

**BOARD OF EDUCATION
UPPER SADDLE RIVER, NEW JERSEY
REGULAR PUBLIC MEETING
Media Center, Cavallini Middle School
392 West Saddle River Road
Monday, October 18, 2021, 8:00 p.m.**

AGENDA

This is a regular meeting of the Upper Saddle River Board of Education and appropriate notice has been provided to the designated newspapers, the Borough Clerk and all interested parties requesting such notice.

Two opportunities are provided at this meeting for citizens to make comments. The Board values and welcomes comments and opinions from the residents of Upper Saddle River as long as remarks are not personal or discourteous. Public comment allows the Board to listen to community members and to hear their opinions on school policy and operations.

Upon being recognized, persons wishing to speak should stand and identify themselves by name and address; the speaker should direct his/her remarks to the presiding officer. Comments shall be limited to school-related issues and each speaker will limit his/her remarks to three minutes. If personal or discourteous statements are made, the presiding officer shall require the speaker to stop. No speaker may comment again until all those who wish to speak have had an opportunity and as long as time allows. If, in the judgment of the presiding officer, the total time devoted to public comment becomes excessive, the presiding officer may indicate the Board has time for one more speaker and will so notify the public.

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| I. | Call to order and roll call | Mrs. Johnston |
| II. | Flag salute and Pledge of Allegiance | Mrs. Johnston |
| III. | Opening statement by presiding officer | Mrs. Johnston |
| IV. | REPORTS | |
| A. | Superintendent's Report | Dr. Siegel |
| B. | Board Secretary's Report | Mrs. Imbasciani |
| C. | Board President's Report | Mrs. Johnston |
| D. | Committee Reports | Chairpersons |
| E. | PTO Report | Mrs. Apostolou & Mrs. Degenars |
| F. | USREF Report | Mrs. Mueller |
| V. | PUBLIC COMMENT (limited to comments on agenda items only) | |
| VI. | ADMINISTRATION | Dr. Siegel |

This motion will be one motion that encompasses Items A through M and will be voted on at this meeting. This motion has been recommended for approval by the Superintendent.

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| A. | Approve the submission of the Emergency Virtual or Remote Instructional Plan and Attestation for the 2021/2022 School Year to the New Jersey Department of Education. |
| B. | Approve the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for the 2021/22 school year. |
| C. | Approve the School Safety and Security Plan Annual Review Statement of Assurance for the 2021/22 school year. |

- D. Approve the Nursing Services Plan for the 2021/22 school year.
- E. Approve the 2021/22 Update to the Uniform Memorandum of Agreement Between Education and Law Enforcement Officials.
- F. Designate the week of October 4 – 8, 2021, as a state-wide “Week of Respect.”
- G. Designate the week of October 18 - 22, 2021, as School Violence Awareness Week.
- H. Designate the week of October 25 – 29, 2021, as Red Ribbon Week.
- I. Approve the School Bus Emergency Evacuation Drill Reports (in accordance with N.J.A.C. 6A:27-11.2) as follows:
 - 1. On September 20, 2021, between 9:30 a.m. and 10:15 a.m., and on September 27, 2021 at 1:55 p.m. (p.m. preschool class) all students in the Reynolds Elementary School, 391 West Saddle River Road, Upper Saddle River, New Jersey, participated in school bus emergency evacuation drills. The drills took place in front of the school and included Routes 1, 2 and 3 and Routes A and F. Mrs. Devin Severs, Reynolds School Principal, and Mr. Thomas Inzalaco, Scholastic Bus Company Safety Director, supervised the drill.
 - 2. On September 20, 2021, between 10:15 a.m. and 11:00 a.m., all students in the Bogert Elementary School, 391 West Saddle River Road, Upper Saddle River, New Jersey, participated in school bus emergency evacuation drills. The drills took place in front of the school and included Routes 1, 2 and 3 and Routes A and F. Mr. David Kaplan, Bogert School Principal, and Mr. Thomas Inzalaco, Scholastic Bus Company Safety Director, supervised the drill.
 - 3. On September 21, 2021, between 11:30 a.m. and 12:30 p.m., all students in the Cavallini Middle School, 392 West Saddle River Road, Upper Saddle River, New Jersey, participated in school bus emergency evacuation drills. The drills took place in front of the school and included Routes 1, 2 and 3 and Routes A and F. Mr. James McCusker, Cavallini Principal, Mr. Michael DeSocio, Cavallini Assistant Principal, and Mr. Thomas Inzalaco, Scholastic Bus Company Safety Director, supervised the drill.
- J. Authorize the Board of Education to suspend the rules of Bylaw 0131 and adopt the following policy:

Policy 2425 Emergency Virtual or Remote Instruction Program (New)
- K. Authorize the Board of Education to suspend the rules of Bylaw 0131 and abolish the following policies:

Policy 1648 Restart and Recovery Plan (Abolished)
Policy 1648.02 Remote Learning Options for Families (Abolished)
Policy 1648.03 Restart and Recovery Plan-Full-Time Remote Instruction (Abolished)
Policy 1649 Federal Families First Coronavirus (COVID-19) Response Act (Abolished)
- L. First Reading of the following Policies and Regulations:

Policy 0131	Bylaws, Policies, and Regulations (Revised)
Policy 2422	Comprehensive Health and Physical Education (M) (Revised)
Policy 2467	Surrogate Parents and Resource Family Parents (M) (Revised)
Policy 3134	Assignment of Extra Duties (Revised)
Policy 3142	Nonrenewal of Non-tenured Teaching Staff Member (Revised)
Policy 3221	Evaluation of Teachers (M) (Revised)
Policy 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
Policy 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
Policy 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)

Policy 4146	Nonrenewal of Non-tenured Support Staff Member (Revised)
Policy 5111	Eligibility of Resident/Nonresident Students (M) (Revised)
Policy 5114	Children Displaced by Domestic Violence (Abolished)
Policy 5116	Education of Homeless Children (Revised)
Policy 6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)
Policy 6115.02	Federal Awards/Funds Internal Controls – Mandatory Disclosures (M) (New)
Policy 6115.03	Federal Awards/Funds Internal Controls – Conflict of Interest (M) (New)
Policy 6311	Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
Policy 6471	School District Travel (M) (Revised)
Policy 7432	Eye Protection (M) (Revised)
Policy 8420	Emergency and Crisis Situations (M) (Revised)
Policy 8540	School Nutrition Programs (M) (Revised)
Policy 8600	Student Transportation (M) (Revised)
Policy 8810	Religious Holidays (Abolished)
Regulation 3221	Evaluation of Teachers (M) (Revised)
Regulation 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
Regulation 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
Regulation 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)
Regulation 6471	School District Travel (M) (Revised)
Regulation 7432	Eye Protection (M) (Revised)
Regulation 8420.1	Fire and Fire Drills (M) (Revised)

M. Approve the following Resolution.

**Upper Saddle River Board of Education
A Resolution in Response to Executive Order 251
which Mandates Face Masks in all Indoor Areas of the District Premises**

WHEREAS, on August 6, 2021, Governor Phillip D. Murphy signed Executive Order 251 (EO 251), which mandates mask wearing by staff, students, and visitors in all indoor school premises, effective August 9, 2021; and

WHEREAS, while the Board recognizes the risk of COVID-19, the Board also recognizes and acknowledges that many residents of Upper Saddle River believe that individuals, parents, and health care providers should have the flexibility to make their own decisions about their health and the measures they take to protect themselves, including the decision to wear a mask; and

WHEREAS, notwithstanding the foregoing, the Board recognizes that it is legally obligated to comply with EO 251, however, the Board wishes to convey to the Governor those residents' disagreement with the mandatory requirement of placing masks on children.

NOW, THEREFORE, BE IT RESOLVED that the Upper Saddle River Board of Education recognizes that those residents consider EO 251 overbroad in that it infringes on the right of individuals, parents, and health care providers to make their own decisions about their health and the measures they take to protect themselves, including the decision to wear a mask; and

BE IT FURTHER RESOLVED that the Board recognizes that those residents believe that parents and health care providers are the best and appropriate individuals to make health care decisions about their children, including the decision to wear a mask as protection from COVID-19; and

BE IT FURTHER RESOLVED that the Board recognizes that those residents call upon Governor Murphy to immediately rescind EO 251 and allow individuals and the parents of children to make their own decisions regarding mask wearing; and

BE IT FURTHER RESOLVED that the Board of Education authorizes the Board Secretary to send a letter to the Governor of the State of New Jersey regarding the mask mandate.

VII. **PERSONNEL**

Dr. Siegel

This motion will be one motion that encompasses items A through G and will be voted on at this meeting. Each motion has been recommended for approval by the Superintendent.

A. Create/Abolish

1. Abolish one 1.0 FTE registered nurse position.
2. Create one .60 FTE registered nurse position.
3. Create one .40 FTE registered nurse position.

B. Resignations

1. Approve the resignation of Laura Rosskamp-Maimone, lunch aide, effective October 22, 2021.

C. Leaves

1. Approve an unpaid leave of absence for Employee #0928, effective September 29, 2021 through October 15, 2021.
2. Approve a paid medical leave and unpaid FMLA/NJFLA for Employee #1321, effective on or about January 24, 2022 through approximately June 30, 2022.
3. Approve a paid medical leave and unpaid FMLA/NJFLA for Employee #1335, effective on or about December 1, 2021 through approximately April 21, 2022.
4. Approve an unpaid FMLA leave for Employee #1422, effective September 15, 2021 through November 29, 2021.
5. Approve a paid medical leave and unpaid FMLA/NJFLA for Employee #1563, effective on or about January 24, 2022 through approximately May 31, 2022.
6. Approve a paid medical leave, unpaid medical leave and unpaid FMLA/NJFLA for Employee #1617, effective approximately November 24, 2021 through approximately June 30, 2022.
7. Approve a paid medical leave and unpaid child care leave for Employee #1702, effective on or about January 1, 2022 through June 30, 2022.
8. Approve a paid medical leave and unpaid FMLA/NJFLA for Employee #1988, effective on or about January 31, 2022 through approximately May 31, 2022.
9. Approve an unpaid leave of absence for Employee #2071, effective October 4, 2021 through approximately October 29, 2021.

D. Appointments

1. Appoint Phyllis Kollar to the position of part time .60 FTE Registered Nurse, effective November 9, 2021, subject to the satisfactory completion of the criminal history records check required by law.
2. Appoint Fatimah Alsaleem to the position of Aftercare Program Team Member for the 2021/2022 school year. \$16.00/hour
3. Appoint Tim Bang to the position of Aftercare Program Team Member for the 2021/2022 school year. \$16.00/hour

4. Appoint Lauren Clementi to the position of Aftercare Program Team Member for the 2021/2022 school year. \$16.00/hour
5. Appoint Alexandra Giakouminakis to the position of Aftercare Program Team Member for the 2021/2022 school year. \$16.00/hour
6. Appoint Jake Halperin to the position of Aftercare Program Team Member for the 2021/2022 school year. \$16.00/hour
7. Appoint Katherine Kaldawi to the position of Aftercare Program Team Member for the 2021/2022 school year. \$24.00/hour
8. Appoint Elizabeth Keslo to the position of Aftercare Program Team Member for the 2021/2022 school year. \$16.00/hour
9. Appoint Leah Levitt to the position of Aftercare Program Team Member for the 2021/2022 school year. \$16.00/hour
10. Appoint Gianna Mundy to the position of Aftercare Program Team Member for the 2021/2022 school year. \$16.00/hour
11. Appoint Sophia Neuendorff to the position of Aftercare Program Team Member for the 2021/2022 school year. \$16.00/hour
12. Appoint Bruce Reicher to the position of Aftercare Program Team Member for the 2021/2022 school year. \$30.00/hour
13. Appoint Sienna Shrier to the position of Aftercare Program Team Member for the 2021/2022 school year. \$16.00/hour
14. Appoint Elizabeth Tsozik to the position of Aftercare Program Team Member for the 2021/2022 school year. \$16.00/hour
15. Appoint Helin Ulu to the position of Aftercare Program Team Member for the 2021/2022 school year. \$16.00/hour

E. Change in Assignment

1. Approve the transfer of Kristen Nicholas from the position of English Teacher at Cavallini Middle School to the position of Basic Skills Instructor at Bogert School, effective November 1, 2021.

F. Lateral Guide Moves (not applicable)

G. Substitutes/Consultants/Volunteers/Interns (not applicable)

VIII. **FINANCE**

Mrs. Imbasciani

This motion will be one motion that encompasses items A through J and will be voted on at this meeting. Each motion has been recommended for approval by the Superintendent.

A. Approve the Minutes of Board Meetings:

September 13, 2021

- B. Approve the Bills List for September 2021 as follows:

10	General Current Expense	\$72,331.89
11	General Current Expense	\$2,155,381.53
12	Capital Outlay	\$56,150.00
20	Special Revenue Funds	\$29,359.75
60	Debt Service Funds	\$18,290.55
Total		\$2,331,513.72

- C. Approve the Transfers for September 2021.

- D. Approve the placement of a backup server for the Upper Saddle River Police Department in one of the secure information technology areas in a locked cabinet within the Upper Saddle River School District at no cost to the school district. The Borough of Upper Saddle River computer vendor will handle the necessary connections under the supervision of school IT personnel. This will establish a virtual private network between the Police Department server at the school and the main server at Police Headquarters.

- E. Accept funding for the FY22 American Rescue Plan (ARP) IDEA Grant as follows:

ARP IDEA Basic	\$46,627
ARP IDEA Preschool	\$3,983

- F. Approve the FY22 American Rescue Plan (ARP) IDEA Grant expenditures for salaries as follows:

	% of Salary	Amount
1. ARP IDEA Preschool		
Zumbano	18%	\$3,983
2. ARP IDEA Basic		
Klein	99%	\$25,281
Rausch	100%	\$21,346

- G. Approve the following Resolution:

Snow Removal Agreement Renewal

WHEREAS, the Upper Saddle River Board of Education (hereinafter referred to as the {"Board"})

desires to renew the Snow Removal Services Agreement (hereinafter referred to as the "Agreement") that currently exists between the Board and Calderone Enterprises, LLC (hereinafter referred to as "Calderone") to provide snow removal services for the 2021-2022 school year at a cost of \$60,000.00; and

WHEREAS, based upon its experience, Calderone is prepared to and desires to furnish snow removal service to the Board and has been performing said services in an effective and efficient manner since on or about November 16, 2020; and

WHEREAS, the parties are desirous of memorializing the terms of the agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board that the terms, stipulations and conditions are established in the Agreement between the Board and Calderone which is annexed to this Resolution, are hereby adopted and approved by the Board of Education. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the attached Agreement and any other documents necessary to effectuate said Agreement.

H. Approve the disposal of the following cleaning machines that no longer work and have been replaced:

Machine Type	Modell #	Serial #
Nobles Tennant Carpet Machine	1002556	10255-10187057
Nobles Tennant Carpet Machine	Falcon Ultra	1008350-10420225
Nobles Tennant Carpet Machine	Falcon Ultra	608350-10614865 (BOE # 03084)
Nobles Tennant Burnisher	612967	612967-10188897
Clarke Boost 32 Floor Scrubber	05313k	GC1661 (BOE # 03024)

I. Accept the donations from the USR Youth Guidance Council in the amount of \$3,780.00 and the Saddle River Valley Junior Woman's Club in the amount of \$2,500.00 for the 5th Grade DARE Graduate Peer Building Trip to Trescape in Vernon, New Jersey on November 15, 2021. This donation covers the cost of \$2,550.00 for three charter buses and \$3,730.00 for TreEscape Aerial Adventure Park.

J. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Cost	Travel Cost
Flexibility Format K-2 (Virtual)	TBD	Eda-Marie Carmilani Peggy Dobrinski Valerie Kersting Bina Rivard	\$648.00 \$648.00 \$648.00 \$648.00	\$0.00 \$0.00 \$0.00 \$0.00
Orff Workshops Wayne, NJ	September 18, 2021 October 16, 2021 November 13, 2021 February 12, 2022 March 12, 2022 April 9, 2022	Susan Jarvis	\$120.00	\$0.00
Augmentive Communication Training (Virtual)	October 19, 2021	Julie Fallon Elayne Stern	\$75.00 \$75.00	\$0.00 \$0.00
Augmentive Communication Training (Virtual)	November 1, 2021	Elayne Stern	\$75.00	\$0.00
NJ Association of Learning Consultants Fall Symposium 2021 (Virtual)	October 22, 2021	Sheila Barry	\$50.00	\$0.00
NJAJE Jazz Conference Newark, NJ	November 12, 2021	Cynthia Haas	\$75.00	\$0.00
Self-Regulation Interventions for Children and Adolescents (Virtual)	November 18, 2021	Alexis Yotka	\$250.00	\$0.00
Using Guided Math to Catch Up Students Who Have Fallen Behind and Accelerate the Progress of All West Orange, NJ	November 30-December 1, 2021	Jill Powers	\$489.00	\$0.00
Introduction to the Harkness Method: Implementing and Facilitating Group Discussions Mahwah, NJ	December 3, 2021	Lyndsey Stickerling	\$159.00	\$0.00
NJ Association of School Librarians Conference Atlantic City, NJ	December 5-7, 2021	Christina Cucci Elizabeth Ullrich	\$200.00 \$200.00	\$233.00 \$265.10
Intermediate Orton-Gillingham Training (Virtual)	December 6 – 17, 2021	Meghan Ennis	\$1,275.00	\$0.00
Conference for School-Based Occupational Therapists: Powerful Practices to Improve Student Outcomes in Unprecedented Times West Orange, NJ	December 13 & 14, 2021	Meredith Ardito	\$489.00	\$0.00

IX. **PUBLIC COMMENT**

X. **ADJOURNMENT**

Mrs. Johnston

BYLAW GUIDE

UPPER SADDLE RIVER
BOARD OF EDUCATION

DRAFT

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BYLAWS AND POLICIES

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 ~~Repeal~~Abolishment

Bylaws~~and~~, policies, and regulations may be adopted, ~~amended~~, and ~~repealed~~revised at any meeting of the Board, provided the proposed adoption, ~~amendment~~, or ~~repeal~~revision 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

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

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



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BYLAWS AND POLICIES

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 given available and accessible to each Board member, the Superintendent, the School Business Administrator/Board Secretary, the Board Attorney, each Building Principal, and other individuals designated by the Superintendent.

