



**Penns Grove – Carneys Point  
Regional School District  
Board of Education  
Policy Manual**

**TABLE OF CONTENTS**

**Administration – Series 2000**

<b>Concepts &amp; Roles in Administration: Goals &amp; Objectives</b>	<b>2000/2010</b>
<b>Code of Ethics for Administrators</b>	<b>2050</b>
<b>Administrative Staff Organization</b>	<b>2100</b>
<b>Administrative Team Development</b>	<b>2110.1</b>
<b>Residency Requirements</b>	<b>2111.4</b>
<b>Pandemic Situations</b>	<b>2111.5</b>
<b>Re-Opening Schools Following a Pandemic</b>	<b>2111.6</b>
<b>District All – Virtual Policy</b>	<b>2111.63</b>
<b>Contact Tracing and Screening - Pandemic</b>	<b>2111.65</b>
<b>Organizational Chart</b>	<b>2120</b>
<b>Lines of Responsibility</b>	<b>2121</b>
<b>Evaluation of Principals</b>	<b>2125</b>
<b>Professional Development for Principals</b>	<b>2126</b>
<b>Administrative Positions / Job Descriptions of Administrators</b>	<b>2130</b>
<b>Evaluation of the Superintendent of Schools</b>	<b>2131</b>
<b>Acting Superintendent of Schools</b>	<b>2133</b>
<b>Administrative Positions – Review of Contracts</b>	<b>2200</b>
<b>Administrative Leeway in Absence of Board Policy</b>	<b>2210</b>
<b>Representative &amp; Deliberative Groups</b>	<b>2220</b>
<b>Nondiscrimination / Affirmative Action</b>	<b>2224</b>
<b>Research, Evaluation &amp; Planning</b>	<b>2240</b>
<b>Needs Assessment of the District and the Individual Programs / Facilities</b>	<b>2241</b>
<b>Action Planning for Thorough &amp; Efficient Certification</b>	<b>2255</b>
<b>Action Planning for State Monitoring – NJQSAC</b>	<b>2256</b>
<b>Holiday Observance</b>	<b>2260</b>

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Administration**

**Series 2000**

**Code of Ethics for Administrators**

**Policy 2050**

Date Adopted: February 11, 2008

Date Revised:

Page 1 of 2

Date Reviewed & Approved: July, 16, 2018

## Definitions

For the purposes of this policy, the following definitions shall apply:

“Administrator” means any employee of this school district who holds a position that:

- A. Requires certification with the endorsement of school administrator, principal or school business administrator;
- B. Does not require certification but is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by the school district;
- C. Requires certification with the endorsement of supervisor and is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by the school district.

For the purposes of this policy, the following definitions will apply:

“Business” means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, political organization, or other legal entity but does not include a school district or other public entity.

“Interest” means the ownership of or control of more than ten percent of the profits, assets, or stock of a business but does not include the control of assets in a labor union.

“Immediate family” means the person to whom the administrator is legally married and any dependent child of the administrator residing in the same household.

## Code of Ethics

No administrator or member of his/her immediate family shall have an interest in a business organization or engage in any businesses, transaction or professional activity that is in substantial conflict with the proper discharge of his/her duties in the public interest.

No administrator shall use or attempt to use his/her official position to secure unwarranted privileges, advantages, or employment for himself/herself, a member of his/her immediate family or any other person.

No administrator shall act in his/her official capacity in any matter where he/she, a member of his/her immediate family, or a business organization in which he/she has an involvement that might reasonably be expected to impair his or her independence of judgment in the exercise of his/her official duties.

No administrator shall undertake any employment or service, whether compensated or not, that might reasonably be expected to prejudice his/her independence of judgment in the exercise of his/her office duties.

**Penns Grove - Carneys Point Regional School District  
Board of Education Policy Manual**

**Administration  
Code of Ethics for Administrators**

**Series 2000  
Policy 2050**

Page 2 of 2

No administrator shall act in his/her official capacity in any matter where he/she, a member of his/her immediate family, or a business organization in which he/she has an interest shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him/her directly or indirectly, in the discharge of his/her official duties.

No administrator shall accept offers of meals, entertainment, or hospitality that are limited to the clients/customers of the individual providing such hospitality. Administrators may attend hospitality suites or receptions at conferences only when they are open to attending the conference.

No administrator shall use, or allow to be used, his/her public office or any information not generally available to the members of the public that he/she receives or acquires in the course of and by reason on his/her office, for the purpose of securing financial gain for himself/herself, any member of his/her immediate family or any business organization with which he/she is associated.

No administrator or business organization in which he/she has interest shall represent any person or party other than the Board of Education or this school district in connection with any cause, proceeding, application or other matter pending before this school district or in any proceeding not deemed to prohibit representation within the context of official labor union or similar representational responsibilities.

Nothing in this policy shall prohibit an administrator or members of his/her immediate family from representing himself/herself or themselves in negotiations or proceedings concerning his/her or their own interests.

Each administrator shall annually, in accordance with law, file with the New Jersey Commissioner of Education, a report regarding potential conflicts of interest and with the School Ethics Commission, a financial disclosure statement.

Legal References

NJSA 18A:11-1 General mandatory powers and duties  
18A:12-21 et seq. School Ethics Act

NJAC 6A:9-12.3 Authorization  
6A:9-12.4 School administrator

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Administration**

**Series 2000**

**Administrative Staff Organization**

**Policy 2100**

Date Adopted: February 11, 2008

Date Revised:

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

The School System shall operate under a unit control system headed by the Superintendent of Schools.

The Superintendent of Schools shall be responsible for all programs provided by the district, both educational and operational.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties

NJAC 6A:8-1.1 et seq. Standards and Assessment

6A:9-12.3 Authorization

6A:9-12.4 School administrator

6A:30-1.1 et seq. Evaluation of the Performance of School Districts

6A:32-1.1 et seq. School District Operations

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Administration**

**Series 2000**

**Administrative Team Development**

**Policy 2110.1**

Date Adopted: February 11, 2008

Date Revised:

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

Among the criteria used in annual evaluation of members of the administrative team, Board of Education policy includes personal professional growth; keeping the public and the Board informed about modern educational practices and trends; maintaining and enhancing the districts standing in all its major internal and external relationships.

The Board recognizes that a valuable source of the information necessary to accomplish these objectives is attendance and participation by district staff at state, regional and national educational conferences, conventions, workshops and seminars.

Therefore, the Superintendent of Schools shall develop forms and regulations to permit each administrative team member to attend such events at district expense subject to the following conditions:

1. Superintendent of Schools approval of the relevancy and value of the event;
2. Duration of total absence not to exceed six consecutive school days;
3. Mileage allowance as approved by the Board of Education;
4. Coach accommodation when traveling by train or plane;
5. Mid-fare accommodation at hotels and motels; when pairs of team members are of the same sex, shared accommodations;
6. Participation must be approved by the Board.

These conditions shall apply to travel accommodations and reimbursement procedures for all district-paid attendance at such events.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties

NJAC 6A:8-1.1 et seq. Standards and Assessment

6A:9-12.3 Authorization

6A:9-12.4 School administrator

6A:30-1.1 et seq. Evaluation of the Performance of School Districts

6A:32-1.1 et seq. School District Operations

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Administration**

**Series 2000**

**Residency Requirements**

**Policy 2111.4**

Date Adopted: August 27, 2012

Date Revised:

Page 1 of 2

Date Reviewed & Approved: July, 16, 2018

In accordance with the provisions of NJSA 52:14-7 (PL 2011, c. 70), otherwise known as the “New Jersey First Act,” which became effective on September 1, 2011, employees are expected to have their primary residences within the confines of the State of New Jersey, with the exceptions noted within this policy.

A candidate for employment within this district is granted up to 365 days of the effective date of hire to establish his/her principal residence in the State of New Jersey and maintain this principal residence throughout their employment.

