for **TCH.ES.SPED.RR.16** (4215) to take an unpaid Family Medical Leave of Absence extension through January 31, 2016, with an expected return on February 1, 2016. (Previously approved to return on January 4, 2016)

### **Grant Salary**

**Recommend** approval of the following salary for staff members paid in 2015-2016 SY as per the grant listed:

	<u>Grant Title</u>	<u>Salary Paid by Grant</u>	<u>% of Salary Paid by Grant</u>	<u>Total Salary</u>
<b><u>Dawn Cicco</u></b>	NCLB, Title I, Part A	\$48,130.00	100%	\$48,130.00

### **Miscellaneous Personnel**

**Recommend** approval of the revised contract of **John J. Smith**, CUS.ES.CUST.NA.02, Night Custodian with boiler license, Step 1-2, at an annual salary of **\$35,649.00 + \$450 boiler license stipend + \$2,971.00 night bonus**.

December 15, 2015

DECEMBER 15, 2015

### **HIGH SCHOOL PERSONNEL**

THE CHIEF SCHOOL ADMINISTRATOR RECOMMENDS THE FOLLOWING HIGH SCHOOL PERSONNEL TO THE BOARD OF EDUCATION:

#### **Additional Compensation**

**Recommend** approval to extend the appointment of **Dylan Caci** for **computer maintenance** for up to **20 hours each week** at **\$10.00/hour** through June 30, 2016. (Originally approved through December 31, 2015)

**Recommend** approval of **Brian Rostron** to teach an extra class (Life Skills Literacy) during the spring semester at a stipend of **\$5,130.00**.

**Recommend** approval of the following teachers for additional block coverage, leave coverage (4435) at **\$57.00 per block**:

**Monica Fenlon** – Block 1, English – January 25, 2016 through February 26, 2016

**Meredith Heeter** – Block 5, English Honors – January 25, 2016 through February 26, 2016

**Recommend** approval of the following teachers for additional block coverage, at **\$57.00 per block**:

**Megan Teufel** – Block 2, Geometry Honors – December 16, 17, 18, 21 and 22, 2015

**Recommend** approval of the following teachers for additional duty coverage, at **\$28.50 per duty**:

**Linda Hoeler** – 3A PARCC Testing Coverage, December 2, 2015

#### **Personnel Appointments**

**Recommend** approval of the appointment of **Michele McNelis**, TLR.HS.LTRT.FL.01, **High School Teacher**, (*long term replacement*), on or about January 25, 2016 through June 30, 2016 at **Step 1-2B, \$48,130.00 (pro-rated)**

#### **Miscellaneous Personnel**

**Recommend** approval of guide adjustment for **Brett Lomas** from Masters to Doctorate - **\$67,230.00**, effective September 2015.

#### **Leave of Absence**

**Recommend** approval of the request for TCH.HS.LIBR.FL.01 (4635) to take an unpaid Family Medical Leave of Absence beginning January 7, 2016 through January 21, 2016 and intermittently thereafter for the remainder of the 2015-2016 school year.

December 15, 2015

**Recommend** approval for TCH.HS.WLAN.FL.06 (4390) to take a paid medical leave of absence beginning on or about April 4, 2016 through on or about May 31, 2016, an unpaid Family Medical Leave of Absence beginning June 1, 2016 through June 30, 2016 and an unpaid New Jersey Family Leave of Absence/Childcare leave September 1, 2016 through January, 2017, returning at the start of the spring semester.

**Substitutes**

**Recommend** approval of the addition of the following substitutes for the 2015-2016 school year:

**Teacher**

Doherty, Megan	
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**Paraprofessional**

Doherty, Megan	
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**Secretary**

Doherty, Megan	
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**Custodian**

Rossano, Emil	
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**Athletics/Addendum "C" Advisors**

**Recommend** approval of following Addendum "C" staff for the 2015 – 2016 SY:

- **Winter Pep Band Advisor, Alan Abraham - \$884.00**
- **Assistant Baseball Coach, Brenan Gordon - Step 4 - \$3,300.00**
- **Assistant Baseball Coach, Jeffrey Hoffman - Step 2 - \$3,000.00**
- **Assistant Surf Coach, Joseph LaCarrubba - \$900.00**

**Recommend** approval of the following resignation for the 2015-2016 school year:

- **Jared Morris – Assistant Baseball Coach**

**Recommend** approval of the following non-paid volunteer coaches for the 2015 – 2016 SY:

- **Jared Morris – Assistant Baseball Coach**
- **Brendan Donald – Assistant Ice Hockey Coach**
- **Thomas White – Assistant Basketball Coach (pending documentation)**