

Contract no 406

LIBRARY
INSTITUTE OF MANAGEMENT
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JUL 1 1992

RUTGERS UNIVERSITY

A G R E E M E N T

between

WASHINGTON TOWNSHIP BOARD OF EDUCATION

and the

WASHINGTON TOWNSHIP PRINCIPAL'S ASSOCIATION

Covering the Period
July 1, 1992 to June 30, 1995

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**WASHINGTON TOWNSHIP PUBLIC SCHOOLS SYSTEM
AGREEMENT BETWEEN WASHINGTON TOWNSHIP BOARD OF EDUCATION
AND WASHINGTON TOWNSHIP PRINCIPALS' ASSOCIATION**

PREAMBLE

This Agreement entered into by and between the Board of Education of Washington Township, the Township of Washington, County of Gloucester, New Jersey, hereinafter called the "Board" and Washington Township Principals' Association, hereinafter called the "Association", provides as follows:

ARTICLE I: RECOGNITION

The Board hereby recognizes the Association as the sole and exclusive representative for collective bargaining on matters concerning grievance procedures, salaries and terms and conditions of employment for all personnel under contract or on leave approved by the Board and employed by the Board of Education in the following designated positions: a) principals, b) assistant principals, c) director of guidance, d) director of student personnel services, e) curriculum directors and supervisors, f) special education supervisors, and g) director of student activities.

ARTICLE II: PURPOSE

- A. The Association recognizes that the Board has sole authority and final responsibility in the field of educational policy and development and the Superintendent as chief executive officer of the Board is responsible for the implementation of such policies. This agreement is not intended to modify by any of its terms any authority concerning such matters vested in the Board by the statutes of the Laws of the State of New Jersey, as the same may be supplemented or amended from time to time.
- B. The Board, Superintendent and the Association recognizes that they have a common responsibility to work together toward the achievement of quality education. The attainment of this objective required mutual understanding, communication and cooperation. The Association, therefore pledges that its efforts will be dedicated to the achievement of such educational excellence as all pupils deserve and which the community has a right to expect. The Board and the Association acknowledge and accept their share of accountability thereof.

ARTICLE III: SALARIES

- A. Salaries for those individuals employed in the positions covered by this Agreement during July 1, 1992 - June 30, 1995, shall be as described in Exhibit A.
- B. No action being taken in the execution of this Agreement is to be construed as a promise of reemployment of any individual covered by the provisions of this Agreement.
- C. In order to receive credit for a year of service, an administrator must be employed by the Board in an administrative position in a specific salary category for a minimum of 113 days (for members under a 12-month contract) (more than half of the 225 days indicated in Subsection B of Article IV), (101 days for a member under a 10-month contract, more than half of the 200 days indicated in Subsection B of Article IV.)

D. INITIAL HIRING:

Those individual administrators newly hired during the term of this Agreement will have their initial salaries determined by the Board of Education as follows:

- 1. In no case will the Board of Education hire any administrator at an initial salary higher than the salary guide.
- 2. The Board of Education retains the prerogative to determine initial placement. The Board recognizes the need to provide adequate initial compensation.

During the term of this contract, an administrator will be eligible for a salary adjustment required to bring them on guide. A year of service is defined as 113 days.

- E. All administrators with 13 years experience in the Washington Township School District will receive \$1,000 Longevity stipend in addition to their step guide placement each year during the term of this contract as part of their contracted salary.

ARTICLE IV: FRINGE BENEFITS

A. GENERAL

- 1. The Board will provide and pay for health care protection for individual and full family coverage pursuant to the New Jersey State Health Benefits Plan in effect June 30, 1992. Both individual and full family protection will be extended at the Board's cost.

All medical coverage as outlined in this contract shall be provided for years one and two of this Agreement. Health benefits coverage (medical, dental, prescription - Article IV, Paragraph A, Subparagraph 1 thru 4) shall be left open for further negotiations for year three.