For the purposes of this policy, a principal residence shall be defined as:

1. The primary domicile or home location of the employee or employment candidate;
2. The location that is designated as his/her legal address and legal residence for voting;
3. The place where he/she spends the majority of his/her non-working time;
4. The place that is most clearly the center of his/her domestic life;

A New Jersey mailing address shall not, by itself, constitute a principal address in New Jersey.

## Current Employees

Any current employee who relocates his/her principal residence outside of the State of New Jersey, shall forfeit his/her employment with this district.

## New Employees and/or Employment Candidates

Any and all newly hired or contracted employee of this district must, as a condition of employment, be a resident of the State of New Jersey.

## Exemptions

Current employees living outside of the State of New Jersey as of September 1, 2011 are exempted from the residency requirements of this law and as long as the current employee remains an employee of this district, he/she will continue to be exempted from these residency requirements.

A newly hired employee shall be granted up to 365 to establish his/her principal residence in New Jersey.

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Administration**

**Series 2000**

**Pandemic Situations**

**Policy 2111.5**

Date Adopted: April 20, 2020

Date Revised:

Page 1 of 1

Date Reviewed & Approved:

The Board of Education recognizes that there may come a time when a pandemic is declared by a branch of the government. When and if such occurrences take place, the Board of Education hereby empowers its Superintendent of Schools, at his/her sole discretion, to take measures that he/she deems appropriate, including but not limited to closing school sessions, having lessons established that may include learning through the use of the internet or other forms of technology, in order to protect the health and safety and/or health of the students, faculty, staff, and/ or visitors and/or contractors within this district.

## Definition

For the purposes of this policy, the following definition shall apply:

Pandemic means a disease that is prevalent over a whole country or the world.

## Law Superseding Policy

The Board of Education also recognizes that there may be instances in which the government (state, local or federal) issue guidelines that may supersede this policy and in such cases, Any and all governmental directives shall supersede any existing policy, regulation or procedure currently in force.

## Legal References

- NJSA 2A:62A-23 to 26 AED emergency medical services, 1999 statute
- 18A:16-6, -6.1 Indemnity of officers and employees against civil actions.
- 18A:35-4.6 et seq. Parents Right to Conscience Act of 1979
- 18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
- 18A:40-4.3 Scoliosis; periodic examination; notice to parents or guardian
- 18A:40-5 Method of examination; notice to parent or guardian
- 18A:40-7, -8, -10, -11 Exclusion of pupils who are ill
- 18A:40-23 et seq. Nursing Services for Nonpublic School Pupils
- 18A:40A-1 et seq. Substance Abuse
- 44:6-2 Maintenance by boards of education of clinics for indigent children
- NJAC 6A:16-1.1 et seq. Programs to Support Student Development
- 6A:26-12.1 et seq. Operation and Maintenance of School
- 8:57-1.1 et seq. Reportable Communicable Diseases
- \8:61-1.1 Attendance at school by pupils or adults Infected by Human Immunodeficiency Virus (HIV)
- Plainfield v. Cooperman, 105 NJ 587 (1987)

# Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

**Administration**  
**Residency Requirements**

**Series 2000**  
**Policy 2111.4**

Page 2 of 2

Current employees, new employees and/or employment candidates may apply for an exemption on the basis of “critical need or hardship” to the residency requirements of this policy and state law by filing an “Application for Exemption from the Provisions of NJSA 52:14-7a. of the New Jersey First Act” with the Employee Residency Review Committee, NJ Department of Labor and Workforce Development, Office of Legal and Regulatory Services, PO Box 110, Trenton, NJ 08625-0110. Copies of this application shall be available from the appropriate District Office.

## Legal References

- NJSA** 10:5-1 et seq. Law Against Discrimination  
18A:3-15.2 Fraudulently issued, obtained, forged or altered degree or certification;  
use in connection with business or occupation  
18A:6-6 No sex discrimination  
18A:6-7.1, -7.5 Criminal history record; employee in regular contact with pupils;  
grounds for disqualification from employment; exception  
18A:13-40 General powers and duties of board of newly created regional districts  
18A:16-1 Officers and employees in general  
18A:26-1, -1.1, -2 Citizenship of teachers, etc.  
18A:27-1 et seq. Employment and Contracts  
52:14-7 New Jersey First Act  
52:14-7a Exemptions
- NJAC** 6A:7-1.1 et seq. Managing for Equality and Equity in Education  
6A:9-8.1 et seq. Requirements for Instructional Certification  
6A:9-11.1 et seq. Exceptions for the Requirements for the Instructional Certificate  
6A:9-12.1 et seq. Requirements for Administrative Certification  
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and  
Increasing Efficiency in Abbott School Districts  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
6A:32-4.1 Employment of teaching staff  
6A:32-4.8 Support residencies for regularly certified, inexperienced first-year  
principals  
6A:32-5.1 Standards for determining seniority

## Possible Cross References

4111.4, 4211.4



# Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

**Administration**

**Series 2000**

**Organizational Chart**

**Policy 2120**

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008,  
May 4, 2015

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

The administration organization of the district shall be considered as an orderly means of achieving the district's primary objective: An effective program of instruction for pupils.

Organization or function charts for the district shall be prepared by the Superintendent of Schools and approved by the Board of Education to designate clearly the relationships of all employees within the district organization. The organization or function charts shall be kept up-to-date and changes shall be approved by the Board of Education.

Legal References

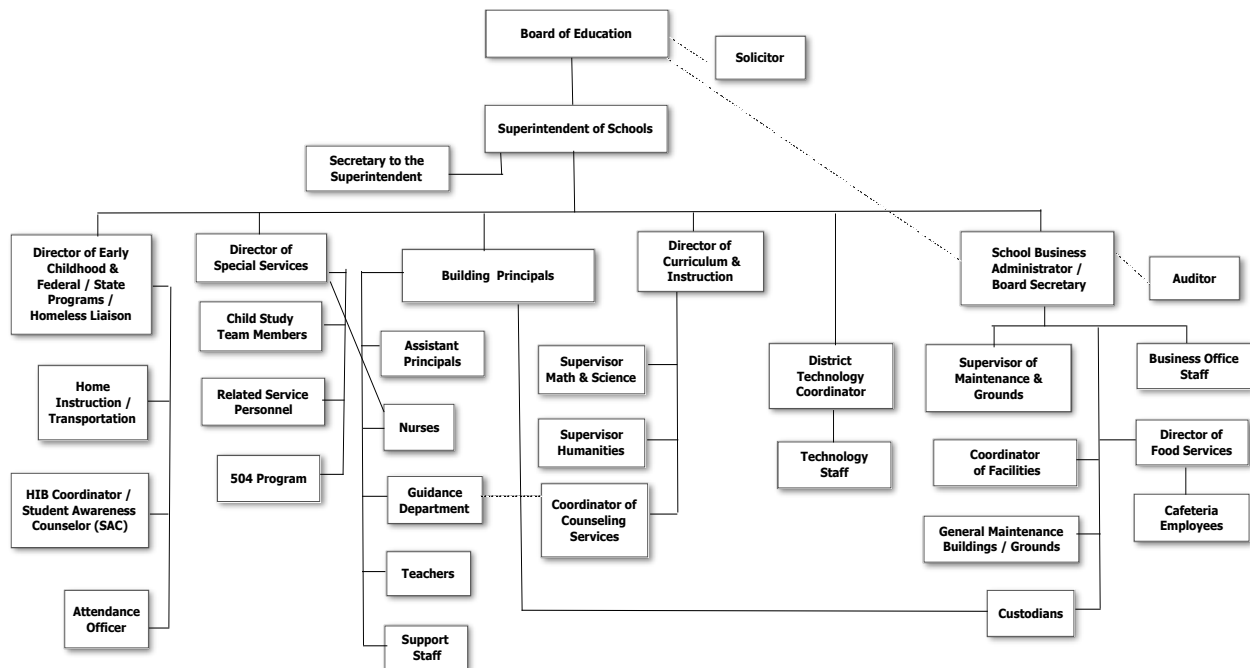
NJSA 18A:11-1 General mandatory powers and duties

NJAC 6A:9-12.3 Authorization  
6A:9-12.4 School administrator  
6A:32-1.1 et seq. School District Operations

Possible Cross References

1312, 2100, 2131, 2210, 3000/3010, 9123, 9313

## Organizational Chart of the Penns Grove – Carneys Point Regional School District



# Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

**Administration**

**Series 2000**

**Lines of Responsibility**

**Policy 2121**

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

The Board of Education shall operate under a unit control system headed by the Superintendent of Schools.