~~The Superintendent's office~~ 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.

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~~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 Superintendent's office. 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.~~

~~-, and regulations~~

~~The manual of bylaws and policies~~ 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 Superintendent or his/her designee~~ manual.

Development

Consideration 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-, policy, or regulation shall be recommended to the Board and/or policy may be suggested to the Board by any Board member, the Superintendent, any staff member, or a member of the public Superintendent;~~
2. ~~— A suggestion~~ recommendation 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 ~~suggestion should~~, or regulation will consider whether the matter is



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BYLAWS AND POLICIES

adequately addressed in existing Board ~~policy and whether the matter is more~~
~~appropriately addressed by administrative~~ bylaw, policy, or regulation;

3. ~~—~~ If a recommendation for a new or revised bylaw ~~or~~ policy, or regulation results from referral for study, a proposed draft will be ~~submitted~~ referred to the ~~Board for discussion~~ Superintendent and ~~approval on first reading. Copies at the discretion of the Board President and as appropriate to the subject, to a Board committee;~~

4. All proposed new and revised bylaws, policies, and regulations shall be submitted to the Superintendent. The Superintendent or designee will review all new and revised draft 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 bylaws, policies, and regulations prior to the Board receiving a draft of new or revised bylaws, policies, or regulations for Board consideration;

4. ~~—~~ 5. The proposed draft, bylaw, policy, or regulation approved by the Board on first reading, will be submitted for adoption at the next regular succeeding meeting of the Board. Changes Revisions in the draft may be made at any meeting prior to adoption by a simple majority vote of the Board. A change revision at any succeeding meeting that alters the substantive meaning of the draft will constitute a new first reading, and the draft must be presented for adoption at 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: 19 May 2008



DRAFT

Program
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HEALTH AND PHYSICAL EDUCATION (M)

COMPREHENSIVE ~~2422~~ HEALTH AND PHYSICAL EDUCATION (M)

2422

M

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The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education.- The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

The curriculum requirements listed below address the need for students to gain knowledge and skill in caring for themselves, interacting effectively with others, and analyzing the impact of choices and consequences. The primary focus of the curriculum listed below is to help students develop concepts and skills that promote and influence healthy behaviors.

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools.- The following statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

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1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.
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 2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
 -
 3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
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 4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
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 5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.
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 6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.



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7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.
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9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
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10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
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11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
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12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
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13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.
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14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.
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15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED)- (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.
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16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social,



emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.

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17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.
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18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.-
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19. Sexual Abuse and Assault Awareness and Prevention Education (N.J.S.A. 18A:35-4.5a) requires age-appropriate sexual abuse and assault awareness and prevention education in grades preschool through twelve.
20. Incorporation of Age-Appropriate Instruction Relative to Consent for Physical Contact and Sexual Activity (N.J.S.A. 18A:35-4.38) requires age-appropriate instruction in grades six through twelve on the law and meaning of consent for physical contact and sexual activity.
21. Health Curriculum to Include Instruction on Mental Health (N.J.S.A. 18A:35-4.39) requires health education programs to include instruction on mental health and the relation of physical and mental health for students in grades Kindergarten through twelve.
22. Other Statutory or Administrative Codes.- The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.
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In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

-

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week.- Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

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In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five.- A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal.- The recess period shall be outdoors, if feasible.- A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq.- Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period.-

Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture.- The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP).- School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

-
A copy of the NJSLs for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

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~~N.J.S.A. 18A:35-4.31~~

Adopted: 19 May 2008

Revised: 20 June 2016

Revised: 29 April 2019

Revised: 15 June 2020

Revised:



POLICY

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SURROGATE PARENTS AND FOSTER RESOURCE FAMILY PARENTS (M)

~~2467~~ SURROGATE PARENTS AND FOSTER RESOURCE FAMILY PARENTS (M)

2467

M

Federal and State laws require the Board ensure the rights of a student are protected through the provision of an individual to act as surrogate for the parent and assume all parental rights under N.J.A.C. 6A:14-~~2.2~~ when:

1.— The parent, ~~as defined according to N.J.A.C. 6A:14-1.3~~, cannot be identified;

2.— The parent cannot be located after reasonable efforts;

3. An agency of the State of New Jersey has guardianship of the student ~~and that agency has not taken steps to appoint a surrogate parent for~~ the student;

4.— ~~The student~~ is determined a ward of the State and ~~no State agency has taken steps to appoint a surrogate parent for, if~~ the student;

5.— ~~No parent can be identified for the student in accordance is placed with N.J.A.C. 6A:14-1.3 except a foster resource family parent, the foster resource family parent does not agree declines to serve as the student's parent, and no State agency has taken steps to appoint a surrogate parent for the student; and; or~~

6
4. The student is an unaccompanied ~~homeless~~ youth ~~and no State agency has taken steps to appoint a surrogate parent for the student as that term is defined in section 725(6) of the McKinney-Vento Homeless Assistance Act (42 USC §11434.(a)6) and N.J.A.C. 6A:17-1.2.~~

Qualifications and Selection

The district ~~will~~shall make reasonable efforts to appoint a surrogate parent within thirty days of ~~its~~the determination that a surrogate parent is ~~required~~needed for a student. ~~-~~ If the district fails to appoint a surrogate parent for a ward of the State, a judge may appoint a surrogate parent if the judge determines a surrogate parent is necessary for such student.



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

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SURROGATE PARENTS AND ~~FOSTER-RESOURCE FAMILY~~ PARENTS (M)

The district shall establish a method for selecting and training surrogate parents.

The person serving as a surrogate parent shall:

1. Have no interest that conflicts with ~~thosethe interest~~ of the student ~~he/she represents~~they represent;
2. Possess knowledge and skills that ensure adequate representation of the student;
3. Not be replaced without cause;
4. Be at least eighteen years of age; and
5. HaveComplete a criminal history review ~~in accordance with pursuant to~~ N.J.S.A. 18A:6-7.1 ~~completed prior to his or her if the person~~ serving as the surrogate parent, ~~if the school district compensates the~~ is compensated.

The person(s) serving as a surrogate parent ~~for such services; and~~

~~6. —~~ Notmay not be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.-

A surrogate parent may be paid solely to act in this capacity.

The Superintendent or his/her designee shall serve as Surrogate Parent Coordinator and will: ~~-~~ determine whether there is a need for a surrogate parent for a student; contact any State agency that is involved with the student to determine whether the State has a surrogate parent appointed for the student; and make reasonable efforts to appoint a surrogate parent for the student within thirty days of determining that there is a need for a surrogate parent for the student.

When a student who is or may be a student with a disability is in the care of a ~~fo~~sterresource family parent, and the ~~fo~~sterresource family parent is not the parent of the student ~~as defined in N.J.A.C. 6A:14-1.3~~, the ~~the~~ district where the ~~fo~~sterresource family parent resides shall contact the ~~student's~~student's case manager at the Division of Child Protection and



SURROGATE PARENTS AND ~~FOSTER-RESOURCE FAMILY~~ PARENTS (M)

Permanency (DCP&P) in the Department of Children and Families to determine (1) whether the ~~parent retains~~ parent retains the right to make educational decisions and (2) determine the whereabouts of the parent.

-
If the parent retains the right to make educational decisions and the ~~parent's~~ parent's whereabouts are known to the school district, the Surrogate Parent Coordinator shall obtain all required consent from, and provide written notices to, the parent.

-
If the district cannot ascertain the whereabouts of the parent, the ~~foosterresource family~~ parent, ~~shall serve as the parent~~ unless that person is unwilling to do so, ~~shall serve as the parent pursuant to N.J.A.C. 6A:14-1.3.~~ If there is no ~~foosterresource family~~ parent, or if the ~~foosterresource family~~ parent is unwilling to serve as the student's parent, the Surrogate Parent Coordinator shall consult with the student's case manager at DCP&P to assist in identifying an individual to serve as a surrogate parent ~~and appoint, appointing~~ a surrogate parent, and ~~obtain~~ obtaining all required consent from, and ~~provide~~ providing written notices to, the surrogate parent.

Training

-
N.J.A.C 6A:14-2.2(d) requires the district train surrogate parents so they have the knowledge and skills that ensure adequate representation of the student. - The Surrogate Parent Coordinator shall coordinate the training for surrogate parents. - The training ~~will~~ may include, but not be limited to:

1. Providing the surrogate parent a copy of:
 - a. Parental Rights in Special Education booklet;
 - b. N.J.A.C. 6A:14;
 - c. The Special Education Process;
 - d. Administrative Code Training Materials from _____ the Department of Education website; and
 - e. Other relevant materials.
2. Providing the surrogate parent an opportunity to meet with the Surrogate Parent Coordinator to discuss the rights of the surrogate parent and the applicable statutes, administrative codes, and Federal laws. - The Surrogate Parent Coordinator shall provide the surrogate parent the opportunity to



SURROGATE PARENTS AND ~~FOSTER~~ RESOURCE FAMILY PARENTS (M)

review and to become familiar with the State and Federal requirements for assessment, individualized educational -program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;

-
- 3. Providing the surrogate parent adequate time to become familiar with the student and the nature of the student's disability through a review of the student's record;
-
- 4. Providing the surrogate parent an opportunity to confer with the student's case manager to discuss the student; and
-
- 5. Other information and resources to provide the surrogate parent the knowledge and skills to ensure adequate representation of the student.
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Rights of the Surrogate Parent

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A surrogate parent appointed in accordance with N.J.A.C. 6A:14-2.2 shall assume all parental rights under N.J.A.C. 6A:14.

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N.J.A.C. 6A:14-2.2

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Adopted:-19 May 2008
Revised: 06 April 2009
Revised: 24 April 2017

Revised:

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POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

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Teaching Staff Members
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ASSIGNMENT OF ADDITIONAL DUTIES

~~3134~~ ASSIGNMENT OF ADDITIONALEXTRA DUTIES

3134

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

~~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.~~

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

Performance in anany extra ~~duty position will~~duties may be considered in a ~~teacher~~teaching staff ~~member's~~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.~~

~~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.~~



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Teaching Staff Members

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ASSIGNMENT OF ADDITIONAL DUTIES

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

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

Adopted: 3 November 2008

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Teaching Staff Members

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NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

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.

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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.-

The Superintendent shall notify

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

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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 ~~shall have the right to may request in writing an informal appearance before the Board to permit the staff member an opportunity to convince the~~



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UPPER SADDLE RIVER BOARD OF EDUCATION

Teaching Staff Members

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NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

~~members of the Board to offer reemployment.~~ The ~~staff member must~~ written request ~~the appearance before~~ 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 before the Board shall be held in accordance with the provisions~~ shall be scheduled within thirty calendar days from the nontenured teaching staff member's receipt of the Board's statement of N.J.A.C. 6A:10-8.1 reasons.

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

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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:10-89.1~~

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Adopted: 19 May 2008
Revised: 3 March 2014

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DRAFT

Teaching Staff Members
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EVALUATION OF TEACHERS (M)

3221 EVALUATION OF TEACHERS (M)

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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.-

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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.
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~~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~~

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 ~~June~~August 1 for approval by August ~~15~~ of each year.- The evaluation rubrics shall have four defined annual ratings:- ineffective, partially effective, effective, and highly effective.- The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teachers and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teachers.- A District Evaluation Advisory Committee ~~shall~~may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.
-

The minimum requirements for the evaluation procedures for teachers as outlined in N.J.A.C. 6A:10-2.4 shall be followed.- For each teacher rated ineffective or partially



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UPPER SADDLE RIVER BOARD OF EDUCATION

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EVALUATION OF TEACHERS (M)

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.

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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: 19 May 2008

Revised: 3 March 2014

Revised: 16 June 2014

Revised: 11 January 2016

Revised: 25 September 2017



REGULATION

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TEACHING STAFF MEMBERS
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EVALUATION OF TEACHERS (M)

R 3221 EVALUATION OF TEACHERS (M)

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A. Definitions – N.J.A.C. 6A:10-1.2

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

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“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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REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

TEACHING STAFF MEMBERS
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EVALUATION OF TEACHERS (M)

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

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

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

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

-
“Educator practice instrument” means an assessment tool that provides:- scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the teacher practice instrument are components of the teacher’s evaluation rubric and the scores are included in the summative evaluation rating for the individual. The scores from educator practice instruments may be applied to the teacher’s summative evaluation rating in a manner determined by the school district.

-
“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description and professional standards and based on, when applicable, the individual’s evaluation rubric.—

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

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



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UPPER SADDLE RIVER BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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EVALUATION OF TEACHERS (M)

“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. (*Note: Equivalency/Waiver supercedes requirements)

“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.

“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.



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

TEACHING STAFF MEMBERS R 3221/Page 4 of 23 EVALUATION OF TEACHERS (M)

“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.

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



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UPPER SADDLE RIVER BOARD OF EDUCATION

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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 ~~June~~ August 1 for approval by August ~~15~~ of each year.
-

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

1. The Board of Education shall meet the following requirements for the annual evaluation of teachers, unless otherwise specified: (*Note: Differences in procedures due to the NJDOE approved Equivalency/Waiver Application. The USR Schools were granted approval of the Equivalency/Waiver Application by the NJDOE and this plan shall supercede the regulations described below for the duration of the timeline indicated in the approved Equivalency/Waiver Application.)
-
- 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



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TEACHING STAFF MEMBERS
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or otherwise made available to ~~teaching—staff member~~teachers who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to ~~teaching—staff member~~teachers who are or will be primarily responsible for instructing the applicable students in the subsequent school year.

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



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2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teachers and, when applicable, applying the Commissioner-approved educator practice instrument:
 - a. Annually provide training on and descriptions of each component of the evaluation rubric for all teachers who are being evaluated in the school district and provide more thorough training for any teacher who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instrument;
 - b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate teachers for the first time. Training shall be provided on each component of the evaluated teacher's evaluation rubric before the evaluation of a teacher;
 - c. Annually require each supervisor who will conduct observations for the purpose of evaluation of a teacher to complete at least two co-observations during the school year.
 - (1) Co-observers shall use the co-observation to promote accuracy and consistency in scoring.
 - (2) A co-observation may count as one required observation for the purpose of evaluation pursuant to N.J.A.C. 6A:10-4.4, as long as the observer meets the requirements set forth in N.J.A.C. 6A:10-4.3 and 4.4, but the co-observation shall not count as two or more required observations. If a co-observation counts as one required observation, the score shall be determined by the teacher's designated supervisor.
 - d. The Superintendent shall annually certify to the Department that all supervisors of teachers in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.



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F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3
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1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: ~~-~~ teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. ~~-~~ Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. ~~Beginning in 2018-2019, the~~ District Evaluation Advisory ~~Committees shall no longer be~~ Committee is not required and the Board of Education shall have the discretion to ~~continue the~~ establish a District Evaluation Advisory Committee.

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



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- c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;
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- d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
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- e. Process for developing and scoring student growth objectives;
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- 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 ~~teacher's~~ educator's practice instrument; and
 -
 - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
 -
 - b. The progress of the teacher toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
 -
 - c. The preliminary annual performance report.
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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.
- 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. -



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2. The corrective action plan shall be developed and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
 - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five teacher working days following the school district's receipt of the teacher's summative rating.
3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:
 - a. Address areas in need of improvement identified in the teacher evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;
 - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
4. The teacher's designated supervisor and the teacher on a corrective action plan shall discuss the teacher's progress toward the goals outlined in the corrective action plan during each required post-observation conference, pursuant to N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-4.4. The teacher and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teacher's progress, position, or role.
5. Progress toward the teacher's goals outlined in the corrective action plan:
 - a. Shall be documented in the teacher's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the teacher on a corrective action plan and his or her designated



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supervisor may collect data and evidence to demonstrate the teacher's progress toward his or her corrective action plan goals; and

- b. May be used as evidence in the teacher's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.

- 6. Responsibilities of the evaluated teacher on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teacher's designated supervisor.

- 7. The School Improvement Panel shall ensure teachers with a corrective action plan receive a mid-year evaluation as required by N.J.S.A. 18A:6-120.c.- The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating. - The mid-year evaluation shall include, at a minimum, a conference to discuss progress toward the teacher's goals outlined in the corrective action plan. - The mid-year evaluation conference may be combined with a post-observation conference.

- 8. The School Improvement Panel shall ensure teachers with a corrective action plan receive one observation, including a post-observation conference, in addition to the observations required in N.J.A.C. 6A:10-4.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 4.4(a).

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

- 10. The corrective action plan shall remain in effect until the teacher receives his or her next summative evaluation rating.

- 11. There shall be no minimum number of teacher working days a teacher's corrective action plan can be in place.

- I.- School Improvement Panel – N.J.A.C. 6A:10-3 et seq.



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1. School Improvement Panel Membership – N.J.A.C. 6A:10-3.1
 - a. The School Improvement Panel shall include the Principal, a Vice Principal, and a teacher who is chosen in accordance with b. below by the Principal in consultation with the majority representative. If an Assistant Principal or Vice Principal is not available to serve on the panel, the Principal shall appoint an additional member who is employed in the district in a supervisory role and capacity, in accordance with N.J.S.A. 18A:6-120.a. — The Principal may appoint additional members to the School Improvement Panel as long as all members meet the criteria outlined in this section and N.J.S.A. 18A:6-120.a. and the teacher(s) on the panel represents at least one-third of its total membership.
 - b. The Principal annually shall choose the teacher(s) on the School Improvement Panel through the following process:
 - (1) The teacher member shall be a person with a demonstrated record of success in the classroom. — A demonstrated record of success in the classroom means the teacher member shall have been rated effective or highly effective in the most recent available annual summative rating.
 - (2) The majority representative, in accordance with a. above, may submit to the Principal, teacher member nominees for consideration.
 - (3) The Principal shall have final decision-making authority and is not bound by the majority representative's list of nominees.
 - c. The teacher member shall serve a full school year, except in case of illness or authorized leave, but may not be appointed more than three consecutive school years.
 - d. All members of the School Improvement Panel shall be chosen by August 31 of each year.
2. School Improvement Panel Responsibilities – N.J.A.C. 6A:10-3.2



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- a. The School Improvement Panel shall:
 - (1) Oversee the mentoring of teachers according to N.J.A.C. 6A:9C-5.3(a)2. and support the implementation of the school district mentoring plan;
 - (2) Conduct evaluations of teachers pursuant to N.J.A.C. 6A:10-2.4 and 4.4;
 - (3) Ensure corrective action plans for teachers are created in accordance to N.J.A.C. 6A:10-2.5; and ensure mid-year evaluations are conducted for teachers who are on a corrective action plan; and
 - (4) Identify professional development opportunities for all teachers based on the review of aggregate school-level data, including, but not limited to, teacher evaluation and student performance data to support school-level professional development plans described in N.J.A.C. 6A:9C-4.2.
- b. To conduct observations for the purpose of evaluation, the teacher member shall have: (Note: The USBOE will not sanction observations conducted by teachers.)
 - (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.