2. The Board shall provide all members with a description of health care insurance coverage and a description of the conditions of the coverage and the individual limits thereof.
3. During year one and two of this contract, the Board of Education shall provide and pay for dental, prescription, and employee assistance (EAP) programs for individual and full family coverage at the level of benefits or equivalent, as described in the Delta Dental Plan of New Jersey, Inc. and Blue Cross, Blue Shield and Gloucester County Consortium contracts effective June 30, 1992, for each member who shall be eligible for and shall be enrolled in a prescription drug and dental plan through a company to be selected by the Association and approved by the Board. Eligibility for enrollment for benefits shall be governed by and be subject to any restrictions imposed by the plan established by the selected company. Any such plan may provide for coverage for individual members and their eligible dependents and may contain a deductible.

During the 1992-94 school years, the Board shall provide and pay for dental and prescription programs as described in paragraph 3 above. The Board's total contributions for the dental and prescription programs combined premiums shall not exceed \$1,500 per employee in the 1992-93 school year and \$1,750 per employee in the 1993-94 school years. Any premium or cost for any such enrolled member and/or his/her eligible dependents in excess of the Board's maximum contribution per year shall be borne by such member either through direct payments by such member, or, at the option of the Board, through salary deductions.

Should a member opt to withdraw from either dental or prescription coverage as an alternative to the payment of an additional contribution, above the Board's premium limit, the Board will contribute the appropriate premium to an escrow account to be distributed to the members of both the dental and prescription programs at the end of the contract year, in an amount not to exceed the cost of each member's additional contribution.

4. To be eligible for insurance protection described in paragraphs 1 or 3 above, a member must be employed twenty (20) hours or more per week.
5. Health Benefits covered by this agreement as described in Paragraphs 1-4 of this article during the 1994-95 school year will be subject to negotiation in the 1994-95 school year.
6. The Board of Education will reimburse members up to \$300 for professional memberships.
7. In the event of an employee's death while employed by the district, unused sick leave monies due the employee will be paid to his/her family (beneficiary). Additionally, health benefits coverage for the surviving family members shall continue for six (6) months at Board expense.

B. WORK YEAR AND VACATION

Members of the Association (under a 12-month contract) shall work 225 days per year. The balance of the 260 work days shall be taken as vacation and holidays. (Members under a 10-month contract shall work 200 days per year, September 1 through June 30.) The exact days worked within the number cited above shall be designated by the Superintendent after a conference with the Association membership.

C. SICK LEAVE

1. All Administrators shall be granted a yearly sick leave; (12-month employees receive 12 days and 10-month employees receive 10 days) to be used only for illness. All days of sick leave not utilized within the current school year shall be accumulative, to be used for additional sick leave as needed in subsequent years.
2. Upon termination of employment, an administrator may request, and the Board shall grant, a certificate stating the member's accumulated unused sick leave.
3. The total accumulated sick leave which has accrued to each member, whether through prior unused annual sick leave or unused personal days by prior contractual arrangement, shall be calculated as of June 30, 1977. From and after July 1, 1977, any additional accumulated sick leave shall only accrue with respect to unused annual sick leave. For the purpose of any future legislation which mandates payment by the Board on retirement or otherwise for unused accumulated sick days, only the following shall be deemed to be in the category of accumulated unused sick leave:

- a. All accumulated unused sick leave which had accrued through June 30, 1977, either through prior unused annual sick leave or unused personal days by prior contractual arrangement;
- b. All accumulated unused sick leave which had accrued on or after July 1, 1977, through unused annual sick leave only.

It is the intention of this subparagraph to exclude from the category of "accumulated unused sick leave" for purposes of any such future legislation any unused personal days which accrue on or after July 1, 1977, are eligible, if unused in the year granted, for use in future years for illness.

An Administrator will be reimbursed for unused sick leave upon retirement using the following schedule which shall be based on the per diem BA minimum salary schedule (EXHIBIT B).

An Administrator who is retiring shall be reimbursed for his/her unused sick leave to a maximum of \$15,000.

4. An Administrator shall be given a written accounting of accumulated unused sick leave and a written accounting of unused personal days no later than June 30 of each year.