The authority of the Board of Education is transmitted through the Superintendent of Schools along specific paths from person to person as illustrated in the organization chart of the school district. The lines of authority represent direction of authority and responsibility. The lines are those approved by the Board of Education and are intended to establish clear understanding on the part of all personnel of the working relationships in the school system.

Personnel are expected to refer matters requiring administrative action to the Principal and/or Superintendent of Schools. Personnel are expected to keep the administration informed of their activities by appropriate means.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties  
18A:17-5 through -14.3 Secretaries, Asst Secretaries and School Business Administrators  
18A:17-15 through -23 Superintendents and Assistant Superintendent of Schools  
18A:17-24.1 et seq. Shared Administrators, Superintendents

NJAC 6A:9-12.3 Authorization  
6A:9-12.4 School administrator  
6A:9-12.7 School business administrator  
6A:32-2.1 Definitions (superintendent)

## Possible Cross References

1312, 2100, 2131, 2210, 3000/3010, 9123, 9313

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Administration**

**Series 2000**

**Evaluation of Principals**

**Policy 2125**

Date Adopted: December 2, 2013

Date Revised:

Page 1 of 6

Date Reviewed & Approved: July, 16, 2018

The Board of Education believes that the evaluation of effective leadership and administration practices improves success in the achievement of the educational goals of this district, including student achievement of the Common Core State Standards for mathematics and language arts and literacy and the Core Curriculum Content Standards.

The Board of Education shall implement an effective system for the evaluation of principals, assistant principals, and vice-principals. The purpose of this evaluation shall be to promote professional excellence and improve the skills of principals, assistant principals and vice-principals; improve pupil learning and growth; and provide a basis for the review of performance.

The Board of Education is committed to establishing educator evaluation rubrics for the evaluation of administrative staff members' effectiveness and to increase student achievement. The district evaluation system shall facilitate:

- A. Continual improvement of leadership and instruction;
- B. Meaningful differentiation of performance using four performance levels;
- C. Use of multiple valid measures in determining performance levels, including objective measures of student performance and measures of professional practice;
- D. Evaluation of principals, assistant principals and vice-principals on a regular basis;
- E. Delivery of clear, timely and useful feedback, including feedback that identifies areas for growth and guides professional development; and
- F. District personnel decisions.

## Training

Principals, assistant principals and vice principals shall be provided:

- A. Training on the teacher and principal practice instruments. Training shall be provided for any supervisor who will conduct observations for the purpose of evaluation of teachers, principals, assistant principals, or vice principals. Training shall be provided before the observer conducts his or her first observation for the purpose of evaluation;
- B. Annual updates and refresher training on the teacher and principal practice instruments. Training shall be provided for any supervisor who will observe teaching and/or principal practice for the purpose of increasing accuracy and consistency among observers.

**Penns Grove - Carneys Point Regional School District  
Board of Education Policy Manual**

**Administration  
Evaluation of Principals**

**Series 2000  
Policy 2125**

Page 2 of 6

Principal Evaluation

Principals, vice principals, or assistant principals shall be evaluated according to an evaluation rubric. The evaluation rubric shall be submitted to the Commissioner by June 1<sup>st</sup> for approval by August 1<sup>st</sup> of each year.

The components of the principal evaluation rubric 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.

The principal evaluation rubric shall meet the standards provided in NJSA 18A:6-123, including, but not limited to:

- A. Measures of student achievement pursuant to NJAC 6A:10-5.2 including:
  - The median school wide student growth percentile measure; and/or
  - The measure of the average student growth objective for all teachers; and
  - The measure of the administrator goals, which shall be developed in consultation with their supervisor and specific and measurable to his or her job description.  
Administrator goals and the criteria for assessing performance based on those objectives shall be determined and recorded in the principal, vice principal, or assistant principal's personnel file by October 15 of the school year.
- B. Measures of principal practice including the following components:
  - A measure determined through a Commissioner-approved principal practice instrument; and
  - A leadership measure determined through the Department-created leadership rubric.

Principal practice component rating shall be based on the measurement of the principal, assistant principal, or vice principal's performance according to the school district's Commissioner-approved principal practice instrument. Observations pursuant to NJAC 6A:10-5.4 shall be used as one form of evidence for this measurement.

Leadership practice shall be determined by a score on a leadership rubric, which will assess the principal, vice-principal, 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 of Education's website and annually maintained.

**Penns Grove - Carneys Point Regional School District  
Board of Education Policy Manual**

**Administration  
Evaluation of Principals**

**Series 2000  
Policy 2125**

Page 3 of 6

Principal, Assistant Principal, and Vice Principal Observations

The Superintendent of Schools, or his or her designee, shall conduct observations for the evaluation of principals. The Superintendent of Schools shall be trained according to law on the components of the evaluation rubric including student achievement measures and all aspects of the practice instrument.

A principal, or a Superintendent of Schools or his or her designee, shall conduct observations for the evaluation of assistant principals and vice principals.

For the purpose of collecting data for the evaluation of a principal, assistant principal, or vice principal, an observation 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.

Each tenured principal, assistant principal, and vice principal shall be observed at least two times during each school year. Each nontenured principal, assistant principal, and vice principal shall be observed at least three times during each school year, as required by NJSA 18A:27-3.1.

A post-observation conference shall follow each observation. The post-observation conference shall consist of a meeting, either in-person or remotely, between the evaluator and the principal, assistant principal or vice-principal for the purpose of evaluation to discuss the data collected in the observation.

Post-observation conferences shall include the following procedures:

- A. The supervisor who is present at the observation shall conduct a post-observation conference with the principal, assistant principal, or vice principal being observed. A post-observation conference shall occur no more than 15 teaching staff member 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, assistant principal, or vice 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, assistant principal, or vice principal, post-observation conferences for individuals who are not on a corrective action plan may be conducted via written communication, including electronic communication;

**Penns Grove - Carneys Point Regional School District  
Board of Education Policy Manual**

**Administration  
Evaluation of Principals**

**Series 2000  
Policy 2125**

Page 4 of 6

- D. One post-observation conference may be combined with the principal, assistant principal, or vice principal's annual summary conference as long as it occurs within the required 15 teaching staff member working days following the observation.
- E. A written evaluation report shall be signed by the supervisor who conducted the observation and post-observation and the principal, assistant principal, or vice principal who was observed;
- F. The principal, assistant principal, or vice principal shall submit his or her written objection(s) of the evaluation within 10 working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.

An additional observation and post-observation conference shall be required as part of the corrective action plan for any principal, assistant principal or vice-principal who has been rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics.

Professional Development Plans

The Superintendent of Schools shall oversee and review for each principal and supervisor, professional development that links to individual, school, and district professional development goals and the school district's professional development plan.

The principals and supervisors shall fulfill the professional development requirement through the creation, implementation, and completion of a professional development plan that:

- A. Aligns with the Professional Standards for School Leaders (NJAC 6A:9-3.4) and the Standards for Professional Learning (NJAC 6A:9-15.3);
- B. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the Superintendent of Schools, principals, or supervisors;
- C. Identifies professional goals that address specific individual, school, or district goals; and
- D. Grounds professional development activities in objectives related to improving teaching, learning, and student achievement, and in support of the school and/or district professional development plan.