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2. Evaluation rubrics for all teachers shall include the requirements described in N.J.S.A. 18A:6-123, including, but not limited to:
 - a. Measures of student achievement pursuant to N.J.A.C. 6A:10-4.2; and
 - b. Measures of teacher practice pursuant to N.J.A.C. 6A:10-4.3 and 4.4.
3. To earn a summative rating, a teacher shall have a student achievement score, including median student growth percentile and/or student growth objectives(s) scores, and a teacher practice score pursuant to N.J.A.C. 6A:10-4.4.
4. Each score shall be converted to a percentage weight so all components make up 100 percent of the evaluation rubric. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:
 - a. If, according to N.J.A.C. 6A:10-4.2(b), a teacher receives a median student growth percentile, the student achievement component shall be at least thirty percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.
 - b. If, according to N.J.A.C. 6A:10-4.2(b), a teacher does not receive a median student growth percentile, the student achievement component shall be at least fifteen percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.
 - c. Measures of teacher practice described in N.J.A.C. 6A:10-4.3 and 4.4 shall be at least fifty percent and no more than eighty-five percent of a teacher's evaluation rubric rating as determined by the Department.
5. Standardized tests, used as a measure of student progress, shall not be the predominant factor in determining a teacher's annual summative rating.



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

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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



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the school year of the evaluation.- Only student growth percentile scores from school year 2013-2014 or any school year after shall be used to determine median student growth percentiles.

3. The Department shall periodically collect data for all teachers that include, but are not limited to, student achievement and teacher practice scores.
4. The Department shall calculate the median student growth percentile for teachers using students assigned to the teacher by the school district.- For teachers who have a student growth percentile score:
 - a. The Board of Education shall submit to the Department final ratings for all components, other than the student growth percentile, for the annual summative rating; and
 - b. The Department then shall report to the employing district Board of Education the annual summative rating, including the median student growth percentile for each teacher who receives a median student growth percentile.
5. Student growth objectives for teachers shall be developed and measured according to the following procedures:
 - a. The Superintendent shall determine the number of required student growth objectives for teachers, including teachers with a student growth percentile.- A teacher with a student growth percentile shall have at least one and not more than four student growth objectives.- A teacher without a student growth percentile shall have at least two and a maximum of four student growth objectives.- By August 31 prior to the school year the evaluation rubric applies, the Department shall provide on its website the minimum and maximum number of required student growth objectives within this range.
 - b. A teacher with a student growth percentile shall not use the standardized assessment used in determining the student growth percentile to measure progress toward a student growth objective.
 - c. Each teacher shall develop, in consultation with his or her supervisor or a Principal's designee, each student growth objective.- If the



teacher does not agree with the student growth objectives, the Principal shall make the final determination.

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- 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.
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- 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
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- 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.
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- M. Teacher Observations – N.J.A.C. 6A:10-4.4
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- 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).
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2. Observation conferences shall include the following procedures: (*Note: The approved Equivalency/Waiver Application provides the details for observation conferences to be implemented in the USR Schools.)

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. A pre-conference shall be required pursuant to 3. below. *Pre-conferences are not required (per the approved Equivalency/Waiver Application).

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 viaby written communication, including electronic(*Note: According to the Marshall Plan adopted by the USR BOE, all post-observation conferences must be held face-to-face.)

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(*Note: Pre-conferences are not required as per the approved Equivalency/Waiver Application .)

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, refer to the approved Equivalency/Waiver Application , 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: (*Note: As per the



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approved Equivalency/Waiver Application , all mini-observations will be unannounced and at least ten (10) to twenty (20) minutes in length.)

- 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(*Note: As per the approved Equivalency/Waiver Application , all non-tenured teachers will receive eight (8) mini-observations (6 occurrences at

(1) Except where a school district employs only one administrator whose position requires a minimum of 10 minutes and 2 at 20 minutes) and all tenured teachers will receive six (6) mini-observations (5 occurrences at a minimum of 10 minutes and 1 at 20 minutes), supervisor, principal, or school administrator endorsement, nontenured(*Note: As per the approved Equivalency/Waiver Application, tenured teachers who did not have a performance rating of "Highly Effective" or "Effective" from the previous year will receive eight (8) mini-observations (6 occurrences at a minimum of 10 minutes and 2 at 20 minutes.) teachers shall be observed during the course of the year by more than one appropriately certified supervisor.

- c. Tenured teachers shall be observed at least two times during each school year.- Observations for all tenured teachers shall occur prior to the annual summary conference, which shall occur prior to the end of the academic school year.

- (1) If a tenured teacher was rated highly effective on his or her most recent summative evaluation and if both the teacher and the teacher's designated supervisor agree to use this option, one of the two required observations may be an observation of a Commissioner-approved activity other than a classroom lesson.- The Department of Education shall post annually to its website a list of Commissioner-approved activities that may be observed in accordance with N.J.A.C. 6A:10-4.4.



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d. Teachers on a corrective action plan shall receive, in accordance with N.J.A.C. 6A:10-2.5(h), one additional observation, including a post-observation conference.

e. Upon receiving a final summative evaluation that necessitates a corrective action plan, in accordance with N.J.A.C. 6A:10-2.5(a), any remaining required observation(s) shall not be conducted until the corrective action plan has been finalized.

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. Each observation required for the purpose of evaluations shall be conducted for the minimum duration based on the following groups: (*Note: The approved Equivalency/Waiver Application supercedes requirement.)

*a. A nontenured teacher who is in his or her first or second year of teaching in the school district shall receive at least two long observations and one short observation. (*Note: The approved Equivalency/Waiver Application supercedes requirement.)

*b. A nontenured teacher who is in his or her third or fourth year of teaching in the school district shall receive at least one long observation and two short observations. (*Note: The approved Equivalency/Waiver Application supercedes requirement.)
A tenured teacher shall receive at least three short observations. (*Note: The approved Equivalency/Waiver Application supercedes requirement.)

4. To earn a teacher practice score, a nontenured teacher shall receive at least three observations.

a. If a nontenured teacher is present for less than forty percent of the total student school days in a school year, he or she shall receive at least two observations to earn a teacher practice score.

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



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- 1. The teacher practice instrument approved by the Department shall meet the following criteria:
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 - 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.
 -
- e. —
-
- 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.
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Adopted: 13 December 2010
Revised: 3 March 2014
Revised: 16 June 2014
Revised: 11 January 2016
Revised: 24 October 2016



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EVALUATION OF TEACHERS (M)

Revised: 25 September 2017

Revised: 19 November 2018



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

Teaching Staff Members

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

3222 EVALUATION OF (NON) TEACHING CERTIFIED STAFF MEMBERS, EXCLUDING CLASSROOM TEACHERS AND ADMINISTRATORS (M)

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The Board of Education recognizes the importance of (non) teaching certified 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 (non) teaching certified 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 (non) teaching certified staff member evaluations consistent with TEACHNJ and AchieveNJ.

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

~~The rules in N.J.A.C. 6A:10—Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no~~

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 (non) teaching certified staff members which shall be submitted to the Commissioner of Education by JuneAugust 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



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of (non) teaching certified 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 (non) teaching certified staff members. ~~-~~ A District Evaluation Advisory Committee ~~shall~~may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

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The minimum requirements for the evaluation procedures for (non) teaching certified staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each (non) teaching certified 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.

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Observations and evaluations for nontenured (non) teaching certified 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 (non) teaching certified staff members shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. ~~-~~ Evaluations for tenured (non) teaching certified staff members shall be completed prior to June 30.

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

NOTE: All (non) teaching certified staff members are subject to the same procedures as other teaching staff members as detailed in the NJDOE approved Equivalency Application.

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~~
6A:10-6.2-

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Adopted: 19 May 2008
Revised: 3 March 2014
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Revised: 11 January 2016



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Revised: 24 October 2016
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A. Definitions – N.J.A.C. 6A:10-1.2

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

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“Annual performance report” means a written appraisal of the (non) teaching certified staff member's performance prepared by the (non) teaching certified 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 (non) teaching certified staff member's evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

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

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

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“Corrective Action Plan” means a written plan developed by a (non) teaching certified staff member serving in a supervisory capacity in collaboration with the (non) teaching certified staff member to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual (non) teaching certified 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.

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“Department” means the New Jersey Department of Education.

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“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the (non) teaching certified staff member's supervisor.

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“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 (non) teaching certified staff members other than teachers, Principals, Vice Principals, and Assistant Principals may be applied to the (non) teaching certified 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 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 (non) teaching certified 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 (non) teaching certified 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 (non) teaching certified 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. (*Note: Equivalency/Waiver supercedes requirements)



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“Post-observation conference” means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the non teaching certified 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 (non) teaching certified staff members and designated supervisors set for groups of students.

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

“Supervisor” means an appropriately certified (non) teaching 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.

“(Non)Teaching Certified 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 (non) teaching certified staff members working under an educational services certificate and does not include classroom 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.~~



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

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

1. The Board of Education shall annually ~~shall~~ adopt evaluation rubrics for all (non) teaching certified staff members. The evaluation rubrics shall have four defined annual ratings: ~~ineffective, partially effective, effective, and highly effective.~~

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- 2. Evaluation rubrics shall be submitted to the Commissioner by ~~June~~ August 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
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1. The Board of Education shall meet the following requirements for the annual evaluation of (non) teaching certified staff members, unless otherwise specified: (*Note: Differences in procedures due to the NJDOE approved Equivalency/Waiver Application .)

-
- 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.;
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- b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):

- (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.

- c. Ensure the Superintendent annually notifies all (non) teaching certified staff members of the adopted evaluation policies and procedures no later than October 1. If a (non) teaching certified staff member is hired after October 1, the Board/Superintendent shall notify the (non) teaching certified staff member of the policies and procedures at the beginning of his or her employment. All (non) teaching certified staff members shall be notified of amendments to the policy and procedures within ten (non) teaching certified 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



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g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a (non) teaching certified staff member for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4, and N.J.A.C. 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b.(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.

2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all (non) teaching certified 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 (non) teaching certified staff members who are being evaluated in the school district and provide more thorough training for any (non) teaching certified 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 (non) teaching certified staff members for the first time. Training shall be provided on each component of the evaluated (non) teaching certified staff member's evaluation rubric before the evaluation of a (non) teaching certified staff member; and

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

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

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: - teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations,



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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.

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2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
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3. ~~Beginning in 2018-2019, the~~ District Evaluation Advisory ~~Committees shall no longer be~~ Committee is not required and the Board of Education shall have the discretion to ~~continue the~~ establish a District Evaluation Advisory Committee.
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- G. Evaluation Procedures for ~~(Non)-Teaching Certified~~ Staff Members – N.J.A.C. 6A:10-2.4

(*NOTE: The approved Equivalency/Waiver Application obtained shall supercede provisions until expiration or another application is approved.)

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 (non) teaching certified staff members.
-

2. Evaluation policies and procedures requiring the annual evaluation of all (non) teaching certified staff members shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:

- a. Roles and responsibilities for implementation of evaluation policies and procedures;
- b. Job descriptions, evaluation rubrics for all (non) teaching certified 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;



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- - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
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 - e. Process for developing and scoring student growth objectives;
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 - f.- The process for preparation of individual professional development plans; and
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 - g. The process for preparation of an annual performance report by the (non) teaching certified staff member's designated supervisor, and an annual summary conference between the (non) teaching certified staff member and his or her designated supervisor.
3. The annual summary conference between the designated supervisor and the (non) teaching certified 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 (non) teaching certified staff member based upon the job description and the scores or evidence compiled using the (non) teaching certified staff member's evaluation rubric, including, when applicable:
 - (1) The (non) teaching certified staff member's practice instrument; and
 -
 - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
 -
 - b. The progress of the (non) teaching certified 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 (non) teaching certified 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.
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5. The annual performance report shall be prepared by the (non) teaching certified 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 (non) teaching certified staff member's evaluation rubric; and
- c. The (non) teaching certified staff member's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.

6. The (non) teaching certified staff member and the designated supervisor shall sign the report within five (non) teaching certified 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 (non) teaching certified staff member's personnel file or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

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

1. For each (non) teaching certified 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 (non) teaching certified staff member and the (non) teaching certified 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 (non) teaching certified 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:



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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 (non) teaching certified staff member and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five (non) teaching certified staff member working days following the school district's receipt of the (non) teaching certified 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 (non) teaching certified staff member evaluation rubric;

b. Include specific, demonstrable goals for improvement;

c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and

d. Include timelines for meeting the goal(s).

4. The (non) teaching certified staff member's designated supervisor and the (non) teaching certified staff member on a corrective action plan shall discuss the (non) teaching certified staff member's progress toward the goals outlined in the corrective action plan during each required post-observation conference. The (non) teaching certified 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 (non) teaching certified 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 (non) teaching certified staff member's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the (non) teaching certified staff member on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the (non) teaching certified staff member's progress toward his or her corrective action plan goals; and



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b. May be used as evidence in the (non) teaching certified 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 (non) teaching certified staff member on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the (non) teaching certified staff member's designated supervisor.

7. The corrective action plan shall remain in effect until the (non) teaching certified staff member receives his or her next summative evaluation rating.

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

I.(Non) Teaching Certified Staff Member Observations and Evaluations – N.J.A.C. 6A:10-6.2

1. The Superintendent shall determine the duration of observations required ~~pursuant to~~ pursuant to N.J.S.A. 18A:27-3.1 for nontenured (non) teaching certified staff members, except classroom teachers, Principals, Vice Principals, and Assistant Principals. Each nontenured (non) teaching certified staff member shall be observed and evaluated in the performance of his or her duties at least three times during each school year, but not less than once during each semester. (*Note: As per the approved Equivalency/Waiver Application, all mini-observations will be unannounced and at least ten (10) to twenty (20) minutes at length.)

Each tenured (non) teaching certified staff member shall be observed and evaluated in the performance of his or her duties at least once each school year. The Superintendent shall determine the duration of observations. (*Note: approved Equivalency/Waiver Application supercedes requirements.)

– 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 non) teaching certified staff member working days by a conference between the supervisor who made the observation and the nontenured (non)



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teaching certified staff member. (*Note: approved Equivalency/Waiver Application supercedes requirements.)

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- 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
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d. Allow the nontenured (non) teaching certified staff member to submit his or her written objection(s) of the evaluation within ten (non) teaching certified staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.

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2. All tenured (non) teaching certified staff members shall receive at least one observation per school year. (*Note: approved Equivalency/Waiver Application supercedes requirements.)

3. All nontenured (non) teaching certified staff members shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1. (*Note: approved Equivalency/Waiver Application supercedes requirements.)

a. The required observations and evaluations for nontenured (non) teaching certified 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.

(*Note: approved Equivalency/Waiver Application supercedes requirements.)

b. The number of required observations and evaluations for nontenured (non) teaching certified staff members may be reduced proportionately when an individual (non) teaching certified staff member's term of service is less than one academic year. (*Note: approved Equivalency/Waiver Application supercedes requirements.)

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4. Evaluations for tenured (non) teaching certified staff shall be completed prior to June 30.

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UPPER SADDLE RIVER BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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

Adopted:13 December 2010

Revised: 3 March 2014

Revised: 16 June 2014

Revised: 11 January 2016

Revised: 24 October 2016

Revised: 25 September 2017

Revised: 19 November 2018



POLICY

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

3223 EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

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

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

~~The rules in N.J.A.C. 6A:10—Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no~~

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all administrators which shall be submitted to the Commissioner of Education by JuneAugust 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



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

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The minimum requirements for the evaluation procedures for 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.

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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.

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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.

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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

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Adopted: 19 May 2008
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EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE
PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

R 3223 EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

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A. Definitions – N.J.A.C. 6A:10-1.2

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

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

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

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

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

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

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



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

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“Department” means the New Jersey Department of Education.
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“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the administrator’s supervisor.-
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“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.
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“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~~administrators 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.-
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“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description ~~and professional~~and professional standards and based on, when applicable, the individual’s evaluation rubric.
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“Evaluation rubric” means a set of criteria, measures, and processes used to evaluate all administrators in a specific school district or local education agency.- Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes.- Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of staff members.
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“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.
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“Individual professional development plan” is as defined in N.J.S.A. 18A:6-119.
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“Job description” means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.
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“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.

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“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.

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“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.

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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.

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“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.

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“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.

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B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3
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~~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~~ Performance Reports – N.J.A.C. 6A:10-1.4
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All information contained in ~~annual performance~~ annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, ~~-~~ shall be confidential. ~~-~~ Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. ~~-~~ Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e. or distributing aggregate statistics regarding evaluation data.

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

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



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- - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):
 - - (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
- - c. Ensure the Superintendent annually notifies all 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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- g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of an administrator for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and N.J.A.C. 6A:10-6.2 shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b.(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.