D. TEMPORARY LEAVE OF ABSENCE

1. All temporary leaves of absence with or without pay are granted by the Superintendent of Schools or his designee and, except in emergencies, must be requested and approved in advance.
2. An administrator may be granted up to five (5) days leave for a death in the immediate family. Immediate family shall consist of husband or wife, mother, father, parents-in-law, brother, sister, child or any person standing in loco parentis.

Such leave shall not be deducted from sick leave.

3. Absence of an administrator due to an injury which is compensable under the New Jersey Workmen's Compensation Act shall not be considered as part of sick leave.

4. An administrator absent on jury duty shall not be required to deduct such absence from sick leave. Such administrator shall be reimbursed the difference between his/her prevailing rate of pay and amounts received for jury service.
5. An administrator required by the Board to attend a court of law on school related matters shall be reimbursed full pay. An absence for such reason shall not be considered a part of personal days.
6. Absence for personal business, as approved by the Superintendent, such as settlement of house, death of a distant member of the family or friend, or accident shall not exceed five (5) days during the school year. Two of the five days are to be approved without the administrator providing specific reasons.

The five (5) days specified herein for personal leave shall not be cumulative if not used in the year except in those conditions listed below. Personal leave may be used for illness in the year granted, provided that such administrator has exhausted his/her annual sick leave and all accumulated sick leave. However, from and after July 1, 1982, any unused personal leave accruing after such date (which is herein made eligible for use in future years for illness where the administrator has exhausted all annual and accumulated sick leave) shall not be deemed "accumulated, unused sick leave" for purposes of any future legislation mandating payment by the Board on retirement or otherwise for accumulated, unused sick leave. It is the intention of this subparagraph that from and after July 1, 1982, a separate record shall be maintained for "unused personal days" and in no event shall such days be deemed to be "accumulated, unused sick leave" for the purpose of such legislation.

E. EXTENDED LEAVES OF ABSENCE

1. A female tenured administrator may utilize credited sick leave days for disability due to pregnancy, childbirth and recovery. Use of such sick leave for disability outside of a period of a month before and a month after delivery will require verification in writing from the attending physician if requested by the Board. Such administrator shall have the option of requesting and shall be granted leave for a similar period without pay.

2. An administrator under tenure who wishes a child care leave following the adoption of a preschool age child(ren) of birth of such administrator's child may request and shall be granted such leave without pay for up to one (1) and one-half (1/2) years and shall return on the first day of any marking period within that period of time.
3. A non-tenured administrator who wishes a child care leave following the adoption of a preschool age child(ren) or birth of such administrator's child may apply for and shall be granted such leave without pay for the remainder of the school year in which the leave starts.

Such leave shall not extend beyond the end of the administrator's contract for the school year in which leave is granted, nor shall the granting of such leave constitute a promise of reemployment for the following school year. Determination of whether the non-tenured administrator on such leave will be reemployed for the following year will be made on, or prior to, April 30. The time for which such leave is granted shall not count toward fulfillment of the time requirements for acquiring tenure.

4.
 - a. The Superintendent shall be notified of a pregnancy by the end of the sixth month. At least sixty (60) days before the due date the administrator shall notify the Superintendent of the option or combination of options outlined above that the administrator plans to exercise.
 - b. An administrator shall not be assigned to work until after the presentation of medical certification of capability to perform necessary duties if such certification is requested by the Superintendent.
 - c. If an administrator decides not to return from a child care leave, the administrator shall notify the Superintendent by giving written notice of resignation at least sixty (60) days before the leave expires.

F. SABBATICAL LEAVES

1. An administrator may, on recommendation of the Superintendent, be granted sabbatical leave of absence for purpose of approved study, travel or health for a period not exceeding one year if the administrator has been continuously employed by the Board for a period of at least seven (7) years.