If a principal, assistant principal or vice-principal has a corrective action plan, the corrective action plan shall replace content of the individual professional development plan until the next annual summary conference.

**Penns Grove - Carneys Point Regional School District  
Board of Education Policy Manual**

**Administration  
Evaluation of Principals**

**Series 2000  
Policy 2125**

Page 5 of 6

Corrective Action Plans

A corrective action plan shall be developed for each principal, assistant principal or vice-principal rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics. The plan shall be developed by the principal, assistant principal or vice-principal evaluated and the Superintendent of Schools or principal's, assistant principal's or vice-principal's supervisor.

A Superintendent of Schools, or his or her designee, and the principal, as appropriate, shall conduct a mid-year evaluation of any principal, assistant principal, or vice principal who is evaluated as ineffective or partially effective in his/her most recent annual summative evaluation. If the corrective action plan was created before the start of the year, the mid-year evaluation shall occur before February 15; if the corrective action plan was created after the start of the academic year, the mid-year evaluation shall occur before the annual summary conference. The mid-year evaluation shall include, at a minimum:

- A. One observation in addition to the observations required for the regular evaluation process;
- B. One post-observation conference in addition to the post-observation conferences required for the regular evaluation process. During this post-observation conference progress toward the principal's, assistant principal's or vice principal's goals outlined in the corrective action plan shall be reviewed.

The content of the corrective action plan shall replace the content of the individual professional development plan until the next annual summary conference.

Records

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

**Penns Grove - Carneys Point Regional School District  
Board of Education Policy Manual**

**Administration**  
**Evaluation of Principals**

**Series 2000**  
**Policy 2125**

Page 6 of 6

Legal References

- NJSA 18A:4-15 General rule making power  
18A:4-16 Incidental powers conferred  
18A:6-20 et seq Dismissal and reduction in compensation of persons under tenure  
18A:6-117 et seq Teacher Effectiveness & Accountability for the Children of NJ (TEACHNJ) Act  
18A:27-3.1 through -3.3 Nontenured teaching staff; observation and evaluation, conference, purpose  
18A:27-10 et seq Nontenured teaching staff member, offer of employment or notice of termination  
18A: 28-5 Tenure of teaching staff members
- NJAC 6A:9-15.7 Implementation of professional development  
6A:9-15.8 Requirements for school leader professional development in ethics, law and governance  
6A:10-1.1 et seq Educator effectiveness  
6A:10-5.1 et seq Components of principal evaluation

Possible Cross References

2131, 4112.6, 4115/4116, 4117.41, 4131/4131.1, 4212.6, 4215/4216, 4231/4231.1, 6143.1



# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Administration**

**Series 2000**

**Professional Development for Principals**

**Policy 2126**

Date Adopted: November 17, 2014

Date Revised:

Page 1 of 3

Date Reviewed & Approved: July, 16, 2018

In accordance with the requirements of Policy 2125, “Evaluation of Principals” and Policy 4131/4131.1, “Staff Development; In-service Education / Visitations, Conference” and the TEACHNJ Act, the Board of Education shall require that all principals, assistant principals and supervisors participate in professional development activities that include, but are not limited to, seminars, course work, day-long workshops, and classes on instructional supervision as well as community relations and involvement. Although principals, assistant principals and supervisors shall develop professional development plans for themselves, the Superintendent of Schools shall maintain final authority in determining their appropriate content.

## Professional Development Training for School Leaders

For the purposes of this policy, “school leader” shall be defined as an administrator whose position requires possession of a school administrator, principal, or supervisor endorsement.

All active school leaders serving on a permanent or interim basis shall complete training on issues of school law, ethics, governance, and harassment, intimidation and bullying as required by NJSA 18A:26-8.2, and other statutory requirements related to student safety and well-being. In addition, the professional development plans of school leaders may include training in the area of community relations, as directed by the Superintendent of Schools. To meet this ongoing requirement, the specific training needs of each school leader will be reviewed annually as part of the professional development planning process.

Principals, assistant principals and supervisors shall fulfill the professional development requirement through the creation, implementation, and completion of a professional development plan that:

- A. Aligns with the Professional Standards for School Leaders and the Standards for Professional Learning;
- B. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of principals, assistant principals or supervisors;
- C. Identifies professional goals that address specific individual, school, or district goals; and,
- D. Grounds professional development activities in objectives related to improving community relations, teaching, learning, and student achievement, and in support of the school and/or district professional development plan.

**Penns Grove - Carneys Point Regional School District  
Board of Education Policy Manual**

**Administration**

**Series 2000**

**Professional Development for Principals**

**Policy 2126**

Page 2 of 3

Principals, assistant principals and supervisors shall be provided:

- C. Training on the teacher and principal practice instruments. Training shall be provided for any supervisor who will conduct observations for the purpose of evaluation of teachers, principals, assistant principals, or vice principals. Training shall be provided before the observer conducts his or her first observation for the purpose of evaluation;
- D. Annual updates and refresher training on the teacher and principal practice instruments. Training shall be provided for any supervisor who will observe teaching and/or principal practice for the purpose of increasing accuracy and consistency among observers;
- E. Training in the area of community relations that is intended to establish and improve relationships between the school district and the community;
- F. Additional professional development experiences that are non-traditional provided by educational consultants, attending seminars or taking courses in fostering school and community relations as deemed appropriate by the Superintendent of Schools.

Community Relations

As a component of professional development in the area of community relations, the Superintendent of Schools may require principals, assistant principals and supervisors to attend community events, meetings of appropriate community organizations, community initiatives, and/or celebrations in order to establish, improve and/or maintain positive relationships between the school district and the community.

Additionally, the Superintendent of Schools may direct or assign the principals, assistant principals and supervisors to organize, develop and/or supervise activities that involve both the school district and the community, that will result in the formation of positive interactions, partnerships and relationships that will benefit the students of this district and the community as a whole.

**Penns Grove - Carneys Point Regional School District  
Board of Education Policy Manual**

**Administration  
Professional Development for Principals**

**Series 2000  
Policy 2126**

Page 3 of 3

Legal References

- NJSA 18A:4-15 General rule making power  
18A:4-16 Incidental powers conferred  
18A:6-20 et seq Dismissal and reduction in compensation of persons under tenure  
18A:6-117 et seq Teacher Effectiveness & Accountability for the Children of NJ (TEACHNJ) Act  
18A:27-3.1 through -3.3 Nontenured teaching staff; observation and evaluation, conference, purpose  
18A:27-10 et seq Nontenured teaching staff member, offer of employment or notice of termination  
18A: 28-5 Tenure of teaching staff members
- NJAC 6A:9-15.7 Implementation of professional development  
6A:9-15.8 Requirements for school leader professional development in ethics, law and governance  
6A:10-1.1 et seq Educator effectiveness  
6A:10-5.1 et seq Components of principal evaluation

Possible Cross References

2125, 2131, 4112.6, 4115/4116, 4117.41, 4131/4131.1, 4212.6, 4215/4216, 4231/4231.1, 6143.1

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Administration**

**Series 2000**

**Administrative Positions / Job Descriptions**

**Policy 2130**

Date Adopted: February 11, 2008

Date Revised:

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

All administrative and supervisory positions shall be established initially by the Board of Education upon recommendation of the Superintendent of Schools. Prior to creating a new position, the Board will approve a statement of job requirements as prepared by the Superintendent of Schools.

The Board directs the Superintendent of Schools to maintain a comprehensive, coordinated set of job descriptions for all positions to promote efficiency in the administration of the schools.

The Superintendent of Schools shall supervise development and implementation of the procedures necessary for evaluation of certified and non-certified administrators and supervisors.