- 2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all administrators and, when applicable, applying the Commissioner-approved educator practice instruments:

- a. Annually provide training on and descriptions of each component of the evaluation rubric for all administrators who are being evaluated in the school district and provide more thorough training for any administrator who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;
- b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate administrators for the first time. Training shall be provided on each component of the evaluated administrator's evaluation rubric before the evaluation of an administrator;
- c. The Superintendent shall annually certify to the Department that all supervisors of administrators in the school district who are utilizing evaluation ~~rubrics~~ have 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,



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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.~~

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2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
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3. ~~Beginning in 2018-2019, the~~ District Evaluation Advisory ~~Committees shall no longer be~~ Committee is not required and the Board of Education shall have the discretion to ~~continue the~~ establish a District Evaluation Advisory Committee.
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G. Evaluation Procedures for Administrators – N.J.A.C. 6A:10-2.4

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1. The provisions outlined in Policy and Regulation 3223 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of administrators.
-
2. Evaluation policies and procedures requiring the annual evaluation of all administrators shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 -
 - a. Roles and responsibilities for implementation of evaluation policies and procedures;
 -
 - b. Job descriptions, evaluation rubrics for administrators, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
 -
 - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Vice Principals, and Assistant Principals for calculating the median and school-wide student growth percentile;
 -
 - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;



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- e. Process for developing and scoring student growth objectives;
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- 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 schoolyearschool 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 administrator'seducator's practice instrument; and
 -
 - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
 -
 - b. The progress of the administrator toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
 -
 - c. The preliminary annual performance report.
-
- 4. If any scores for the administrator's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
-
- 5. The annual performance report for the administrator shall be prepared by the designated supervisor and shall include, but not be limited to:



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- a. A summative rating based on the evaluation rubric;
 - b. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the administrator's evaluation rubric; and
 - c. The administrator's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.
6. The administrator and the designated supervisor shall sign the report within five administrator working days of the review.
7. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of his or her personnel file, or in an alternative, confidential location. - If reports and data are stored in an alternative, confidential location, the personnel file shall clearly indicate the report's location and how it can easily be accessed. - The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.
- H. Corrective Action Plans for Administrators – N.J.A.C. 6A:10-2.5
 1. For each administrator rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by administrator and the Superintendent or the designated supervisor. - If the administrator does not agree with the corrective action plan's content, the designated supervisor shall make a final determination. -
 2. The corrective action plan shall be developed and the administrator and his or ~~her~~designated supervisor shall meet to discuss the corrective action plan by October ~~31~~of 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 1 of the school year following the year



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of evaluation, a corrective action plan ~~shall be~~shall be developed, and the administrator and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five administrator working days following the school district's receipt of the administrator's summative rating.

3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:
 - a. Address areas in need of improvement identified in the administrator evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;
 - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
4. The administrator's designated supervisor and the administrator on a corrective action plan shall discuss the administrator's progress toward the goals outlined in the corrective action plan during each ~~required post~~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~~her designated supervisor may collect data and evidence to demonstrate the administrator's progress toward his or her corrective action plan goals; and



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- 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~~ administrator's designated supervisor.
-
- 7. The corrective action plan shall remain in effect until the administrator receives his or her next summative evaluation rating.
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- 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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I.- Administrator Observations and Evaluations – N.J.A.C. 6A:10-6.2

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- 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.



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3. All nontenured administrators shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1.
 -
 - a. The required observations and evaluations for nontenured administrators shall take place before April 30 each year.- These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three evaluations and observations must have been completed prior to April 30.-
 - b. The number of required observations and evaluations for nontenured administrators may be reduced proportionately when an individual administrator's term of service is less than one academic year.
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4. Evaluations for tenured administrators shall be completed prior to June 30.
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Adopted: 3 March 2014

Revised: 11 January 2016

Revised: 25 September 2017



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UPPER SADDLE RIVER BOARD OF EDUCATION

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

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

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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~~

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 ~~June~~August 1 for approval by August ~~15~~ of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of Principals, Vice Principals, and Assistant Principals and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all Principals, Vice Principals, or Assistant Principals. A District Evaluation Advisory Committee ~~shall~~may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for Principals, Vice Principals, and Assistant Principals as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each Principal, Vice Principal, or Assistant Principal rated ineffective or partially effective on



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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.

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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

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Adopted: 3 March 2014

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M

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A. Definitions – N.J.A.C. 6A:10-1.2

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

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

-

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

-

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

-

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

-

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

-

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

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“Department” means the New Jersey Department of Education.



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“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the 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~~ and professional standards and based on, when applicable, the individual’s evaluation rubric.

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

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

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

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

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



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

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

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

“Semester” means half of the school year.

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

“Student growth objective” means an academic goal that teachers and designated ~~supervisors~~sets 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.



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

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

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

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

2. The evaluation rubrics for Principals, Vice Principals, and Assistant Principals shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 (P.L. 2012, c. 26, § 17c).

3. Evaluation rubrics shall be submitted to the Commissioner by ~~June~~ 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



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1. The Board of Education shall meet the following requirements for the annual evaluation of Principals, Vice Principals, and Assistant Principals, unless otherwise specified:
 - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
 - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):
 - (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
 - c. Ensure the Superintendent annually notifies all Principals, Vice Principals, and Assistant Principals of the adopted evaluation policies and procedures no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Board/Superintendent shall notify all Principals, Vice Principals, and Assistant Principals of the policies and procedures at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures within ten Principal, Vice Principal, and Assistant Principal working days of adoption;
 - d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;



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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;
 - 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



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

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

1. The provisions outlined in Policy and Regulation 3224 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of Principals, Vice Principals, and Assistant Principals.
2. Evaluation policies and procedures requiring the annual evaluation of Principals, Vice Principals, and Assistant Principals shall be developed under the direction of the Superintendent, who may consult with the District



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Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:

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



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-
- (1) The principal's educator's practice instrument; and
-
- (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
-
- b. The progress of the Principal, Vice Principal, or Assistant Principal toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
-
- c. The preliminary annual performance report.
-
- 4. If any scores for the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
-
- 5. The annual performance report for the Principal, Vice Principal, or Assistant Principal shall be prepared by the designated supervisor and shall include, but not be limited to:
 - a. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-5;
 -
 - b. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric; and
 -
 - c. The Principal's, Vice Principal's, or Assistant Principal's individual professional development plan or a corrective action plan from the evaluation year being reviewed in the report.
 -
- 6. The Principal, Vice Principal, or Assistant Principal and the designated supervisor shall sign the report within five Principal, Vice Principal, and Assistant Principal working days of the review.
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7. The Board of Education shall include all- performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the Principal's, Vice Principal's, or Assistant Principal's personnel file, or in an alternative, confidential location.- If reports and data are stored in an alternate location, the personnel file shall clearly indicate the report's location and how it can be easily accessed.- The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.
- H. Corrective Action Plans for Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.5
1. For each Principal, Vice Principal, and Assistant Principal rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the Principal, Vice Principal, or Assistant Principal and the designated supervisor.- If the Principal, Vice Principal, or Assistant Principal does not agree with the corrective action plan's content, the designated supervisor shall make the final determination.
 2. The corrective action plan shall be developed and the Principal, Vice Principal, or Assistant Principal and his or ~~her~~designated supervisor shall meet to discuss the corrective action plan ~~by October 31~~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 ~~1st~~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:



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



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mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum a conference to discuss progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.

8. The Superintendent shall ensure Principals, Vice Principals, and Assistant Principals with a corrective action plan receive one observation and a post-~~observation conference~~ observation conference in addition to the observations required in N.J.A.C. 6A:10-5.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 5.4.
9. The corrective action plan shall remain in effect until the Principal, Vice Principal, or Assistant Principal receives his or her next summative evaluation rating.
10. There shall be no minimum number of Principal, Vice Principal, or Assistant Principal working days a Principal's, Vice Principal's, or Assistant Principal's corrective action plan can be in place.

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

1. Unless otherwise noted, the components of the principal evaluation rubrics shall apply to teaching staff members holding the position of Principal, Vice Principal, or Assistant Principal and holding a valid and effective standard, provisional, or emergency administrative certificate.
2. The principal evaluation rubric shall meet the standards provided in N.J.S.A. 18A:6-123, including, but not limited to:
 - a. Measures of student achievement pursuant to N.J.A.C. 6A:10-5.2; and
 - b. Measures of principal practice pursuant to N.J.A.C. 6A:10-5.3 and 5.4.
3. To earn a summative rating, the Principal, Vice Principal, or Assistant Principal shall have a student achievement score, pursuant to N.J.A.C.



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6A:10-5.2 and a principal practice score pursuant to N.J.A.C. 6A:10-5.3 and 5.4.

4. Each score shall be converted to a percentage weight so all measures make up 100 percent of the evaluation rubric. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:
 - a. If, according to N.J.A.C. 6A:10-5.2(b), the Principal, Vice Principal, or Assistant Principal receives a school-wide student growth percentile score as described in N.J.A.C. 6A:10-5.2(c), the score shall be at least ten percent and no greater than forty percent of evaluation rubric rating as determined by the Department.
 - b. Measure of average student growth objective for all teachers, as described in N.J.A.C. 6A:10-5.2(d), shall be at least ten percent and no greater than twenty percent of evaluation rubric rating as determined by the Department.
 - c. Measure of administrator goal, as described in N.J.A.C. 6A:10-5.2(e), shall be no less than ten percent and no greater than forty percent of evaluation rubric rating as determined by the Department.
 - d. Measure of principal practice, as described in N.J.A.C. 6A:10-5.3(b), shall be no less than fifty percent of evaluation rubric rating.
 5. Standardized assessments, used as a measure of student progress, shall not be the predominant factor in determining a Principal's annual summative rating.
 6. The Department shall periodically collect principal evaluation rubric data that shall include, but are not limited to, component-level scores and annual summative ratings.
- J. Student Achievement Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.2



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



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- b. If the Vice Principal or Assistant Principal does not agree with the list of teachers linked to his or her name for the purposes of this measurement, the Principal shall make the final determination.
- 5. Administrator goals for Principals, Vice Principals, or Assistant Principals shall be developed and measured according to the following procedures:
 - a. The designated ~~supervisor shall~~ 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~~ 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~~ 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.
 - c. If the Principal, Vice Principal, or Assistant Principal and his or ~~her designated~~ her designated supervisor do not agree upon the ~~administrator goal~~ administrator goal the Principal's, Vice Principal's, or Assistant Principal's designated supervisor shall make the final determination.
 - d. 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~~ 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



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

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

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

1. The Superintendent or his or her designee, ~~shall~~ conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).
2. A Principal, or the ~~Superintendent or~~ 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.



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



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school year.- Each nontenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4 at least three times during each school year, as required by N.J.S.A. 18A:27-3.1.- An additional observation shall be conducted pursuant to N.J.A.C. 6A:10-2.5(h) for Principals, Vice Principals, and Assistant Principals who are on a corrective action plan.

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

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

a. Incorporate domains of practice and/or performance criteria that align to the ~~2008~~ISLLC2015 Professional Standards for ~~School~~Educational Leaders developed by the ~~Interstate School Leadership Licensure Consortium~~National Policy Board for Educational Administration (NPBEA) incorporated herein by reference,~~available at:~~;

~~http://www.cesso.org/documents/2008/~~
~~educational_leadership_policy_~~
~~standards_2008.pdf;~~

b. Include scoring guides for assessing ~~principal practice~~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 to four rating categories;

c. Rely on, to the extent possible, multiple sources of evidence collected throughout the ~~school years~~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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- d. Include descriptions of specific training and implementation details required for the instrument to be effective.

Adopted: 3 March 2014

Revised: 11 January 2016

Revised: 25 September 2017



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

DRAFT

Support Staff
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NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

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

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

The Superintendent shall notifyprovide written notification to 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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Any nontenured support staff member whose-receiving notice that a contract isfor the succeeding year will not renewed-shall have the right to a written-be offered, may within fifteen calendar days, request in writing a statement of the reasons for nonrenewal, provided-such nonemployment which shall be given to 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 to a nontenured support staff member in writing within thirty calendar days after the receipt of thesuch 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



NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

nontenured support staff member ~~shall have the right to may request in writing~~ an informal appearance before the Board. ~~The written request shall be submitted to permit the Board within ten calendar days of the nontenured support staff member an opportunity to convince member's receipt of 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 Board's 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~~ shall be scheduled within thirty calendar days from the nontenured support staff member's receipt of the Board's statement of reasons.

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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. The support staff member will be notified of the Board's final determination within~~ Within three working days following the informal appearance ~~before~~, the Board: shall notify the affected nontenured support staff member, in writing, of its final determination.

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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.—

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This ~~policy~~ 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.

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

Adopted: 19 May 2008
Revised: 3 March 2014



DRAFT

Students
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ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

~~5111~~ ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

5111

M

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c., any person who fraudulently allows a child of



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b. if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d. if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3.b. The school district shall not be obligated for transportation costs; and
4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year ~~in~~ pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h).
- If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

- If the district of residence cannot be determined according to the criteria contained in N.J.S.A. 18A:7B-12; if the criteria contained in N.J.S.A. 18A:7B-12 identify a district of residence out of the State; or if the child has resided in a domestic violence shelter, homeless shelter, or transitional living facility located outside of the district of residence for more than one year, the State shall assume fiscal responsibility for the tuition of the child in accordance with N.J.S.A. 18A:7B-12.d.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

- Except as set forth in N.J.A.C. 6A:22-3.3(b)1, ~~and~~ immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status.
- A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

Proof of Eligibility

- The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4.
- The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.

- The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d).
- The Board of Education may consider, in a manner consistent with Federal law,



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant.- The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

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In the case of a dispute between the school district and the parent of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3.- The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC.- However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.

Registration Forms and Procedures for Initial Assessment

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Registration and initial determinations of eligibility will be in accordance with N.J.A.C. —6A:22-4.1.- The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner.- A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

-
Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials.- Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

-
When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of _the right to appeal to _the Commissioner of Education.- Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education.- An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws.- When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25.- In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1.- Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known.- Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

- Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.- The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children.- Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

- Enrollment in the school district shall not be denied based upon absence of student medical information.- However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

- When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record.- However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

Notice of Ineligibility

- When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq.- Notices shall be in writing; in English and in the native language



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. - Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. - No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. - Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. - Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. - No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. - 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. - Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. - Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

Assessment and Calculation of Tuition



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. - Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. - If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

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If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). - Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

Nonresident Students

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The admission of a nonresident student to school free of charge must be approved by the Board. - No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. - The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.

Children Who Anticipate Moving to or from the District

A nonresident student otherwise eligible for attendance whose parent or guardian anticipate school district residency and has entered into a contract to buy, build, or rent a residence in this school district may be enrolled provided they sign the Upper Saddle River Board of Education Non-Resident Tuition Agreement form and submit it to the District with a check for 25% of the total cost of tuition. If any such student becomes a resident within four weeks of enrollment, 100% of the tuition paid will be refunded. If any such student does not become a resident of the school district within four weeks after admission to school, tuition will continue to be charged for attendance as per the terms of



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

Section 3 of the Non-Resident Tuition Agreement until such time as the student becomes a resident or withdraws from school.

Students whose parent or guardian have moved away from the school district on or after April 1 will be permitted to finish the school year in this school district without payment of tuition.

Children of District Employees

Upon recommendation of the Superintendent, eligible children of nonresident employees, may be enrolled in the schools of this district upon the approval of the Board on a case-by-case basis. Approval is not guaranteed. If the child(ren) is/are deemed to need special services, the employee will be billed separately for these additional costs. Employees with children admitted as non-resident students shall not interfere with the instructional day by visiting the children's classroom or contacting the child's teacher during the school day. Eligibility for enrollment will be considered upon receipt of a written request to the Superintendent from the USRBOE staff member along with a signed Non-Resident USRBOE Staff Member Tuition Agreement.

Children of Nonresident Staff Members, Municipal and Northern Highlands High School Employees

Upon recommendation of the Superintendent, eligible children of nonresident municipal employees, and Northern Highlands High School employees may be enrolled in the schools of this district with payment of 25% of nonresident tuition upon the approval of the Board on a case-by-case basis. Approval is not guaranteed. If the child(ren) is/are deemed to need special services, the employee will be billed separately for these additional costs.

Other Nonresident Students

Upon recommendation of the Superintendent, other nonresident students, otherwise eligible for attendance, may be admitted to this school district with payment of tuition and Board approval. Approval is not guaranteed. If the student (s) is/are deemed to need special services, the family will be billed separately for these additional costs.



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

Students

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ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

N.J.S.A. 18A:38-1 ~~et seq.~~; 18A:38-1.1; 18A:38-1.3; 18A:38-3;
18A:38-3.1; 18A:7B-12
N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-~~1.1 et seq.~~
8 CFR 214.3

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Revised: 18 October 2010
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Revised: 19 June 2017
Revised: 11 December 2017
Revised: 29 April 2019
Revised: 7 December 2020
Revised: 15 March 2021

Revised:-



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EDUCATION OF HOMELESS CHILDREN

5116 EDUCATION OF HOMELESS CHILDREN

The Board of Education will admit and enroll homeless children in accordance with Federal and State laws and New Jersey Administrative Code. The Board of Education adopts this Policy to be in compliance with law and administrative code to ensure the enrollment of homeless children in school and to respond to appeals made by parents or other parties related to the enrollment of homeless children.

The Board of Education shall determine that a child is homeless when he or she resides in a publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers. A child is also determined homeless when he or she resides in a public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandoned buildings; bus or train stations; temporary shelters provided to migrant workers and their children on farm sites; and the residence of relatives or friends where the homeless child resides out of necessity because his or her family lacks a regular or permanent residence of its own. A child is also determined homeless when he or she resides in substandard housing.

The school district of residence for a homeless child is responsible for the education of the child and shall assume all responsibilities as required in N.J.A.C. 6A:17-2.3. The school district of residence for a homeless child means the school district in which the parent of a homeless child resided prior to becoming homeless.

The school district liaison designated by the Superintendent of Schools for the education of homeless children is the social worker. The liaison will facilitate communication and cooperation between the school district of residence and the school district where the homeless child resides and shall assume all responsibilities as outlined in N.J.A.C. 6A:17-2.4(a).

When a homeless child resides in a school district, the school district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, the Department of Human Services or the Department of Children and Families, a shelter director, an involved agency, or a case manager. Upon notification of the need for enrollment of a homeless child, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b).