Tenured certified administrators and supervisors shall be evaluated annually by appropriate procedures consistent with NJ statutes and the Administrative Code. Non-tenured certified administrators shall be evaluated three times a year by appropriate procedures consistent with NJ statutes and the Administrative Code.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties

NJAC 6A:9-12.3 Authorization

6A:9-12.4 School administrator

6A:32-1.1 et seq. School District Operations

# **Penns Grove – Carneys Point Regional School District Board of Education Policy Manual**

**Administration**

**Series 2000**

**Evaluation of the Superintendent of Schools**

**Policy 2131**

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008, December 16, 2013

Page 1 of 3

Date Reviewed & Approved: July, 16, 2018

In compliance with New Jersey state law, the Board of Education shall evaluate the Superintendent of Schools at least annually. Every newly appointed or elected Board Member shall complete the New Jersey School Boards Association's training program on evaluation of Superintendents within six (6) months of commencement of his/her term of office. The purpose of the evaluation shall be:

- A. To promote professional excellence and improve the skills of the Superintendent of Schools;
- B. To improve the quality of the education received by the pupils served by the public schools of the district;
- C. To provide a basis for the review of the job performance of the Superintendent of Schools.

## Role & Responsibility of the Board in the Evaluation of the Superintendent of Schools

The role and responsibility of the Board in this evaluation shall be:

- A. To complete a New Jersey School Boards Association training program on the evaluation of the Superintendent of Schools within six months of the commencement of newly appointed or elected district Board Member's term of office in accordance with the provisions of NJSA 18A:17-20.3.b;
- B. To review, revise and adopt procedures suggested by the Superintendent of Schools for implementation of this policy;
- C. To determine whether the services of a qualified consultant will contribute substantially to the evaluation process and to engage such a consultant as deemed appropriate to assist the Board of Education. The evaluation itself shall be the responsibility of the Board;
- D. To adopt an individual plan for professional growth and development of the Superintendent of Schools based in part upon any needs identified in the evaluation. The Board of Education and the Superintendent of Schools shall mutually develop this plan. The duration of the plan will be three to five years, depending on the Superintendent of Schools' contract with the school district;
- E. To hold an annual summary conference between a majority of its total membership and the Superintendent of Schools. The annual summary conference shall be held before the written performance report is filed. The conference shall be held in private, unless the Superintendent of Schools requests that it be held in public. The conference shall include, but not be limited to, review of the following:

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Administration**

**Series 2000**

**Evaluation of the Superintendent of Schools**

**Policy 2131**

Page 2 of 3

- Performance of the Superintendent of Schools based upon the job description;
  - Progress of the Superintendent of Schools in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and
  - Indicators of student progress and growth toward program objectives.
- F. By July 1<sup>st</sup>, subsequent to the annual summary conference, an annual written performance report, approved by a majority of the full membership of the Board of Education. This report shall include:
- Performance areas of strength;
  - Performance areas needing improvement based upon the job description and evaluation criteria in “E” above;
  - Recommendations for professional growth and development;
  - A summary of available indicators of pupil progress and growth and a statement of how these available indicators relate to the effectiveness of the overall program and the performance of the Superintendent of Schools;
  - Provision for performance data which have not been included in the report prepared by the Board of Education to be entered into the record by the Superintendent of Schools within 10 working days after the completion of the report.
- G. To add all written performance reports and supporting data, including, but not limited to, indicators of student progress and growth to a Superintendent of Schools’ personnel file. The records shall be confidential and not be subject to public inspection or copying pursuant to the Open Public Records Act, NJSA 47:1A-1 et seq.

## Role & Responsibility of the Superintendent of Schools

The Board of Education shall determine the role and responsibility in consultation with the Superintendent of Schools. The Superintendent of Schools shall be to provide information and propose procedures for:

- A. Development of a job description and evaluation criteria, based upon the district's local goals, program objectives, policies, instructional priorities, state goals, statutory requirements, and the functions, duties and responsibilities of the Superintendent of Schools. The evaluation criteria shall include but not be limited to available indicators of pupil progress;
- B. Specification of methods of data collection and reporting appropriate to the job description;
- C. Design of evaluation instruments suited to reviewing the Superintendent of Schools' performance based upon the job description;

# Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

**Administration**

**Series 2000**

**Evaluation of the Superintendent of Schools**

**Policy 2131**

Page 3 of 3

- D. Establishing an evaluation calendar to include a date for the annual conference and including appropriate information to allow proper consideration of all the items to be included in the subsequent written performance report;
- E. After the Board of Education's adoption of the annual written performance report, to provide all other appropriate information relative to evaluation of his/her performance not contained in the report.
- F. Preparation and review of the Professional Growth Plan for the administrator's professional development.

The policy shall be delivered to the Superintendent of Schools upon adoption. Amendments to the policy shall be distributed within 10 working days after adoption.

## Legal References

NJSA 18A:4-15 General rule-making power  
18A:6-10 through -17 Dismissal and reduction in compensation of persons under tenure in public school system  
18A:12-21 et seq. School Ethics Act  
18A:17-15 through -21 Appointment of superintendents; terms;  
18A:17-20 Tenured and non-tenured superintendents; general powers and duties  
18A:17-24 Clerks in superintendent's office  
18A:17-24.1 Shared Administrators, Superintendents  
18A:27-4.1 Appointment, transfer, removal or renewal of officers and employees; exceptions  
18A:28-3 through -6.1 No tenure for noncitizens  
18A:29-14 Withholding increments; causes; notice of appeals  
40:8A-1 et seq. Interlocal Services Act

NJAC 6A:9-12 Requirements for Administrative Certification  
6A:28-1.1 et seq. School Ethics Commission  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
6A:32-4.1 et seq. Employment and Supervision of Teaching Staff  
6A:32-4.3 Evaluation of tenured and nontenured superintendent  
6A:32-4.4 Evaluation of tenured teaching staff members  
6A:32-4.5 Evaluation of nontenured teaching staff members

8 U.S.C. 1101 et seq. - Immigration and Nationality Act  
Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)

# Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

**Administration**

**Series 2000**

**Acting Superintendent of Schools**

**Policy 2133**

Date Adopted: February 11, 2008

Date Revised: August 21, 2017

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

The Board of Education recognizes that the duties of the Superintendent of Schools often require the Superintendent to be out of the district.

In such cases, the Superintendent of Schools, at his/her sole discretion, will appoint an Acting Superintendent from the administrative staff. Any such appointee shall be certificated as an administrator in order to be considered for the role of Acting Superintendent.

## Incapacity of the Superintendent of Schools

The Board of Education will appoint, by the affirmative votes of a majority of the members of the full Board, and fix the compensation of an Acting Superintendent to serve when the Superintendent is so incapacitated as to render him/her unable to perform the duties of the office of Superintendent.

The Superintendent will be deemed to be incapacitated when:

- The Superintendent is absent on disability leave of a projected duration of one hundred eighty school days or more; or
- The Superintendent is certified incapacitated by a physician;
- The Superintendent has been suspended with pay; or
- The Superintendent has been suspended without pay pending the resolution of tenure charges.

The Acting Superintendent shall discharge the duties of the office until the Superintendent returns, resigns, or is removed from the position. The acts of the Acting Superintendent shall be legal and binding as if done by the Superintendent. The Acting Superintendent shall not acquire tenure in the position of Superintendent.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties

NJAC 6A:9-12.3 Authorization

6A:9-12.4 School administrator

6A:32-2.1 Definitions (superintendent)

## Possible Cross References

3516, 4135.16, 4235.16, 5131.6, 5141.1, 5141.2, 6114, 9311, 9313



# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Administration**

**Series 2000**

**Administrative Positions – Review of Contracts**

**Policy 2200**

Date Adopted: August 18, 2008

Date Revised:

Page 1 of 3

Date Reviewed & Approved: July, 16, 2018

In accordance with NJAC 6A:23A-3.1, the Executive County Superintendent shall review and approve the following items relative to the contracts of the Superintendent of Schools and the Business Administrator:

- New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;
- Renegotiations, extensions, amendments or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and,
- Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In the absence of an Executive County Superintendent, the Assistant Commissioner for Field Services shall review and approve all above contracts.