The Superintendent or designee of the school district of residence or designee shall decide in which school district the homeless child shall be enrolled in accordance with the provisions of N.J.A.C. 6A:17-2.5.

Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq.

When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or the designee(s) of the involved district(s) or the child's parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the Department of Education's McKinney-Vento Homeless Education Coordinator or designee, shall immediately decide the child's status.- If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools, who shall immediately make a determination, if possible, but no later than within forty-eight hours.

If the dispute regarding determination of district of residence does not involve the determination of homelessness and/or district enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the Department of Education pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f) and request a determination from the Division of Administration and Finance.- If an appeal of a determination of district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

Any dispute or appeal shall not delay the homeless child's immediate enrollment or continued enrollment in the school district.- The homeless child shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal.- Disputes and appeals involving the services provided to a homeless child with a disability shall be made pursuant to N.J.A.C. 6A:14.



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EDUCATION OF HOMELESS CHILDREN

Financial responsibility, including the payment of tuition for the homeless child, will be in accordance with N.J.A.C. 6A:17-2.8. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer list the student on its ASSA. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. under the circumstances outlined in N.J.A.C. 6A:17-2.8(c).

On or before December 31 of each year, the district shall report to the Office of Homelessness Prevention in the Department of Community Affairs an accounting of each instance in which the district is made aware that a student enrolled in the district because the student's parent moved to the district as a result of being homeless.

N.J.S.A. 18A:7B-12; 18A:7B-12.1; 18A:38-1

N.J.A.C. 6A:17-2.1 et seq.

Adopted: 16 June 2008

Revised: 20 March 2017

Revised: 19 June 2017

Revised:-



DRAFT

FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS (M)

6115.01

M

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.302(b)(7) requires written procedures for determining the allowability of costs in accordance with 2 CFR §200 – Cost Principles. Determining the allowability of costs shall be in accordance with the requirements outlined in 2 CFR §200.403 – Factors Affecting Allowability of Costs. The School Business Administrator/Board Secretary or designee shall be responsible for determining the allowability of costs are in accordance with the provisions of 2 CFR §200.403.

The following procedures shall be used to determine the allowability of costs in accordance with 2 CFR §200.403:

Except where otherwise authorized by statute, the School Business Administrator/Board Secretary or designee will ensure costs meet the following general criteria in order to be allowable under Federal awards:

1. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
2. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the non-Federal entity.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
5. Be determined in accordance with Generally Accepted Accounting Principles (GAAP), except for State and local governments, which includes school districts, as otherwise provided for in 2 CFR §200.403.
6. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period. (See also 2 CFR §200.306 – Cost Sharing or matching 2. above).
7. Be adequately documented. (See also 2 CFR §200.300 – Statutory and National Policy Requirements through 2 CFR §200.309 – Period of Performance).

In the event the School Business Administrator/Board Secretary or designee is not sure if a cost is allowable under 2 CFR Subpart E - §200.403, the School Business Administrator/Board Secretary or designee will contact the New Jersey Department of Education or the United States Department of Education for assistance.

2 CFR §200.302(b)(7)

2 CFR §200.403

Adopted:

DRAFT

FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – MANDATORY DISCLOSURES (M)

6115.02

M

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.113 – Mandatory disclosures requires a non-Federal entity or applicant (a New Jersey Board of Education) for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or to the New Jersey Department of Education all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

If the Board of Education receives a Federal award including the terms and conditions outlined below as per 2 CFR §200 – Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters shall report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM). Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 - Remedies for noncompliance, including suspension or debarment. (See also 2 CFR §180, 31 USC 3321, and 41 USC 2313)

A. General Reporting Requirement

1. If the total value of all Board of Education currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the Superintendent or designee, on behalf of the Board of Education as the recipient during that period of time, must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in B. below.
2. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 USC 2313).
3. As required by section 3010 of Public Law 111-212, all information posted in designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

B. Proceedings About Which the Board of Education Must Report

1. The Superintendent or designee must disclose to the Federal awarding agency or to the New Jersey Department of Education information required about each proceeding that:

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- b. Reached its final disposition during the most recent five-year period; and
- c. Is one of the following:
 - (1) A criminal proceeding that resulted in a conviction, as defined in E. below;
 - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - (3) An administrative proceeding, as defined in E. below, that resulted in a finding of fault and liability and the payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
 - (4) Any other criminal, civil, or administrative proceeding if:
 - (a) It could have led to an outcome described in B.1.c.(1), (2), or (3) above of this award term and condition;
 - (b) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the school district's part; and
 - (c) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

C. Reporting Procedures

- 1. The Superintendent or designee shall enter in the SAM Entity Management area the information that the SAM requires about each proceeding described in B. above.
- 2. The Superintendent or designee does not need to submit the information a second time under assistance awards the Board of Education received if the Superintendent or designee already provided the information through the SAM because the Board of Education was required to do so under Federal procurement contracts the Board of Education was awarded.

D. Reporting Frequency

1. During any period of time when the Board of Education is subject to the requirement in A. above, the Superintendent or designee must report proceedings information through the SAM for the most recent five year period, either to report new information about any proceeding(s) the Board of Education has not reported previously or affirm that there is no new information to report.
2. If the Board of Education has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, the Board of Education must disclose semiannually any information about the criminal, civil, and administrative proceedings.

E. Definitions

1. For purposes of this Policy:
 - a. "Administrative proceeding" for the purposes of 2 CFR §200 - Appendix XII and this Policy means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability. This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
 - b. "Conviction" for the purposes of 2 CFR §200 - Appendix XII and this Policy, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
 - c. Total value of currently active grants, cooperative agreements, and procurement contracts includes:
 - (1) Only the Federal share of the funding under any Federal award with a Board of Education cost share or match; and
 - (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

2 CFR §200.113

Adopted:

DRAFT

FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – CONFLICT OF INTEREST (M)

6115.03

M

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.318 – General Procurement Standards addresses standards of conduct covering conflict of interest and governs the actions of school district employees, officers, and agents in the selection, award, and administration of contracts supported by a Federal award.

The Board of Education must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to the applicable Federal law and the standards identified in 2 CFR §200.

The Board of Education must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The Board of Education must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts supported by a Federal award.

1. No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.
 - a. Such a conflict of interest would arise when a Board of Education employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
2. The Board of Education officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
3. However, a Board of Education may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

The Board of Education's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more

economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the Board of Education is encouraged to enter into State and local intergovernmental agreements or inter-entity agreements where appropriate for procurement of use of common or shared goods and services.

The Board of Education is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

The Board of Education is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

The Board of Education must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. (See also 2 CFR §200.213 – Suspension and Debarment).

The Board of Education must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

The Board of Education may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a Board of Education is the sum of:

1. The actual cost of materials; and
2. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since the time and material formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the Board of Education awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

The Board of Education alone must be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative

issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Board of Education of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgement for that of the Board of Education unless the matter is primarily a Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.

The Board of Education and its employees shall be required to comply with all New Jersey statutes and administrative codes regarding school ethics and internal controls.

2 CFR §200.318

Adopted:

DRAFT

CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS (M)

6311

M

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM) maintained by the United States government – the General Services Administration (GSA). The purpose of the SAM is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR §200.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR §200.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

2 CFR §200

Adopted:

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6471 SCHOOL DISTRICT TRAVEL (M)

M

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

The Board of Education ensures

~~The Board of Education shall ensure~~ 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 ~~State of~~ New Jersey Department of the Treasury, Office of Management and Budget (NJOMB) Circulars ~~08-19-OMB and 06-14-OMB (OMB Circulars)~~ 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 Office of Management and Budget OMB conflict with the provisions of N.J.A.C. 6A:23A-7 these rules, the provisions of the superseding circulars shall govern.

A. Definitions

1. For the purposes

Any sections of this Policy, "State travel expenditures" means those costs paid regulations as established 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~~



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~~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;~~

~~e. School district sponsored events means conferences, conventions, receptions, or special meetings where the school district plans, develops, implements, and coordinates the event and is the event's primary financial backer. School district employees are actively involved in working the event and other employees may attend as participants;~~

~~d. Regular school district business 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 of Education 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 Board member. Beginning in 2009-2010 the \$150 limit per employee or Board member may be adjusted by inflation; and~~

~~e. Retreats means meetings with school district employees and school Board members, at which organizational goals and objectives are discussed.~~

~~B. School District OMB presented as OMB Travel Expenses~~

~~1. Any sections in either the State or Federal, Entertainment, Meals, and Refreshments Circulars, that conflict with New Jersey school law (N.J.S.A. 18A:1-1 et seq.), shall not be included in this Policy and Regulation 6471 nor authorized under N.J.A.C. 6A:23A-7.1 et seq. This includes, but is not limited to, the authority to issue travel charge cards as allowed under the State Circular OMB Circulars, but which is not authorized for school districts under New Jersey school law.~~

The Board of Education -

~~2. School district travel expenditures shall include, but are not limited to, all costs for transportation, meals, lodging, and registration or conference fees directly related to participation in the event.~~



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~~3. School district travel expenditures in accordance with this ensure, through Policy and N.J.A.C. 6A:23-7.1 et seq. shall include costs for all required training and all travel authorized in school district employee contracts and school Board policies. This includes, but is not limited to, required professional development, other staff training and required training for Board members, and attendance at specific conferences authorized in existing employee contracts, provided Regulation 6471, that such travel meets the requirements of N.J.A.C. 6A:23-7.1 et seq.~~

~~4. All such expenditures are subject to the requirements of N.J.A.C. 6A:23-7.1 et seq., including but not limited to, inclusion in the annual travel limit, prior Board approval, separate tracking, all and per diem reimbursements.~~

~~C. School District Travel Requirements~~

~~1. All travel by Board of Education-its employees and Board of Education members must be~~ educationally necessary and fiscally prudent. Policy and Regulation 6471 shall include the requirement that all school district travel expenditures shall be:

~~a.~~

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 building professional development plan, and ~~an~~ employee's individual professional development plan;

~~b.~~

2. For travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district; and

~~e.~~

3. In compliance with State travel payment guidelines as established by the Department of the Treasury OMB and with guidelines established by the Federal Office of Management and Budget; except those 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 specifies of Education shall specify in this Policy 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.

~~2. Reimbursement for all in State and out of State travel shall be made pursuant to N.J.S.A. 18A:11-12. In accordance with the provisions of N.J.A.C. 6A:23A-5.9:~~

~~a. 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. Where the event is sponsored by a New Jersey based organization and targeted to employees and/or Board members of New Jersey school districts, reimbursement for lodging may be permitted only where the sponsoring organization obtains a waiver pursuant to the provisions of N.J.A.C. 6A:23A-7.11. Where the event is national or regional in scope and targeted to school district employees and/or Board members from multiple States, reimbursement for lodging may only be provided if the event occurs on two or more consecutive days and where home to event commute exceeds fifty miles.~~

~~b. Where a travel event has a total cost that exceeds \$5,000, regardless of the number of attendees, or where more than five individuals from the district are to attend a travel event out of State, the school district shall obtain the prior written approval of the Executive County Superintendent. The Executive County Superintendent shall~~



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~~promptly review the request and render a decision within ten working days.~~

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

~~D. Travel Reimbursements~~

~~1. Travel reimbursements will~~

~~Travel reimbursements will only be paid only upon compliance with all provisions of N.J.A.C. 6A:23A-7 and the Board's procedures Policy and approval requirements. 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).~~

~~E.~~

~~The Board Member Voting On School District Travel~~

- ~~1. A Board member shall recuse him/herself from voting on travel if the Board member, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial involvement that may reasonably be expected to impair his/her objectivity or independence of judgment.~~
- ~~2. A Board member shall not act in his/her official capacity in any matter in which he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the school official or member of his/her immediate family; or undertake any employment or service, whether compensated or not, which may reasonably be expected to prejudice his/her independence of judgment in the execution of his/her official duties.~~

~~F. Maximum Travel Budget~~

- ~~1. Annually in the prebudget year, the Board Education shall establish by Board resolution, a maximum travel expenditure amount for the budget year which~~



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~~the school district shall not exceed. The Board 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 elect to exclude travel expenditures supported by Federal funds from the maximum travel expenditure amount. If Federal funds are excluded from the established maximum amount, the Board shall include in the resolution the total amount of travel supported by Federal funds from the prior year, prebudget year, and projected for the budget year.~~

~~c. Exclusion of Federal funds from the annual maximum travel budget does not exempt such travel from in accordance with the requirements applicable to State and local funds outlined in N.J.A.C. 6A:23A-7.3.~~

~~G. Travel Approval Procedures~~

~~1.~~

All travel requests ~~for employees of the district shall be~~ must be submitted and approved in writing by the Superintendent of Schools and ~~approved by the~~ majority of the Board of Education's full voting membership of the Board, except ~~whereif~~ the Board of Education has excluded regular business travel from prior approval pursuant to ~~the provisions of~~ N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.

~~a. The Superintendent shall designate an alternate approval authority to approve travel requests in his/her absence when necessary to obtain timely Board approval.~~

~~b. Regulation 6471 provides the procedures for the internal levels of approval required prior to the Superintendent's or designee's approval of the travel event, as applicable.~~

~~2.~~

All travel requests for Board members shall require prior approval by a majority of the Board of Education's full voting membership ~~of the Board~~, except where the Board of Education has excluded regular business travel from prior approval pursuant to ~~the~~



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~~provisions of~~ 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 ~~N.J.S.A. 18A:12-24.1.~~

~~3. The Board may approve, at any time prior to the event, travel for multiple months as long as the Board approval, as detailed in Board minutes, itemizes the approval by event, total cost, and number of employees and Board members attending the event. General or blanket pre-approval is not authorized.~~

~~4. Where occasional unforeseen emergent situations arise wherein a travel request cannot obtain prior approval of the Board, justification shall be included in the text of the travel request. Such requests shall require prior written approval of the Superintendent or designee and the Executive County Superintendent or designee. The Board shall ratify the request at its next regularly scheduled meeting. Travel to conferences, conventions, and symposiums are not considered to be emergencies and shall not be approved after the fact.~~

~~5. The Board, in accordance with the provisions~~
A Board member must recuse himself or herself from voting on travel if the Board member, a member of his or her immediate family, or a business organization in which he or she has an interest has a direct or indirect financial involvement that may reasonably be expected to impair his or her objectivity or independence of judgment. Policy and Regulation 6471 prohibit a Board member from acting in his or her official capacity in any matter in which he or she or a member of his or her immediate family has a personal involvement that is or creates some benefit to the school district Board member or member of his or her immediate family; or undertaking any employment or service, whether compensated or not, that may reasonably be expected to prejudice his or her independence of judgment in the execution of his or her official duties.

~~The Board of N.J.A.C. 6A:23A-7.4(d)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).

~~a. For the exclusion of prior~~

~~The Board approval to apply, the required travel event must be detailed, with number of employee(s), Board member(s), and total cost in the applicable contract, grant, donation, statute, or Federal regulation.~~



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~~(1) — This does 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.~~

~~(2) — This does not include general contractual provisions in labor agreements for continuing education or professional development, except where the Board has included in its policy, a maximum amount per employee for regular business travel that does not require prior Board approval pursuant to of Education requires documentation required in N.J.A.C. 6A:23A-7.3.]~~

~~H. — Required Documentation for Travel~~

~~1. — Neither the Superintendent or designee, nor the Board shall approve a travel request unless the written request for travel includes the following information:~~

~~a. — Name and dates of event;~~

~~5(b. — A list of Board members and/or) that justifies the number of employees to attend either by name or title;~~

~~c. — Estimated cost associated with travel;~~

~~d. — A justification and brief statement that includes the primary purpose for the travel and the key issues that will be addressed at the event and attending an event and the benefits derived from their relevance to improving instruction or the operation of attendance. Pursuant to N.J.A.C. 6A:23A-7.5(c), the school district. For training events, whether the training is needed for a certification required for continued employment, continuing education requirements, requirements for 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. — Account number and funding source — Federal, State, private, or local; and~~



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~~f. In the case of annual events, total attendance and cost for the previous year.~~

~~2. Detailed shall maintain~~ documentation ~~shall be maintained~~ on file ~~in the school district which that~~ demonstrates compliance with the ~~Board's~~ Board of Education's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.