The contract review and approval shall take place prior to any required public notice and hearing pursuant to NJSA 18A:11-11 and prior to the Board approval and execution of those contracts to ensure compliance with all applicable laws, including but not limited to NJSA 18A:30-3.5, 18A:30-9, 18A:17-15.1 and 18A:11-12.

The public notice and public hearing required pursuant to NJSA 18A:11-11 is applicable to the Board of Education, when it renegotiates, extends, amends, or otherwise alters the terms of an existing contract with the Superintendent of Schools or Business Administrator. It does not apply to new contracts, including contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured. Nothing precludes the Board of Education from issuing a public notice and/or holding a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.

In connection with the Executive County Superintendent's review of the contract, the Board of Education shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits and all other emoluments.

The contract review and approval shall be consistent with the following additional standards:

1. Contracts for each class of administrative position shall be comparable with the salary, benefits and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.

**Penns Grove - Carneys Point Regional School District  
Board of Education Policy Manual**

**Administration**

**Series 2000**

**Administrative Positions – Review of Contracts**

**Policy 2200**

Page 2 of 3

2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to NJSA.18A:11-12 including but not limited to the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law is superseded by the law.
3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the district with other teaching staff members, such as payment of the employee's State or federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.
4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months pay for every year remaining on the contract with proration for partial years, not to exceed 12 months, or the remaining salary amount due under the contract.
5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; e.g., an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of this section, a contract may contain an annuity where those benefits are already contained in the existing contract between that employee and the district.
6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with NJSA 18A:30-3.5. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to NJSA 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave days in accordance with the new Board of Education's policy on sick leave credit for all employees.
7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with NJSA 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included but only for leave accumulated prior to June 8, 2007 and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of NJSA 18A:30-9 after June 8, 2007 as well as unused vacation leave accumulated prior to June 8, 2007 that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.
8. Contractual provisions that include a calculation of per diem for 12 month employees shall be based on a 260 day work year.

**Penns Grove - Carneys Point Regional School District  
Board of Education Policy Manual**

**Administration**

**Series 2000**

**Administrative Positions – Review of Contracts**

**Policy 2200**

Page 3 of 3

9. No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to this section, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.
10. No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized above.
11. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance cannot exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and NJOMB circulars. If such allowance is included, the employee cannot be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business must conform with NJAC 6A:23A-6.12 and be supported by detailed justification. No contract can include a provision of a dedicated driver or chauffeur.
12. All Superintendent contracts shall include the required provision pursuant to NJSA 18A:17-51 which states that in the event the Superintendent's certificate is revoked, the contract is null and void.
13. Any actions by the Executive County Superintendent undertaken pursuant to this subchapter may be appealed to the Commissioner pursuant to the procedures set forth in NJAC 6A:3.

**Legal References**

- NJSA 18A:11-1 General mandatory powers and duties  
18A:11-12 Travel  
18A:17-15.1 Superintendent's contract  
18A:30-3.2 Unused sick leave  
18A:30-3.5 Payment for unused sick leave  
18A:30-9 Payment for accumulated vacation
- NJAC 6A:3 Controversies and disputes  
6A:9-12.3 Authorization  
6A:9-12.4 School administrator  
6A:23A-3.1 Accountability Regulations  
6A:23A-6.12 Accountability Regulations  
6A:32-2.1 Definitions (superintendent)

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Administration**

**Series 2000**

**Administrative Leeway in Absence of Board Policy**

**Policy 2210**

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

In cases where emergency action must be taken within the school system and where the Board of Education has provided no guides for administrative action, the Superintendent of Schools shall have the power to act, but those decisions shall be subject to review by the Board of Education at its next regular meeting.

It shall be the duty of the Superintendent of Schools to inform the Board of Education promptly of such action and of the need for possible additional policies or revisions of existing policies.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties  
18A:17-20 General powers and duties  
18A:30-3.2 Unused sick leave

NJAC 6A:9-12.3 Authorization  
6A:9-12.4 School administrator  
6A:32-2.1 Definitions (superintendent)

## Possible Cross References

3516, 4135.16, 4235.16, 5131.6, 5141.1, 5141.2, 6114, 9311, 9313

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Administration**

**Series 2000**

**Representative & Deliberative Groups**

**Policy 2220**

Date Adopted: February 11, 2008

Date Revised:

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

The Board encourages staff and community participation in decision-making. The Superintendent of Schools shall recommend and the Board shall establish such committees as are necessary to make recommendations for the proper functioning of the district.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties  
18A:17-20 General powers and duties

NJAC 6A:9-12.3 Authorization  
6A:9-12.4 School administrator  
6A:32-2.1 Definitions (superintendent)

Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Administration**

**Series 2000**

**Nondiscrimination / Affirmative Action**

**Policy 2224**

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008,  
August 11, 2014

Page 1 of 4

Date Reviewed & Approved: July, 16, 2018

State and federal statues and regulations prohibit school districts from discriminatory practices in employment or educational opportunity against any person by reason of any and all conditions or any of the protected classes as proscribed in NJSA 10:5-1 et. seq or any other federal or state law(s) and/or statutes.

The Board of Education will continue to support its Affirmative Action Resolution of, and implement the districts equal educational opportunity policy, school and classroom practices plan and contract/employment practices plan in accordance with law and regulation.

The Board authorizes the Superintendent of Schools to develop and implement a comprehensive equity plan as mandated by the New Jersey Department of Education to ensure that the district provides equality in educational programs and to identify and correct, or assess and prevent, all bias, discrimination and impermissible isolation in policies, practices and facilities of the district. Upon approval of this plan by the state department of education, the Board shall adopt it by resolution. A copy of the districts affirmative action/equity plans and self-evaluation of their achievement shall be available in the district office.

### Affirmative Action Officer(s)

The Board shall appoint annually a certified member of the staff as Affirmative Action Officer(s) and a 504 Compliance Officer. The Board shall adopt the job description of the Affirmative Action Officer(s), and 504 Compliance Officer, granting to them the responsibility to facilitate, oversee and ensure the development of implementation of school and classroom practices plans, employment and contract practices plan, school and classroom practices plan, school desegregation plan and section 504 plans, as well as related inter-program coordination. The Affirmative Action Officer(s) shall ensure that the district upholds all regulations, codes and law related to equity in the schools.

The Affirmative Action Officer(s) shall monitor compliance with this policy. The name, work location and telephone number of the district Affirmative Action Officer(s) shall annually be made known to staff, pupils and members of the community.

**Penns Grove - Carneys Point Regional School District  
Board of Education Policy Manual**

**Administration  
Nondiscrimination / Affirmative Action**

**Series 2000  
Policy 2224**

Page 2 of 4

Harassment

The Board of Education shall maintain an instructional and working environment that is free from harassment of any kind. Administrators and supervisors will make it clear to all staff, pupils and vendors that harassment is prohibited. Sexual harassment shall be specifically addressed in the affirmative action in-service programs required by law for all staff.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- A. Submission of the conduct or communication is made a term or condition of employment;
- B. Submission to, or rejection of the conduct or communication is the basis for decisions affecting employment and assignment;
- C. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
- D. The conduct or communication has the effect of creating an intimidating, hostile or offensive working environment.

Sexual harassment of staff or children interferes with the learning process and will not be tolerated in the school. Harassment by Board members, employees, parents, students, vendors and others doing business with the district is prohibited. Any child or staff member who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the Affirmative Action Officer or building Principal. Anyone else who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the Superintendent of Schools or Board President. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to, and including dismissal. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent of Schools/Board. This policy on sexual harassment shall be distributed to all staff members.