~~I. Accounting for School District Travel~~

~~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 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. This 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 the Board's policy and N.J.A.C. 6A:23-7, and shall be in a detailed format suitable for audit.~~

~~3. The School Business Administrator/Board Secretary or designee, shall review and approve all requests for travel expenditure reimbursement submitted for expenses incurred in the course of school district business as to cost and support documentation required by N.J.A.C. 6A:23A-7:~~

~~a. The School Business Administrator/Board Secretary shall not approve or issue payment of travel expenditures or reimbursement requests until all required documentation and information has been submitted to support the payment and shall not approve any travel expenditure that when added to already approved travel~~



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~~expenditures would exceed the Board 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 their staff and the retention of that documentation to permit audits of their records.~~

~~5. An employee of the Board, a Board member, or organization, shall not receive payment, either partial or full, 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 shall be made personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. This applies to travel related purchases for which a purchase order is not applicable. This provision does not preclude the district from paying the vendor directly with the proper use of a purchase order (e.g., for registration, airline tickets, hotel).~~

~~J. Sanctions for Violations of Travel Requirements~~

~~1. Any 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 the travel limitations set forth in N.J.A.C. 6A:23A-7 may be subject to sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and N.J.S.A. 18A:4-24, including reduction of State aid in an amount equal to any excess expenditure pursuant to N.J.S.A. 18A:11-12 and N.J.S.A. 18A:7F-60.~~

~~2. A person who approves any travel request or reimbursement in violation of N.J.A.C. 6A:23A-7 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:~~

~~a. As required in N.J.A.C. 6A:23A-7.7(b)(1) the Board designates the Superintendent of Schools as the person(s) with the final approval authority for travel and therefore shall be subject to this penalty.~~

~~3. An employee or Board member who violates the school district's travel policy or these rules 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.~~



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~~4. In the event it is determined a violation of the provisions of N.J.A.C. 6A:23A-7 has occurred after Board payment has been made, the Superintendent of Schools shall be responsible to ensure the sanctions as outlined in N.J.A.C. 6A:23A-7.7 are imposed. If a violation is determined prior to payment or reimbursement of the travel event, no consequences as outlined in N.J.A.C. 6A:23A-7.7 shall be imposed; however, the Superintendent may impose disciplinary action as necessary.~~

~~5. The annual audit conducted pursuant to N.J.S.A. 18A:23-1 shall include test procedures to ensure compliance with this Policy and travel limitations set forth in N.J.A.C. 6A:23A-7 and N.J.S.A. 18A:11-12.~~

~~K. Prohibited Travel Reimbursements~~

~~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 accounting requirements for travel in accordance with the provisions of 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 the procedures set forth in 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;~~

~~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;~~



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- ~~g. Training to maintain a certification that is not required as a condition of employment (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, or 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 must accompany any request for car rentals. If approved, the most economical scheduling of car rental is to be used, including the use of subcompacts, discounted, and special rates. An example of the justified use of 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, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);~~
- ~~-~~
- ~~m. Gratuities or tips in excess of those permitted by Federal per diem rates;~~
- ~~-~~
- ~~n. Reverse telephone charges or third party calls;~~
- ~~-~~
- ~~o. Hospitality rooms;~~
- ~~-~~
- ~~p. Souvenirs, memorabilia, promotional items, or gifts;~~
- ~~-~~
- ~~q. Air fare without documentation of quotes from at least three airlines and/or online services; and~~
- ~~-~~
- ~~r. Other travel expenditures that are unnecessary and/or excessive.~~



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~~L. Travel Methods~~

- ~~1. For the purposes of this Policy, "transportation" means necessary official travel on railroads, airlines, shuttles, buses, taxicabs, 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 OMB Circulars, the following travel methods requirements 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 only be authorized when determined that it is necessary and advantageous to conduct school district business:~~
 - ~~(1) The most economical air travel should be used, including the use of discounted and special rates;~~
 - ~~(2) The following options should be considered when booking tickets:~~
 - ~~(a) Connecting versus nonstop flights;~~
 - ~~(b) Departing earlier or later compared to the preferred departure time;~~
 - ~~(c) Utilizing alternative airports within a city, i.e. Chicago, Illinois Midway Airport versus O'Hare Airport;~~
 - ~~(d) Utilizing alternative cities, i.e. Newark versus Philadelphia;~~



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- ~~(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 are prohibited from receiving "Frequent Flyer" benefits accruing from school district funded travel;~~
- ~~-~~
- ~~(4) — Airfare other than economy (i.e., Business or First Class) shall not be fully reimbursed by the school district except when travel in such classes:~~
 - ~~(a) — Is less expensive than economy;~~
 - ~~-~~
 - ~~(b) — Avoids circuitous routings or excessive flight duration; or~~
 - ~~-~~
 - ~~(c) — Would result in overall transportation cost savings.~~
- ~~-~~
- ~~(5) — All airfare other than economy and not covered by the above exceptions purchased by an employee or Board member shall only be reimbursed 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) — Justification shall be required when actions by a traveler result in additional expenses over and above the authorized travel request. Sufficient justification shall be considered only for factors outside the control of the purchaser. Additional expenses without sufficient justification shall not be reimbursed; and~~
- ~~-~~
- ~~(9) — Justification shall accompany requests for airline ticket reimbursement when purchased by employees or Board~~



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~~members contrary to the above regulations. Sufficient justification shall be considered only for factors outside the control of the purchaser. Noncompliant purchases without sufficient justification shall not be reimbursed. Reimbursement of purchases with sufficient justification shall be otherwise permitted and reimbursed in accordance with the above procedures.~~

~~e. Rail travel shall only be authorized when determined that it is necessary and advantageous to conduct school district business:~~

- ~~(1) The most economical scheduling of rail travel shall be utilized, including excursion and government discounts, whenever applicable;~~
- ~~(2) When one employee or Board member is traveling within the Northeast Corridor, NJ Transit shall be used as the rail option. Use of Amtrak will not be authorized unless it is the only means of travel available;~~
- ~~(3) The use of high speed rail services, such as Acela, shall not be authorized;~~
- ~~(4) When two or more employees and/or Board members are traveling to the same event in the Northeast Corridor (between Boston, MA and Washington, DC), rail travel shall not be authorized. In those cases, the travelers must use a school district vehicle or, if not available, a personally-owned vehicle must be used; and~~
- ~~(5) All rail travel, including rail travel in the Northeast Corridor must be processed in the same manner as prescribed for air travel 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 allowed at the rate authorized by the~~



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~~annual State Appropriations Act, or a lesser rate at the Board's discretion for an employee or Board member traveling by his/her personally-owned vehicle on official business:~~

~~(a) In accordance with the OMB circular, if any condition in an existing negotiated contract is in conflict with the circular, such as the mileage reimbursement rate, the provision of the contract will prevail;~~

~~(b) Parking and toll charges shall be allowed in addition to mileage allowance;~~

~~(c) 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;~~

~~(d) In determining the relative costs of private and public transportation, all associated costs (i.e., tolls, taxicabs, airport, or station transfers, etc.) shall be considered;~~

~~(e) All employees and Board members using privately-owned vehicles 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 vehicles;~~

~~(f) Employees and Board members who are out of State residents must provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card;~~

~~(g)~~



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The Superintendent of Schools and the Business Administrator/Board Secretary are the final approval authorities for travel.

Sanctions for a violation of the provisions of N.J.A.C. 6A:23A-6.12;7 or this Policy are outlined in N.J.A.C. 6A:23A-7.7 and Regulation 6471.

~~(h) Necessary taxicab charges are 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 may be used; and~~

~~(i) Cruises are not permitted for travel events or transportation.~~

~~M. Routing~~ The Board of Travel

~~1. Pursuant to OMB Circulars:~~

~~a. All travel shall be by Education prohibits the most direct, economical, and usually traveled route. Travel by other routes as a result types of official necessity shall only be travel expenditures not eligible for payment or reimbursement if satisfactorily established as listed in advance of such travel.~~

~~b. In any case where 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.~~

~~N. Subsistence Allowance — Overnight Travel~~J.A.C. 6A:23A-7.8. and Regulation 6471.

~~1. Pursuant to the OMB Circulars, one-day trips that do not involve overnight lodging shall not be eligible for subsistence reimbursement, except for meals expressly authorized by and~~



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Travel methods shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.12.

- ~~2. Pursuant to the OMB Circulars, generally, overnight travel shall not be eligible for subsistence reimbursement if travel is within the State. Overnight travel is permitted if such travel is authorized pursuant to N.J.A.C. 6A:23A-7.11(c), or is a required component of a grant, donation, or other funding agreement with the district. The specific required overnight in State travel event must be detailed in the approved grant, donation, or other fund acceptance agreement along with the number of employee(s), Board member(s), and total cost. All reimbursements are subject to these rules unless the funding acceptance agreement specifies otherwise.~~
- ~~3. The Commissioner is authorized to grant waivers for overnight travel for school Board members and school district employees to attend in State conferences in accordance with N.J.A.C. 6A:23A-7.11(c). If a waiver is granted by the Commissioner, it shall permit reimbursement for travel expenses for only those individuals whose home to the convention commute exceeds fifty miles.~~
- ~~4. 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.~~
- ~~5. The United States General Services Administration publishes a schedule of Federal per diem rates in the Federal Register for approved overnight travel by the event location. The latest Federal per diem rates schedule for lodging, meals, and incidental expenses by location can be found at www.gsa.gov. The following restrictions apply to allowable per diem reimbursements.~~
 - ~~a. Allowable per diem reimbursement for lodging, meals, and incidentals shall be actual reasonable costs, not to exceed the Federal per diem rates for the event location. Registration and conference fees are not subject to the Federal per diem rate caps. If the event location is not listed, the maximum per diem allowance shall be \$31 for meal/incidental expenses and \$60 for lodging, or amounts listed in any superseding NJOMB circular.~~



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- ~~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 (e.g. 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.~~
 - ~~(1) Receipts shall be submitted in order to obtain reimbursement in such situations. The amount of the Federal per diem rate for the corresponding meal shall be deducted from that day's subsistence allowance.~~
- ~~d. The allowance for a meal or meals, 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.~~
- ~~f. In any case in which 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 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~~



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~~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/her family, to another school district employee, or to a member of the family of another school district employee.~~

~~O. Meal Allowance Special Conditions And Allowable Incidental Travel Expenditures~~

~~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. Meals during one day, out of State trips required for school business purposes may be authorized for breakfast, lunch, and/or dinner in an amount permitted by NJOMB. The Commissioner shall post the most current rates on the Department of Education website for reference.~~

~~3. Lunch for training sessions and retreats 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. If lunch is included in a one-sum registration fee for the training session, the full amount is eligible for reimbursement if reasonable.~~

~~b. Refreshments for breaks may also be provided at training sessions and retreats held at a site other than the school district. Providing lunch for staff meetings and in-service days or for staff that come from other parts of the school district shall not be permitted (See N.J.A.C. 6A:23A-7.12(d)).~~

~~c. In accordance with N.J.S.A. 18A:11-12a(1)(d), employee and Board member retreats shall be held onsite unless there is no school district site available.~~

~~4. Subsistence expenses for an employee or Board member shall not be allowed at the school district or within a radius of ten miles thereof, except for meals expressly authorized by and in 9 and Regulation 6471 and the routing of travel shall be in accordance with the provisions of Section O of this Policy~~



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~~and N.J.A.C. 6A:23A-7.12. Non-allowed expenses include, but are not limited to, meals and refreshments for staff meetings and in-service days.~~

~~5. Reimbursement may be approved for the cost of an official luncheon or dinner, up to \$7 and \$N.J.A.C. 6A:23A-7.10, respectively, that an employee or Board member is authorized to attend, where such a meal is scheduled as an integral part of an official proceeding or program related to school district business and the employee's responsibilities and Regulation 6471.~~

~~a. School district business above refers to the management operations of the district and does not refer to activities that benefit pupils and are part of the instructional program. Pursuant to N.J.A.C. 6A:23A-5.8(b)(4), all reasonable expenditures related to district employees that are essential to the conduct of a pupil 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 where 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 where 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. Where 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 foods that are sufficient to provide each Board member, dignitary, non-employee speaker, or allowable staff member one meal. Meals should be carefully ordered to avoid left-over food. Unintended left-over food should be donated to a charitable shelter or similar facility, if at all possible.~~



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~~7. Allowable incidental travel expenses are defined as those that are essential to transacting official business.~~

~~a. Charges for telephone calls on official business may be allowed. The voucher must 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, 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.~~

~~P.~~

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~~

~~1. All persons authorized to travel on business must keep a memorandum of expenditures chargeable to the school district, noting each item at the time the expense is incurred, together with the date incurred.~~

~~2. The travel voucher shall supporting documentation must be completed by the employee or Board member to document the details of the travel event. The travel voucher must be signed by the employee or Board member to certify to the validity of the charges for which reimbursement is sought. The form must also bear the signatures of approval officials for processing.~~



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- ~~3. Sufficient documentation shall be and maintained centrally by the school district to support payment and approval of the travel voucher.~~
- ~~4. 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 dates and individual points of travel, number of miles traveled between such points, and kind of conveyance used;~~
 - ~~b. If the distance traveled between any given points is greater than the usual route between these points, the reason for the greater distance must be stated;~~
 - ~~c. The hours of the normal work day and actual hours worked must be shown when requesting meal reimbursement for non-overnight travel;~~
 - ~~d. Original receipts shall be as 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 must 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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-
- i. ~~When travel is authorized in 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 must 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, must be documented;~~
-
- j. ~~Reimbursement requests must 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 must 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 N.J.A.C. 6A:23A-7.13(e)(12); and outlined in Regulation 6471.~~

-

7. ~~Travel~~

~~The Board of Education shall approve the mileage reimbursement requests of the just completed school year, that are not submitted by July 30 or the date amount to be paid to an employee who has been approved by the district Superintendent or designee to use their personal vehicle for the closing of books, whichever is earlier, for the just completed school year shall not be approved or paid school-related business.~~

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N.J.S.A. 18A:11-12 ~~et seq.~~

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

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Adopted: 06 April 2009
Revised: 15 March 2010

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~~A. Approval of Travel Expense Reimbursement~~

~~The following procedure shall be implemented for all~~

~~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 members and training and seminars, although some training may take place at such events;~~
 - ~~c. School district sponsored events – means conferences, conventions, receptions, or special meetings, where the school plans, develops, implements, and coordinates the event and is the event's primary financial backer. School district employees are actively involved in working the event and other employees may attend as participants;~~
 - ~~d. Regular school district business travel – means all regular official business travel, including attendance at meetings, conferences, and~~



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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 seeking to receive travel expense reimbursement in accordance with the provisions of, 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 and Policy 6471:3)

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



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2. The Board of Education may authorize an annual maximum amount per employee for regular business travel only for which Board of Education approval is not required.
 - a. The annual maximum shall not exceed \$1,500 and shall be subjected to the approval requirements in N.J.S.A. 18A:19-1.
 - b. Regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 and in this Regulation shall include attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge. It also shall include regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150 per employee or Board member.
 - c. Regular school district business travel shall require approval of the Superintendent ~~of Schools or designee~~ prior to obligating the requested school district to pay related expenses and prior to attendance at the travel date(s) ~~within the timeframe established by the event.~~
 - (1) The Superintendent ~~for the request to be considered and for submission of the request to the Board for Board approval~~ 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 ~~may require~~ 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 ~~be submitted to a Principal, the~~ for employees of the school district shall be submitted to the Superintendent or designee and approved in writing by the Superintendent and approved by a majority of the Board of Education's full voting membership, except if the Board has excluded regular business travel from prior approval in Policy 6471



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pursuant to N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.

a. The Superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely Board approval.

b. The Superintendent shall establish, in writing, the internal levels of preliminary approval required prior to the Superintendent's approval of the travel event, as applicable.

~~(1) The School Business Administrator/Board Secretary, and/or the staff member's immediate supervisor for preliminary approval before considering such request for submission to the Board.~~

~~3. A travel request will not be approved unless it includes the following information:~~

~~a. Name and dates of event;~~

~~b. A list of Board members and/or employees to attend either by name or title;~~

~~c. Estimated cost associated with travel;~~

~~d. A justification and brief statement that includes the primary purpose for the travel and the key issues that will be addressed at the event and their relevance to improving instruction or the operation of the school district. For training events, whether the training is required for continued employment, continuing education requirements, requirements for State law, or other purpose related to the programs or services currently being delivered or soon to be implemented in the school district, or related to district operations;~~

~~e. Account number and funding source—Federal, State, private or local;~~

~~f. In the case of annual events, total attendance, and cost for previous year.~~



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4. ~~The Superintendent of Schools or designee shall review and may approve or deny each request for travel submitted by a school staff member. The Superintendent's signature designating approval is required on each request from school staff members for travel expenses prior to submission to the Board for approval.~~

a. ~~The School Business Administrator/Board Secretary shall review all requests for school staff member travel all travel requests either before or after the Superintendent's approval and prior to submission to of the Board for Board approval. The School Business Administrator/Board Secretary or designee will 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.~~

b. ~~If the travel request for a school staff member is approved by the Superintendent of Schools and if the requested travel expenses are in compliance with the guidelines outlined above, the travel request will be submitted to the Board of Education for approval.~~

e.

(a) ~~If any travel expenses requested by a school staff member 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 Superintendent of Schools guidelines outlined above.~~

(1)

(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~~



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

5.

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



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5. If occasional unforeseen situations arise wherein a travel request cannot obtain prior approval of the Board of Education, justification shall be included in the text of the travel request.

a. Such requests shall require prior written approval of the Superintendent of Schools and/or the 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.



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~~Budget 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.~~

~~b. If the requested travel expenses for a Board member are in compliance with the guidelines outlined above, the travel request will be submitted to the Board of Education for approval.~~

~~c. If any travel expenses requested by a Board member are not in compliance with the guidelines outlined above, the School Business Administrator/Board Secretary will return the request to the Board member to be revised in accordance with the guidelines outlined above.~~

~~6. All travel requests must be approved by a majority of the full voting membership of the Board at a Board meeting unless prior Board approval is not required in accordance with provisions of N.J.A.C. 6A:23A-7 and Board Policy 6471.~~

~~B. Reimbursement of Travel Expenses~~

~~All approved travel expenses shall be reimbursed by the Board of Education in accordance with the provisions of N.J.A.C. 6A:23A-7 and Board Policy 6471 implementing the following procedures:~~

~~1.~~

~~3. The School Business Administrator/Board Secretary or designee shall review all requests for travel expenditure reimbursement submitted for expenses incurred in the course of school district business as to and approve the cost and supportsupporting documentation required by N.J.A.C. 6A:23A-7.~~

~~2. and submitted by the person(s) having incurred travel expense. The School Business Administrator/Board Secretary shall not approve or issue payment of travel expenditures or reimbursement requests until all required~~



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documentation and information ~~has been submitted~~ 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.

~~3.~~

~~4.~~ The School Business Administrator/Board Secretary shall be responsible for the adequacy of documentation of transactions processed by ~~their~~his or her staff and the retention of ~~that~~the documentation to permit audits of ~~their~~the records.

~~4.~~ ~~An~~

~~5.~~ A Board of Education employee ~~of the Board~~, a Board member, or an organization, shall not receive ~~payment, either~~ 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. ~~This applies to travel related purchases for which a purchase order is not applicable. This provision does~~ 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 (e.g., for example, for registration, airline tickets, hotel).

~~5.~~ ~~All~~

~~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 expense reimbursement payments 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 be made to a school sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and 24, including reduction of State aid in an amount equal to any excess expenditure pursuant to N.J.S.A. 18A:11-12 and 18A:7F-60.

2. The staff member or a Board member will be made to 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



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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 ~~in~~ 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 ~~the district's policy regarding 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 ~~claims~~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 designee a staff member to review travel payments that are being recommended to the Board for payment prior to Board approval and travel payments previously approved by the Board for payment and paid for any violations.

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

(2) The Superintendent shall determine if a violation of N.J.A.C. 6A:23A-7 requires a penalty in accordance with N.J.A.C. 6A:23A-7.7.