Staff or pupils may file a formal grievance related to harassment on any of the grounds addressed in this policy. The affirmative action officer will receive all complaints and carry out a thorough investigation, and will protect the rights of both the person making the complaint and the alleged harasser.

Findings of discrimination or harassment will result in appropriate disciplinary action.

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Administration**

**Series 2000**

**Nondiscrimination / Affirmative Action**

**Policy 2224**

Page 3 of 4

## School and Classroom Practices

In implementing affirmative action, the district shall:

- A. Identify and correct the denial of equity of educational opportunities for pupils solely on the basis of any classification protected by law;
- B. Continually reexamine and modify, as may be necessary, its school and classroom programs; location and use of facilities; its curriculum development program and its instructional materials; availability of programs for children; and equal access of all eligible pupils to all extracurricular programs.

These topics are included in the pupil and instructional policies or the district of #5145.4 Equal education opportunity, #6121 Nondiscrimination/affirmative action, and #6145 Extracurricular activities.

## Contract/Employment Practices

The district directs the Superintendent of Schools to ensure that appropriate administrators implement the districts affirmative action policy by:

- A. Adhering to the administrative code on selection of vendors and suppliers, informing vendors and suppliers that their employees are bound by the districts affirmative action policies in their contracts with district staff and pupils;
- B. Continuing implementation and refinement of existing practices and affirmative action plans, making certain that all recruitment, hiring, evaluation, training, promotion, personnel-management practices and collective bargaining agreements are structured and administered in a manner which furthers equal employment opportunity principles and eliminates discrimination on any basis protected by law, holding in-service programs on affirmative action for all staff in accordance with law.

These topics are included in the business and non-instructional operations, and the personnel policies of the district at #3320, #3327.

## Disabled

In addition to prohibiting educational and employment decisions based on non-applicable disabling conditions, the district shall, as much as feasible, make facilities accessible to disabled pupils, employees, and members of the community as intended by Section 504 and as specified in the administrative code.



# Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

**Administration**  
**Nondiscrimination / Affirmative Action**

**Series 2000**  
**Policy 2224**

Page 4 of 4

## Report on Implementation

The Superintendent of Schools shall devise regulations, including grievance forms and procedures to implement the districts affirmative action policies. He/she shall report to the Board annually on the effectiveness of this policy and implementing procedures.

## Legal References

- NJSA 2C:16-1 Bias intimidation  
2C:33-4 Harassment  
10:5-1 et seq. Law Against Discrimination  
18A:6-5 Inquiry as to religion and religious tests prohibited  
18A:6-6 Sexual discrimination  
18A:18A-17 Facilities for handicapped persons  
18A:26-1 Citizenship of teachers, etc  
18A:26-1.1 Residence requirements prohibited  
18A:29-2 Equality of compensation for male and female teachers  
18A:37-14 through -19 Harassment, intimidation, and bullying defined  
18A:36-20 Discrimination; prohibition  
26:8A-1 et seq. Domestic Partnership Act
- NJAC 5:23-7.1 et seq. Barrier free subcode of the uniform construction code  
6A:7-1.1 et seq. Managing for Equality and Equity in Education  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
6A:32-12.1 Reporting requirements  
6A:32-14.1 Review of mandated programs and services  
Executive Order 11246 as amended  
29 U.S.C.A. 201 - Equal Pay Act of 1963 as amended  
20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972  
42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972  
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973  
20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act  
42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)  
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986)  
School Board of Nassau County v. Arline, 480 U.S. 273 (1987)  
Vinson v. Superior Court of Alameda County, 740 P.2d 404 (Cal. Sup. Ct. 1987)  
State v. Mortimer, 135 N.J. 517 (1994)  
Taxman v. Piscataway Bd. of Ed. 91 F. 3d 1547 (3d Cir. 1996)  
Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)  
Saxe v. State College Area School Dist., 240 F. 3d 200 (3d Cir. 2001)  
L.W. v. Toms River Regional Schools Board of Education, N.J., No. A-111-05  
Comprehensive Equity Plan, New Jersey Department of Education

## Possible Cross References

3320, 4111, 4111.1, 4131/4131.1, 4211, 4211.1, 4231, 4231.1, 5145.4, 6121, 6145

# Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

**Administration**

**Series 2000**

**Research, Evaluation & Planning**

**Policy 2240**

Date Adopted: December 20, 1993

Date Revised: February 11, 2008, February 16, 2010

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

As required by New Jersey Quality Single Accountability Continuum (NJQSAC), the Superintendent of Schools shall annually direct development or review of district long and short-range goals and the plan of action to attain them. Objectives shall be developed with community participation and approved by the Board of Education; the plan of action shall be prepared in consultation with teaching staff members. The districts plans shall be discussed at a public meeting before the date required by law.

Further, the Superintendent of Schools shall coordinate continual research and evaluation of programs and facilities. The master plan shall be studied and revised periodically to keep it in accord with the changing circumstances and aspirations of the district.

## Legal References

- NJSA** 18A:7A-10 Evaluation of performance of each school  
18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills  
18A:7A-14 Review of evaluation of district performance  
18A:7F-4 Periodic review of core curriculum content standard by state board; establishment of thoroughness and efficiency standards and cost per pupil  
18A:7F-6 Approval of budget by Commissioner
- NJAC** 6A:8-1.1 et seq. Standards and Assessments  
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts  
6A:26-2.1 et seq. Long-Range Facilities Plans  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
6A:32-2.1 Definitions  
6A:32-12.1 Reporting requirements  
6A:32-12.2 School-level planning  
6A:32-13.1 et seq. Student Behavior  
6A:32-14.1 Review of mandated programs and services
- Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)

# Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

**Administration**

**Series 2000**

**Needs Assessment of the District  
& the Individual Programs / Facilities**

**Policy 2241**

Date Adopted: February 11, 2008

Date Revised:

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

The Superintendent of Schools shall monitor continuously the program and equipment needs of the district and the individual programs/facilities. To this end he/she shall devise appropriate instruments to identify and prioritize these needs, and report them to the Board as necessary, but at least annually before the budget is finalized.

## Legal References

**NJSA** 18A:7A - 10 Evaluation of performance of each school  
18A:7A - 11 Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills  
18A:7A-14 Review of evaluation of district performance  
18A:7F-4 Periodic review of core curriculum content standard by state board; establishment of thoroughness and efficiency standards and cost per pupil  
18A:7F-6 Approval of budget by Commissioner

**NJAC** 6A:8-1.1 et seq. Standards and Assessments  
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts  
6A:26-2.1 et seq. Long-Range Facilities Plans  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
6A:32-2.1 Definitions  
6A:32-12.1 Reporting requirements  
6A:32-12.2 School-level planning  
6A:32-13.1 et seq. Student Behavior  
6A:32-14.1 Review of mandated programs and services

Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)

## Possible Cross References

1120, 1220, 2255, 3510, 5020, 6142.2, 6171.34, 7110, 9130

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Administration**

**Series 2000**

**Action Planning for Thorough  
& Efficient Certification**

**Policy 2255**

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

Page 1 of 2

Date Reviewed & Approved: July, 16, 2018

The Superintendent of Schools shall be responsible for assembling all necessary documentation to meet state certification requirements.

He/she shall ensure the districts compliance with all indicators when it is within his/her power to do so. He/she shall inform the Board in a timely fashion of any areas in which Board action is required to bring the district into compliance, and suggest to the Board feasible plans of action.

In the event that the district, or a program/facility within the district, does not receive full approval in classification by the Commissioner of Education, the Board of Education shall cooperate in undertaking corrective action by the development of a remedial plan pursuant to the New Jersey Administrative Code.

Certification requirements for teaching staff members shall not be violated.