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(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;
- 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);



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- h. Charges for laundry, valet service, and entertainment;
- i. Limousine services and chauffeuring costs to, or during, the event;
- j. Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., unless absolutely necessary for the conduct of school district business. Justification shall accompany any request for car rentals. If approved, the most economical car rental is to be used, including the use of subcompacts and discounted and special rates. An example of the justified use of a car rental is when an employee is out of State, making inspections at various locations, and the use of public transportation is impracticable. When car rental is authorized, the employee shall not be issued an advance payment for the anticipated expense associated with the rental;
- k. Alcoholic beverages;
- l. Entertainment costs, including amusement, diversion, social activities, and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);
- m. Gratuities or tips in excess of those permitted by Federal per diem rates;
- n. Reverse telephone charges or third party calls;
- o. Hospitality rooms;
- p. Souvenirs, memorabilia, promotional items, or gifts;
- q. Air fare without documentation of quotes from at least three airlines and/or on-line services; and
- r. Other travel expenditures that are unnecessary and/or excessive.

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



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



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- (e) Utilizing "low cost" airlines; and
 - (f) Exploring alternate arrival and/or departure days.
- (3) No employee or Board member can earn benefits as a result of school district funded travel. Employees and Board members shall be prohibited from receiving "frequent flyer" or other benefits accruing from school district funded travel.
- (4) Airfare other than economy (that is, business or first class) shall not be fully reimbursed by the school district except when travel in such classes:
 - (a) Is less expensive than economy;
 - (b) Avoids circuitous routings or excessive flight duration; or
 - (c) Would result in overall transportation cost savings.
- (5) All airfare other than economy and not covered by the above exceptions purchased by an employee or Board member shall be reimbursed only at the economy rate for the approved destination.
- (6) Cost estimates on travel requests and associated authorizations shall be consistent with current airline tariffs, with consideration of available special fares or discounts, for the requested destination.
- (7) Airline tickets shall not be booked until all necessary approvals have been obtained.
- (8) Additional expenses over and above the authorized travel request shall be considered only for factors outside the purchaser's control. The burden of proof shall be placed upon the purchaser and any additional expenses incurred without sufficient justification and documentation, as determined by the School Business Administrator/Board Secretary, shall not be reimbursed.



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- (9) Justification shall accompany requests for airline ticket reimbursement when purchased by employees or Board members contrary to H.3.b.(1) through (8) above. Sufficient justification shall be considered only for factors outside the purchaser's control. Noncompliant purchases without sufficient justification shall not be reimbursed.
- c. Rail travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.

 - (1) The most economical scheduling of rail travel shall be utilized, including excursion and government discounts, whenever applicable.
 - (2) The use of high-speed rail services, such as Acela, shall not be authorized.
 - (3) All rail travel shall be processed in the same manner as prescribed for air travel in H.3.b. above.
- d. Use of a school district-owned or-leased vehicle shall be the first means of ground transportation. Use of a personally owned vehicle on a mileage basis shall not be permitted for official business where a school district-owned or -leased vehicle is available.

 - (1) Mileage allowance in lieu of actual expenses of transportation shall be approved by the Board and allowed at the rate authorized by the annual State Appropriations Act, or a lesser rate at the Board's discretion for an employee or Board member traveling by his or her personally owned vehicle on official business.

 - (a) If any condition in an existing negotiated contract is in conflict with the OMB Travel Circulars, such as the mileage reimbursement rates, the provisions of the existing contract shall prevail.
 - (2) Parking and toll charges shall be allowed in addition to mileage allowance.



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- (3) Reimbursement for travel to points outside the State by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of public transportation.
- (4) In determining the relative costs of private and public transportation, all associated costs (that is, tolls, taxicabs, airport or station transfers, etc.) shall be considered.
- (5) All employees and Board members using privately owned cars in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The card shall be made available to the Superintendent or designee before authorization to use privately owned cars.
- (6) Employees and district Board members who are out-of-State residents shall provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card.
- e. School district-owned or -leased vehicles shall be utilized in accordance with N.J.A.C. 6A:23A-6.12.
- f. Necessary taxicab or rideshare charges shall be permitted. However, travel to and from airports, downtown areas, and between hotel and event site shall be confined to regularly scheduled shuttle service, whenever such service is complimentary or is less costly. If shuttle service is not available, taxicabs or rideshares may be used.
- g. Cruises shall not be permitted for travel events or transportation.

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

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



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SCHOOL DISTRICT TRAVEL **PROCEDURES** (M)

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

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

1. Pursuant to the State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars, one-day trips that do not involve overnight lodging shall not be eligible for subsistence reimbursement, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12.
2. Pursuant to the OMB Travel Circulars, generally, overnight travel shall not be eligible for subsistence reimbursement if travel is within the State. Overnight travel is permitted if it is authorized pursuant to 3. below, or is a required component by the entity issuing a grant, donation, or other funding agreement with the school district. The specific required overnight in-State travel event shall be detailed in the final grant, donation, or other fund acceptance agreement along with the number of authorized travelers and total cost. All reimbursements shall be subject to N.J.A.C. 6A:23A-7 unless the funding acceptance agreement specifies otherwise.
3. Pursuant to the State travel regulations as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars, the Commissioner shall be authorized to grant waivers for overnight travel for Board members and school district employees to attend in-State conferences.
 - a. Such waivers will be granted in only extremely limited circumstances when the sponsoring organization can demonstrate the conference is broad and multi-disciplinary in scope, incorporates



content offerings from numerous specialty areas, and includes important professional development opportunities and/or required training.

- b. The sponsoring organization shall demonstrate the conference's content, structure, scheduling, and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging. When such waivers are granted, individual school districts or individuals shall not be required to submit waiver requests for attendance at these conferences.
- c. Sponsors of in-State conferences may submit to the Commissioner a request for a waiver of this prohibition by providing information regarding the conference as follows:
 - (1) The name and dates of the event;
 - (2) Justification for the length of the conference and the necessity to hold events for each day beyond the first day of the conference;
 - (3) Identification of all other conferences sponsored or co-sponsored by the organization (whether single or multi-day) in the previous year;
 - (4) A description of the target audience by position title and/or educational certificate and endorsement;
 - (5) Justification of the importance of the target audience attending the event;
 - (6) The cost of registration;
 - (7) A detailed list and description of any activities to be charged to the participants by the sponsor separate from the registration fee, such as luncheons, workshops, entertainment, etc., including:
 - (a) The cost of the activity;



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



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SCHOOL DISTRICT TRAVEL ~~PROCEDURES~~ (M)

conference fees are not subject to the Federal per diem rate caps. If the event location is not listed, the maximum per diem allowance shall be equal to the standard Continental United States (CONUS) per diem rates published by the General Services Administration for meals, incidental expenses, and lodging.

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



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- f. If the total per diem reimbursement is greater than the Federal per diem rates, the costs shall be considered excessive in the absence of substantial justification accompanying the travel voucher submitted by the employee or district Board member. In such cases, receipts shall be submitted for all costs, including meals.
- g. Employees and Board members shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits or is more advantageous to the conduct of school district business.
- h. Actual subsistence expenses shall not be reimbursable if paid by the traveler to a member of his or her family, to another school district employee, or to a family member of another school district employee.

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

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



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



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- b. The school district shall acquire the light meals and refreshments by the solicitation of quotes, if required pursuant to N.J.S.A. 18A:18A-1 et seq.
 - c. If the school district's food service program can prepare comparable meals at a lower cost, the food service program shall be used.
 - d. The average cost per meal shall not exceed \$10.
 - e. The school district shall purchase or prepare food that is sufficient to provide each district Board member, dignitary, non-employee speaker, or allowable staff member one meal. Meals should be carefully ordered to avoid excess. Unintended left over food should be donated to a charitable shelter or similar facility, if at all possible.
7. Reimbursement may be approved for allowable telephone and incidental travel expenses that are essential to transacting official business.
- a. Charges for telephone calls on official business may be allowed. The voucher shall show the dates on which such calls were made, the points between which each call was made, and the cost per call.
 - b. Employees and Board members using their personally owned telephone for business may request reimbursement, less Federal Communications Tax. Calls for business are tax exempt and the telephone company will make allowances for the tax if the employee or Board member certifies to the telephone company when paying bills for personally owned phones that said calls were business calls.
 - c. Incidental expenses, defined as "non-meal tips" by the State travel regulations, when necessarily incurred by the traveler in connection with the transaction of official business, may be submitted for reimbursement only when the necessity and nature of the expense are clearly and fully explained on the travel voucher and the voucher is approved. Travel vouchers shall be supported by receipts showing the quantity and unit price.

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



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SCHOOL DISTRICT TRAVEL ~~PROCEDURES~~ (M)

1. All persons authorized to travel on business shall keep a memorandum of expenditures chargeable to the school district, noting each item at the time and date the expense is incurred.
2. The travel voucher shall be completed by the employee or Board member to document the details of the travel event. The travel voucher shall be signed by the employee or Board member to certify the validity of the charges for which reimbursement is sought. The form also shall bear the signatures of approval officials for processing.
3. Sufficient documentation shall be maintained centrally by the school district to support payment and approval of the travel voucher.
4. In addition to the documentation required for reimbursement, each person authorized to travel shall submit a brief report that includes the primary purpose for the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district. This report shall be submitted prior to receiving reimbursement.
5. Documentation for requests for travel reimbursement shall show:
 - a. The date(s) and individual points of travel, number of miles traveled between such points, and kind of conveyance used;
 - b. If the distance traveled between individual points is greater than the usual route between the points, the reason for the greater distance shall be stated;
 - c. The hours of the normal work day and actual hours worked shall be shown when requesting meal reimbursement for non-overnight travel;
 - d. Original receipts shall be required for all reimbursable expenses, except for meals that qualify for per diem allowances and for parking meters;
 - e. Actual vendor receipts for personal credit card charges shall be attached to reimbursement requests. Credit card statements shall not be accepted as documentation of expenses;



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SCHOOL DISTRICT TRAVEL ~~PROCEDURES~~-(M)

- f. Personal charges on a hotel bill shall be deducted and shown on the bill;
- g. When lodging is shared jointly, the fact shall be stated on the travel voucher;
- h. Where travel is not by the most economical, usually traveled route, the employee or Board member reimbursement request shall set forth the details of the route, the expenses actually incurred, the hour of departure, the hour of arrival, and an explanation for the use of costlier travel arrangements;
- i. When travel is authorized for the employee's or Board member's own automobile on a mileage basis, the points between which travel was made, and the distance traveled between each place shall be shown. A statement as to ownership of the auto or other conveyance used, as well as a certification that liability insurance is in effect, shall be documented;
- j. Reimbursement requests shall be supported by other receipts as required;
- k. The voucher shall be itemized; and
- l. Reimbursement requests shall be rendered monthly when in excess of \$25. Travel for a single travel event shall be reported as soon as possible after the trip.
- 6. All outstanding travel vouchers for the school year ending June 30 shall be submitted as soon as possible after June 30 regardless of amount, notwithstanding 5.l. above.
- 7. Travel mileage reimbursement requests of the just-completed school year that are not submitted by July 30 or the date approved by the school district for the closing of books, whichever is earlier, for the just-completed school year shall not be approved or paid.

M. Out-of-State and High-Cost Travel Events (N.J.A.C. 6A:23A-5.9)



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SCHOOL DISTRICT TRAVEL **PROCEDURES** (M)

1. Reimbursement for all in-State and out-of-State travel shall be made pursuant to N.J.S.A. 18A:11-12.
2. Out-of-State travel events shall be limited to the fewest number of Board members or affected employees needed to acquire and present the content offered to all Board members or staff, as applicable, at the conclusion of the event. Lodging may be provided only if the event occurs on two or more consecutive days and if home-to-event commute exceeds fifty miles.
3. When a travel event has a total cost that exceeds \$5,000, regardless of the number of attendees, or when more than five individuals from the school district are to attend a travel event out-of-State, the school district shall obtain prior written approval of the Executive County Superintendent.
 - a. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.
4. For all employee and Board member travel events out of the country, regardless of cost or number of attendees, the school district shall obtain prior written approval of the Executive County Superintendent.
 - a. Such requests shall be supported by detailed justification.
 - b. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.
 - c. It is expected that approvals will be rare.

Adopted: 13 December 2010

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POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

DRAFT

Property
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EYE PROTECTION (M)

~~7432~~ EYE PROTECTION (M)

7432

M

~~The Board of Education directs the rigorous implementation and enforcement of eye safety practices for pupils, staff members, and visitors exposed to conditions potentially hazardous to the eyes in the instructional program of this district.~~

The Board of Education requires each student, staff member, and school visitor, including individuals present for evening adult-school programs, to wear appropriate eye protective devices while participating in educational activities and programs as defined in N.J.A.C. 6A:7-1.3. Appropriate eye protective devices must be worn by anyone engaged in a process or activity where exposure to which might have a tendency to cause damage to the eyes pursuant to N.J.A.C. 6A:26-12.5(a) and N.J.S.A. 18A:40-12.1.

The term "appropriate eye protective device" shall include plain or prescription lenses provided the lenses and other portions of the device meet or exceed the prescribed specifications for the device. Specifications for appropriate eye protection for various activities shall meet or exceed standards described in the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1989; American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986; and eye protective procedures recommended by the manufacturer of the laser device.

The Superintendent or designee shall be responsible for the continual monitoring of the school program, including, but not limited to, all vocational education, industrial arts education, science education, technology education and arts education, for conditions under which pupils~~students~~, staff members, or visitors are exposed to a process or activity that might have a tendency to cause damage to the eyes.

~~Each pupil, staff member, and visitor exposed to a condition identified as hazardous to the eyes must wear an eye protective device~~

~~The appropriate to the activity and certified to meet the standards established by the State Board of Education, the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1979, and American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986 and the New Jersey Administrative Code. The~~ eye protective device shall be supplied by the Board, except that the pupil~~student~~, staff member, or visitor, including individuals present for evening adult-school programs, may wear personal eye wear that is appropriate to the activity and



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UPPER SADDLE RIVER BOARD OF EDUCATION

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EYE PROTECTION (M)

certified, in writing, by a licensed optician or other qualified licensed eye professional to meet or exceed those standards. ~~District-~~owned appropriate eye protective devices shall be inspected regularly by the appropriate staff member, and defective or poorly fitting devices shall be returned to the Principal for repair or discard. ~~Any shared~~ appropriate eye protective devices shall be disinfected between uses by the method prescribed by the school medical inspector.

-
Each classroom, shop, laboratory, and other area of the school in which ~~pupils~~students or staff members are exposed to caustic materials that can cause damage to the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the New Jersey Department of Education.

-
The Building Principal or designee shall ensure that each area in the school identified as housing an activity hazardous to the eyes shall be posted with conspicuous signs that warn participants that an appropriate eye protective device must be worn during the activity. ~~Staff members of such activities are responsible for instructing~~ pupils~~students~~ in appropriate eye safety practices and for serving as exemplary models in the implementation of such practices.

-
The Board authorizes each staff member responsible for an activity or process hazardous to the eyes to compile and maintain, for the duration of the course of study, a list of pupils~~students~~ in the course who wear contact lenses.

-
~~A pupil who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his/her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on pupil attendance, and an accumulation of such absences may result in loss of course credit.~~

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~~A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices.~~

-
~~A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises.~~

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The Superintendent shall promulgate regulations to implement this policy that conform to rules of the State Board of Education and shall provide in-service training to staff members



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UPPER SADDLE RIVER BOARD OF EDUCATION

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EYE PROTECTION (M)

~~whose instructional duties include activities hazardous to the eyes. The Superintendent shall report annually to the Board on the implementation of the eye protection program and the eye injuries, if any, occurring in the course of the instructional program.~~

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The school district shall provide annual training and appropriate supplies and equipment to all school personnel responsible for implementing the eye-safety policies and program. The training shall cover all aspects of eye protection in schools as described in N.J.A.C. 6A:26-12.5(a) through (f).