## Equivalency and Waiver Procedures

The Board may apply to the Commissioner for a waiver of a specific rule or an equivalent means of implementing a rule through alternate procedures so long as the following criteria are met:

The spirit and intent of New Jersey statutes, applicable federal laws and regulations, and the administrative code are served by granting the equivalency or waiver;

The provision of a thorough and efficient education to the students in the district is not compromised as a result of the equivalency or waiver; and

There will be no risk to student health, safety or civil rights by granting the equivalency or waiver.

All applications for equivalency and waivers shall be signed by the Superintendent of Schools and approved by the Board of Education.

## Alternative Monitoring

If the district meets the standards set out in the administrative code in student performance and attendance, the Board may decide on an alternative method of evaluation in compliance with code and statute.

**Penns Grove - Carneys Point Regional School District  
Board of Education Policy Manual**

**Administration**

**Series 2000**

**Action Planning for Thorough & Efficient Certification**

**Policy 2255**

Page 2 of 2

Legal References

- NJSA 18A:7A-10 Evaluation of performance of each school  
18A:7A-14 Review of evaluation of district performance  
18A:7F-1 et al. Comprehensive Educational Improvement and Financing Act  
18A:26-2 Certificates required; exception
- NJAC 6A:5-1.1 et seq. Regulatory Equivalency and Waiver  
6A:8-1.1 et seq. Standards and Assessments  
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott Districts  
6A:23-8.3 Commissioner to ensure achievement of the Core Curricular Content Standards  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
6A:32-2.1 Definitions  
6A:32-12.1 Reporting requirements  
6A:32-12.2 School-level planning  
6A:32-14.1 Review of mandated programs and services
- Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

1120, 1220, 2240

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Administration**

**Series 2000**

**Action Planning for State Monitoring - NJQSAC**

**Policy 2256**

Date Adopted: August 26, 2013

Date Revised:

Page 1 of 3

Date Reviewed & Approved: July, 16, 2018

The Board of Education recognizes that it has important functions under the New Jersey state monitoring system: Quality Single Accountability Continuum (NJQSAC). The Board shall comply with the requirements of the Department of Education's three-year monitoring system by completing the District Performance Review (DPR). The district shall be assessed in the following five key areas:

- A. Operations;
- B. Instruction and Program;
- C. Governance;
- D. Fiscal managements;
- E. Personnel.

The Superintendent of Schools shall take the following steps to oversee the efficient completion of the District Performance Review every three years as required by law:

District Performance Review form shall be completed by the district committee. The Superintendent of Schools shall determine the total number of people that will serve on the committee. The Superintendent of Schools shall appoint the following persons to the committee, and, in his or her discretion, may include other persons on the committee with the approval of the Board of Education:

- A. Superintendent of Schools;
- B. One or more members of the administrative staff;
- C. One or more teaching personnel, representative of different grade levels and/or;
- D. The business administrator and assistant superintendent for curriculum and instruction, as well as other appropriate personnel;
- E. One or more member representatives of the local collective bargaining unit of the educational staff selected by the local collective bargaining unit; which may include the teaching personnel otherwise appointed in "C" above; and
- F. One or more members of the Board selected by the Board.

The Superintendent of Schools shall:

- A. Ensure that the process used by the committee in completing the District Performance Review provides for participation and input by all committee members;
- B. Consult with the committee in formulating a response to all weighted quality performance indicators of each component of school district effectiveness;
- C. Ensure that the responses in District Performance Review encompass and reflect the circumstances that exist in the school district; and

**Penns Grove - Carneys Point Regional School District  
Board of Education Policy Manual**

**Administration**

**Series 2000**

**Action Planning for State Monitoring - NJQSAC**

**Policy 2256**

Page 2 of 3

- D. Ensure that all responses to the District Performance Review can be verified by data and supporting documentation or otherwise and provide this verification to the department upon request. In accordance with the provisions of NJAC 6A:30-3.2 District Performance Review.

Additionally, the Superintendent of Schools shall ensure the district's compliance with all indicators when it is within his/her power to do so. He/she shall inform the Board in a timely fashion of any areas in which Board action is required to bring the district into compliance, and suggest to the Board feasible plans of action.

Upon completion of the proposed responses to the District Performance Review, the Board of Education shall fix a date, place and time for the holding of a public meeting, which may be a regularly scheduled meeting of the district Board of Education. The proposed responses to the District Performance Review and statement of assurance shall be presented to the Board for approval by resolution.

The Board shall ensure that:

- A. The proposed responses to the District Performance Review and statement of assurance shall be posted on its internet site, if one exists, at least five working days prior to the date fixed for the meeting, and shall make it available for examination by the public at the district Board offices or another reasonable location;
- B. Notice of the meeting shall be published as required by the Open Public Meetings Act and this notice shall inform the public that the District Performance Review and statement of assurance will be discussed at the meeting and the times and manner in which members of the public may view the proposed responses to the District Performance Review; and
- C. At the public meeting the public shall have the opportunity to comment and be heard with respect to the proposed responses to the District Performance Review. The public shall have the opportunity to submit written comments prior to the meeting, as well in accordance with the provisions of NJAC. 6A:30-3.2 District Performance Review.

If the school district fails to satisfy the evaluation criteria, the Board of Education shall cooperate in undertaking corrective action plans indicated by the executive county superintendent and pursuant to the New Jersey administrative code.

Certification requirements for teaching staff members shall not be violated.

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Administration**

**Series 2000**

**Action Planning for State Monitoring - NJQSAC**

**Policy 2256**

Page 3 of 3

## Equivalency & Waiver Procedures

The Board may apply to the commissioner for a waiver of a specific rule or an equivalent means of implementing a rule through alternate procedures so long as the following criteria are met:

- A. The spirit and intent of New Jersey statutes, applicable federal laws and regulations, and the administrative code are served by granting the equivalency or waiver;
- B. The provision of a thorough and efficient education to the students in the district is not compromised as a result of the equivalency or waiver; and
- C. There will be no risk to student health, safety or civil rights by granting the equivalency or waiver.

All applications for equivalency and waivers shall be in accordance with NJAC 6A:5-1.4 and shall be signed by the Superintendent of Schools and approved by the Board of Education.

## Legal References

- NJSA 18A:7A-10 Evaluation of performance of each school  
18A:7A-14 Review of evaluation of district performance  
18A:7F-1 et al. Comprehensive Educational Improvement and Financing Act  
18A:26-2 Certificates required; exception
- NJAC 6A:5-1.1 et seq. Regulatory Equivalency and Waiver  
6A:8-1.1 et seq. Standards and Assessments  
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott Districts  
6A:23-8.3 Commissioner to ensure achievement of the Core Curricular Content Standards  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
6A:32-2.1 Definitions  
6A:32-12.1 Reporting requirements  
6A:32-12.2 School-level planning  
6A:32-14.1 Review of mandated programs and services
- Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)



# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Administration**

**Series 2000**

**Holiday Observance**

**Policy 2260**

Date Adopted: February 11, 2008

Date Revised:

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

The Superintendent of Schools and teachers of the school will be responsible for a suitable observance of legal holidays as outlined in Title 18A:36-6 to 36-13. These holidays include the following:

- Flag Day (NJAC 18A:36-6)
- Arbor Day (NJAC 18A:36-7, 18A:36-8, 18A:36-9)
- Commodore Barry Day (NJAC 18A:36-10, 18A:36-11, 18A:36-11)
- Lincoln's Birthday (NJAC 18A:36-13)
- Washington's Birthday (NJAC 18A:36-13)
- Decoration Day or Memorial Day (NJAC 18A:36-13)
- Columbus Day (NJAC 18A:36-13)
- Veterans Day (NJAC 18A:36-13)
- Thanksgiving Day (NJAC 18A:36-13)
- Martin Luther King Day (NJAC 18A:36-13)

Any other holidays that may be designated by the state

Should the holiday fall on a day that school is closed in the in-school observance shall be held as close to the actual holiday as possible.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties  
18A:36-6 through 18A:36-13.1 Various observances