N.J.S.A. 18A:40-12.1; 18A:40-12.2

N.J.A.C. 6A:7-1.3

N.J.A.C. 6A:26-12.5

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Adopted: 16 June 2008

Revised:-

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UPPER SADDLE RIVER BOARD OF EDUCATION

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EYE PROTECTION PRACTICES (M)

~~R 7432-~~
EYE PROTECTION ~~PRACTICES~~ (M)

~~R 7432~~

M

~~A. — Eye Protection Devices - N.J.A.C. 6A:26-12.5(a)~~

~~1. — The following types of eye protective devices must be worn by all pupils
The Board of Education requires each student, staff membersmember, and visitors
(school visitor, including persons attending individuals present for evening adult--
school programs), to wear appropriate eye protective devices while participating in
educational activities and programs as defined in N.J.A.C. 6A:7-1.3 in accordance
with N.J.S.A. 18A:40-12.1 and N.J.A.C. 6A:26-12.5.~~

~~B. — Eye Protection Devices - N.J.A.C. 6A:26-12.5(e)~~

~~The following types of eye protective devices shall be used to fit the activity or
process designated wherever it may occur on school premisesactivities or
processes:~~

Potential eye hazard Eye Hazard	Protective devices Devices
-	-
Caustic or explosive	Goggle, flexible fitting materials, hooded ventilation; add plastic window face shield for severe exposure
-	-
Dust producing operations	Goggle, flexible fitting, hooded ventilation
-	-
Electric arc welding	Welding helmet in combination with spectacles with eye cup or semi- or flat-fold side shields
-	-
Oxy-acetylene welding	Welding goggle, eye cup type with tinted lenses; welding



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EYE PROTECTION PRACTICES (M)

	goggle, coverspec type with tinted lenses or tinted plate lens
-	-
Hot liquids and gases	Goggle, flexible fitting, hood ventilation; add plastic window face shield for severe exposure
-	-
Hot solids	Clear or tinted goggles or spectacles with side shields
-	-
Molten materials	Clear or tinted goggles and plastic or mesh window face shield
-	-
Heat treatment or tempering	Clear or tinted goggles or clear or tinted spectacles with side shields
-	-
Glare operations	Tinted goggles; tinted spectacles with side shields or welding goggles, eye cup or coverage coverspec type with tinted lenses or <u>tinted</u> plate lens
-	-
Shaping solid materials	Clear goggles, flexible or rigid body; clear spectacles with side shields; add plastic window face shield for severe exposure
-	-
Laser device operation or experimentation	Appropriate for specific hazard
-	-
Repair Vehicle repair or servicing of vehicles	Clear goggles, flexible or rigid body; clear spectacles with side shields
-	-
Other potentially hazardous processes or activities	Appropriate for specific hazard



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EYE PROTECTION PRACTICES (M)

~~2. The supplier of any eye protective device to this district shall certify in writing that the device meets or exceeds ANSI standards. All spectacle type eye protective devices shall have side shields of the eye cup, semi-, or flat-fold type.~~

~~3. Staff members shall regularly and frequently inspect the eye protective devices used in their classes and shall report to the Principal devices that are defective or poorly fitting. All eye protective devices shall be identified with the name(s) of the user(s) and shall be properly stored when not in use.~~

~~4. An eye protective device that is shared~~

C. Eye Protective Policy and Program – N.J.A.C. 6A:26-12.5(f)

1. The Board of Education establishes and implements Policy and Regulation 7432 to assure:

a. No staff member, student, or visitor shall be subjected to any hazardous environmental condition without appropriate eye protection;

b. The detection of eye hazardous conditions shall be continuous;

c. Eye protection devices shall be inspected regularly and adequately maintained;

d. Shared eye protective devices shall be disinfected between uses by a method prescribed by the local school medical inspector;

~~5.~~

e. All eye protective devices shall meet or exceed the appropriate specifications for the various types of devices and suppliers of eye protective devices shall certify, in writing, that the devices meet or exceed said specifications;

f. Specific policy and procedures shall be established to deal with individuals who refuse to abide by established eye-safety practices and procedures;



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EYE PROTECTION PRACTICES (M)

(1) A student who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his/her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on student attendance, and an accumulation of such absences may result in loss of course credit;

(2) A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices; and

(3) A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises;

g. The use of contact lenses shall be restricted in learning environments ~~which~~that entail exposure to chemical fumes, vapors, or splashes, intense heat, molten metals, or highly particulate atmospheres.- When permitted, contact lenses shall be worn only in conjunction with appropriate eye protective devices, and the lens wearer shall be identified for appropriate emergency care in eye hazardous learning environments;

Staff members in these learning environments shall identify the ~~pupils~~students in his/her class who wear contact lenses.- A list of such ~~pupils~~students shall be kept by the staff member in order that appropriate emergency eye care may be given; the list shall be destroyed at the end of the course of study.

~~When permitted, contact lenses may be worn only in conjunction with appropriate~~
h. All spectacle-type eye protective devices. The contact lens wearer shall be identified for appropriate emergency care in hazardous learning environments.



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~~6. A pupil who wears prescription glasses shall be provided with an appropriate eye protective device that fits over his/her glasses. A pupil-cup, semi- or staff member may wear his/her personal corrective eye wear in the course of an activity hazardous to the eyes provided that the eye wear has been certified in writing by a licensed optician to meet or exceed ANSI standards as defined in N.J.A.C. 6:29-1.7(b)1 and 2 for the appropriate eye protective device required flat-fold type; and~~

~~7. The responsible staff member will provide each visitor to an area in which an activity hazardous to eyes is conducted with an appropriate eye protective device.~~

~~B.~~

~~i. Students, staff members, or visitors wearing personal corrective eyewear shall be required to wear cover goggles or similar devices unless a competent authority can certify the personal eyewear meets or exceeds standards identified in N.J.A.C. 6A:26-12.5(b).~~

D. Eye Wash Fountains – N.J.A.C. 6A:26-12.5(d)

~~1. Eye Emergency eye wash fountains, or similar devices, capable of a minimum of fifteen minutes of continuous flow of eye-wash solution, shall be provided in classrooms, shops, laboratories, or other areas where students or instructors are exposed to caustic materials that can cause damage to the eyes in accordance with Policy No. 7432 and the standards of the State Department of Education and N.J.A.C. 6:29-1.7(d). N.J.A.C. 6A:26-12.5(d).~~

~~2. Eye wash fountains shall be routinely checked by the responsible staff member and any fountain that does not operate properly shall be promptly reported to the Principal.~~

C. Enforcement

~~1. Staff members shall not permit pupils to engage in an activity potentially hazardous to the eyes without appropriate eye protection and shall dismiss from the class period a pupil who refuses or persistently neglects to wear eye protection or to observe established eye protection practices. Any such dismissed pupil shall be reported absent for the class.~~



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UPPER SADDLE RIVER BOARD OF EDUCATION

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EYE PROTECTION PRACTICES (M)

~~2. Staff members shall report to the Building Principal a visitor who refuses or persistently neglects to wear eye protection or observe established eye protection practices.~~

~~3.~~
E. Inspection

The Principal or designee shall annually inspect the school premises for the existence of conditions potentially hazardous to the eyes, for the placement of signs requiring appropriate eye protective devices, and for an adequate supply of appropriate eye protective devices in satisfactory condition. ~~Conditions potentially hazardous to the eyes include, in addition to the activities listed in paragraph A1A.1, above, the likelihood of flying objects and spilled liquids and the presence of protruding and sharp objects.~~

~~D.~~
F. Training and Supplies – N.J.A.C. 6A:26-12.5(g)

The school district shall provide annual training and appropriate supplies and equipment to all school personnel responsible for implementing the eye safety policies and program. ~~The training shall include all aspects of eye protection as defined in this regulation.~~ Policy and Regulation 7432 and in accordance with N.J.A.C. 6A:26-12.5(g).

Issued: 13 December 2010

Adopted:



~~8420~~ EMERGENCY AND CRISIS SITUATIONS (M)

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8420

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The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district.- The district will develop and implement comprehensive written plans ~~and~~, procedures, and mechanisms to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and ~~supportive~~support services for staff, students, and their families.

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“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district’s plans, procedures, and mechanisms for school safety and security.- The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

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A copy of the school district’s school safety and security plan shall be disseminated to all school district employees.- New employees shall receive a copy of the school district’s safety and security plan, as appropriate, within sixty days of the effective date of their employment.- All employees shall be ~~briefed~~notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

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The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and ~~crisis~~crises, consistent with the school district’s plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1.- New employees shall receive this in-service training,



as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

~~In accordance with N.J.S.A. 18A:41-1,~~

~~Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill will be conducted each month within the school hours, including any summer months, during which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Responses made necessary Where school buildings have been provided with fire escapes, they shall be used by the unplanned activation of emergency procedures or by any other a part or all of the students performing every fire drill. An actual fire or school security emergency shall not that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be substituted for a required school security considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.~~

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. ~~Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1.~~



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EMERGENCY AND CRISIS SITUATIONS (M)

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds ~~as provided by the New Jersey Office of Homeland Security and Preparedness~~ in accordance with N.J.A.C. 6A:16-5.1.

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The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. - Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

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N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1 ~~et seq.~~; 18A:41-2; 18A:41-6; 18A:41-7

N.J.A.C. 6A:16-5.1; 6A:27-11.2

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Adopted: 16 June 2008

Revised: 18 October 2010

Revised: 28 March 2011

Revised: 8 February 2021

Revised:



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

DRAFT

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FIRE AND FIRE DRILLS (M)

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FIRE AND FIRE DRILLS~~4~~

R 8420.1

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A. — Fire Drills

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1. — The Principal of each school building will conduct at least one fire drill each month within school hours, including any summer months during which the school is open for instructional programs. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill.

Attempts should be made to conduct drills in various weather conditions and at various times of the school day. — Fire drills should ~~always~~ be unannounced to school staff and ~~pupils~~ students. The Principal shall inform local ~~Police Department dispatcher~~ firefighting officials whenever a fire alarm is for drill purposes.

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An actual fire that occurs at a school building during the month and includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of this Regulation and N.J.S.A. 18A:41-1.

2. — ~~Fire~~ The fire alarm shall be by a building ~~designated-wide~~ audible signal. — Alarm signals should be tested regularly, ~~before or after the school session.~~
 3. — When the fire alarm rings, each ~~teacher~~ staff member supervising students will:
 - a. — Direct ~~pupils~~ students to form into a single file line and proceed along the evacuation route to the nearest exit designated for evacuation;
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FIRE AND FIRE DRILLS (M)

- b. — ~~Turn~~ Close the windows of the room and turn off all lights and audio-visual equipment;
-
- c. — Take the class register or roll book;
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- d. — Ascertain that all pupilsstudents have left the room and that any pupilstudent who may have left the classroom prior to the fire drill is located and escorted from the building;
-
- e. — Close all doors to the room when the room is empty and keep all doors and exits of their respective rooms and buildings unlocked ~~during alarm, except during an emergency lockdown or an emergency lockdown drill~~;
-
- f. — Ensure ~~the pupiltheir~~ assigned ~~to him/her~~students have left the school along the route prescribed in the school evacuation plan. — In the event a school building has been provided with fire escapes, they shall be used by a part or all of the pupilsstudents performing every fire drill;
-
- g. — Direct ~~his/her~~ pupilsstudents to a location not less than a distance twice the height of the building walls and keep the pupilsstudents in a single file line facing the building;
-
- h. — Take attendance to determine all pupilsstudents who reported to ~~his/her~~ class have been evacuated from the building and report immediately to the Principal any pupilstudent who is unaccounted for; and
-
- i. — When the recall signal is given, conduct ~~his/her~~ pupilsstudents back to the classroom.
-
- 4. — Evacuation of the school in a fire drill must be conducted quickly and quietly and in an orderly fashion. Pupils Students must be silent, refrain from talking and running, and remain in closed, single file lines. Any pupilstudent or staff member whose behavior disrupts the conduct of the fire drill shall be reported to the Principal and will be subject to discipline.
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- 5. — All persons in the school must leave the building during a fire drill, including all aides, visitors, volunteer workers, and all office, cafeteria,



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FIRE AND FIRE DRILLS (M)

custodial, and maintenance employees, except those employees who have been assigned specific duties to be performed in the school building during a fire drill.-

6. — Physical education classes in progress outside the building should stop the game activity and line up in place or in their regularly assigned drill position.

7. — ~~Pupils~~ Students will be instructed not to gather belongings to take outside on the fire drill.- In inclement or cold weather, ~~pupils~~students may pick up their coats and put them on as they exit the building, provided no time is lost in that activity.

8. — The office employee responsible for keeping the central attendance register, or a designated substitute, must carry the register out of the building during the drill.-

9. — Each Principal shall report monthly to the Superintendent on the conduct of fire drills.- ~~His/Her~~ Their report will include the date, weather conditions, and time to evacuate for each drill conducted, as well as any comments that could assist in improving the conduct of future drills.

10. — Every fire drill will be conducted with seriousness and with the assumption that prompt evacuation is actually required for the safety and survival of persons in the school.

11. — Principals are encouraged to change the circumstances of fire drills so that staff members and ~~pupils~~students are subjected to various conditions and learn to respond to them quickly, constructively, and safely.- Any such variations should take into account the ages and abilities of children.

a. — One or more exits may be designated as “blocked” so that ~~pupils~~students are required to use alternative evacuation routes.

b. — A fire drill may be designated as a “smoke drill” so that ~~pupils~~students learn to avoid the hazards of smoke by walking in a low or crouching position (not a crawling position).

B. — Fire



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FIRE AND FIRE DRILLS (M)

1. — A school staff member or any building occupant who detects a fire in a school building or on school grounds shall immediately report the fire by calling 911 and/or by activating a fire alarm pull station in accordance with law.
2. — The school staff member or building occupant shall also report the fire to the school Principal, if possible.
3. — In the event of a fire in a school building, the school Principal shall immediately sound the fire alarm, in the event the fire alarm had not been previously activated, for the evacuation of all ~~pupils~~students, staff members, visitors, and volunteers.
4. — Evacuation shall be conducted in accordance with the fire drill procedures established in ~~paragraph A. above~~, except that no employee may remain in the building to perform specific duties.
5. — As a precaution, the Principal or designee will maintain a record of disabled ~~pupils~~students who may require special attention in the event of fire or other evacuation.
- Fire fighters will be promptly informed of the location and special circumstances of each such ~~pupil~~student.
6. — As soon as practicable after the incident, the Principal shall submit a report to the Superintendent on the appropriate form.
7. — The school district shall immediately notify the appropriate local fire department of any fire which occurs in a school building or on school property in accordance with N.J.S.A. 18A:41-5.

C. Fire and Smoke Doors

Every Principal and custodian/janitor in each school building in the district which has a furnace room, hallway, or stair-tower fire or smoke doors shall keep them closed during the time the school building is occupied by teachers and students pursuant to N.J.S.A. 18A:41-2.

Adopted: 13 December 2010

Revised:-



DRAFT

8540 SCHOOL NUTRITION PROGRAMS

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The Board of Education ~~recognizes~~ does not participate in the importance of ~~goodschool~~ nutrition ~~to~~ programs of the New Jersey Department of Agriculture. However, each ~~pupil's educational performance and directs that needy pupils~~ be provided with milk at reduced rates or free of charge.

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Pupils ~~shall be eligible for free or reduced rate milk who would not otherwise receive proper~~ nourishment. ~~The Board designates the secretary to~~ September, the ~~School Business~~ Administrator/Board Secretary ~~to determine, in accordance with standards issued annually by~~ the State Department of Education, the pupils eligible for free or reduced rate milk.

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~~The Superintendent shall annually notify~~ notifies parents of all ~~interested~~ persons ~~children~~ in the school district of the availability, eligibility requirements, and application procedures for free ~~and reduced rate milk by the~~ distribution of an application to the family of each pupil enrolled in the district, by placing a notice in the Board's official newspaper, and by informing appropriate municipal agencies and community organizations ~~milk.~~ The district uses the same criteria as set forth by the New Jersey Department of Agriculture to determine a student's eligibility for free milk.

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~~A parent(s) or legal guardian(s) who so requests~~
Applications shall be ~~given an application form and at least two weeks to prepare and~~ submit the form. Where necessary, the Principal or the Principal's designee shall assist the ~~applicant~~ reviewed ~~in the preparation of the form. The pupil's~~ a timely matter. An ~~eligibility~~ shall ~~determination will~~ be determined ~~made~~ and the applicant ~~shall~~ family will ~~be notified of that determination in writing within five working days of~~ the receipt of the application. its status. Any ~~pupil~~ student found eligible shall be offered free ~~or reduced rate milk immediately and shall continue to receive milk during~~ the pendency of any inquiry regarding upon the establishment of ~~his/her~~ eligibility and will receive the free milk for the school year. The free milk application must be completed every year. Eligibility from one year to another is not automatic.

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A denial of eligibility for free ~~or reduced rate~~ milk shall be in writing and shall include the reasons for which eligibility ~~was denied, notice of the applicant's right to appeal the denial, and the procedures for appeal.~~ Appeal procedures shall include a hearing, held with reasonable promptness and at the convenience of the applicant and before and a hearing officer other than the school official who denied the application; the applicant's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the School Business Administrator/Board Secretary. Statement reminding parents that they may reapply at any time during the school year.

There shall be no overt identification of any child(ren) who may be eligible to receive free milk. The identity of ~~pupils~~ students who receive free ~~or reduced rate~~ milk will be protected, and they. Eligible students shall not be required to work in consideration for receiving milk. Eligible children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their milk at a different time.

~~The Superintendent shall develop regulations to implement this policy and shall seek out and apply for such federal, state, and local funds as may be applied to the district's program of free and reduced rate milk.~~

~~Even though the district does not participate in the program or receive any reimbursement from the program, the School Business Administrator/Board Secretary or designee will verify applications of those eligible for free milk using the same requirements set forth by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.~~

7 C.F.R. 210.1 et seq.

N.J.S.A. 18A:33-5; 18A::33-11.1 et seq.; 18A:58-7.2

N.J.A.C. 2:36

Adopted: 16 June 2008

Revised:



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STUDENT TRANSPORTATION (M)

~~8600~~ STUDENT TRANSPORTATION (M)

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M

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. - Transportation shall be provided only to eligible public and nonpublic school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.

The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5.

The staff member(s) supervising the school-sponsored activity shall create a list of students on each school bus and submit it to the Principal or designee, and the Principal or designee shall maintain the list for use in the case of an emergency in accordance with N.J.A.C. 6A:27-11.5.

When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, charter school, and/or renaissance school.

The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. - The Board



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shall utilize one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. ~~The Board will provide to the cooperative/coordinated- transportation services any unique limitations or restrictions of the required transportation.~~

Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Department of Education (NJDOE), the New Jersey Motor Vehicle Commission (NJMVC), and any applicable Federal regulations. ~~The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE.~~

In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school ~~bus~~ operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.

6A:27-3.1 et seq.; 6A:27-4.1 et seq.; 6A:27-5.1;

6A:27-6.2 through 6.5;

6A:27-7.1 et seq.; 6A:27-9.1 et seq.;

6A:27-10.1 et seq.;

6A:27-11.1 et seq.;

6A:27-12.1 et seq.

Adopted: 16 June 2008

Revised: 16 December 2019

Revised:



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2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event a school or the schools of the district are required to close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The district's virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:7F-9.

In the event the school district is required to close a school or the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner Education.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education by no later than October 29, 2021 and annually thereafter.

A day of virtual or remote instruction, if instituted under the district's Commissioner of Education's approved program of virtual or remote instruction, shall be considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other such matters as determined by the Commissioner of Education.

Any district program of virtual or remote instruction implemented for the general education students shall provide the same educational opportunities to students with disabilities. Special education and related services, including speech language services, counseling services, physical therapy, occupational therapy,



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and behavioral services, may be delivered to students with disabilities through the use of electronic communication or a virtual or online platform and as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision.

Nothing in N.J.S.A. 18A:7F-9 and this Policy shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(3).



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3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).

The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3), if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.



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Emergency Virtual or Remote Instruction Program

2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4), if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Superintendent in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be available on the school district's website.

N.J.S.A. 18A:7F-9

Adopted: 18 October 2021