2. An administrator on sabbatical leave shall receive one-half (1/2) of the annual salary to which he/she would have been entitled had he/she remained in the school system during that period.
3. Requests for sabbatical leave of absence shall be made to the Superintendent before November 1 for each school year. Administrators so requesting sabbatical leave shall be notified of the Board's action on the request by January 1.
4. Prior to commencing the sabbatical leave, an administrator shall enter into a contract for return to active service in the District for a period of at least two (2) years after the expiration of such leave. Such contract shall provide for the return of all money received while on sabbatical leave plus six percent (6%) interest in the event that the administrator does not return to active service, provided, however that such reimbursement shall not be required where the failure is due to pregnancy, total incapacity or other incapacity of a physical or mental nature. A determination concerning such a return of funds received while on sabbatical leave shall be within the sole discretion of the Board.
5. An administrator returning from sabbatical leave shall be placed on the step of the salary schedule he/she would have attained had he/she remained in the District. Any additional benefits granted to regular administrators shall automatically apply to an administrator on sabbatical leave.
6. Seven (7) administrative years must have passed since a prior sabbatical leave in order for an administrator to become eligible for a second sabbatical leave.
7. Before any administrator becomes entitled to a second sabbatical leave, eligible administrators who have never received sabbatical leave will be given preference.
8. All programs of study in which administrators are enrolled shall be approved by the Superintendent and the Board in writing and shall be successfully undertaken within the sabbatical leave. However, these may be completed after the termination of the sabbatical.

ARTICLE V: ADVISORY CAPACITY OF THE ASSOCIATION

The Board and Association agree that both parties benefit from open two-way channels of communication. These channels shall include, but not be limited to (1) monthly administrative council meetings with minutes copied to the Board, (2) representation on Superintendent and Board study committees (3) input into pertinent policy writing and (4) in general, involvement in the decision making process.

Specifically, the Association shall have the opportunity to present its opinion regarding pending decisions that impact upon individual schools. Examples of issues include, but are not limited to, busing, eligibility, redistricting, grade level organization, class size, construction, school size, discipline, curriculum revision, etc.

The WTPA representatives will meet with the Superintendent and his cabinet four (4) times per year.

ARTICLE VI: GRIEVANCE PROCEDURE

A. Definition

1. A grievance is a claim by a member or the association based upon the interpretation, application or violation of the terms and conditions of employment.
2. An "aggrieved person" is the person or persons making the claim.
3. The term "Principal" includes individuals or groups who are members of the bargaining unit covered by this Agreement.
4. A "party in interest" is the person or persons making a claim and any person or persons who might be required to take action or against whom action might be taken in order to resolve the claim.
5. The term "days" shall mean school days.

B. Purpose

The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to a claim of the aggrieved person. Both parties agree that these proceedings shall be kept confidential at each level of this procedure.

Nothing contained herein shall be construed as limiting the right of any principal with a grievance to discuss the matter informally with any appropriate member of the administration or proceeding independently as described in Section E of these procedures.

C. Time Limits

All time limits herein shall consist of school days except that when a grievance is submitted on or after June 1, time limits shall consist of all weekdays so that the matter can be resolved before the close of the school term or as soon as possible thereafter. Time limits may be extended only with the written consent of the Office of the Superintendent, the Association and the aggrieved person or persons.

D. Grievance Representation

Upon selection and certification by the Association, the Board shall recognize a grievance representative and an Association grievance Committee of three members and a Secretary.

E. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. All time limits must be adhered to unless a modification or extension is agreed to by the Association and the Board. If such time limits are not adhered to by the Board or the Administration, the aggrieved may initiate action to the next step of this procedure. If the aggrieved or the Association fails to adhere to such time limits, the grievance shall be considered withdrawn. A grievance to be considered under this procedure must be initiated by the aggrieved or the Association within twenty (20) days of its alleged occurrence or from the time when the aggrieved or Association could reasonably have know of its occurrence.
2. The parties acknowledge that it is usually most desirable for an employee and his supervisor to resolve problems through free and informal communications. When requested by either party, the Association representative may intervene to assist in this resolution. However, should such informal processes fail to satisfy the supervisor and the principal, then a grievance may be processed as follows:

Step 1

- a. In the event the aggrieved person is not satisfied with the disposition of his grievance or if no decision has been rendered within ten (10) days after presentation of the grievance, he/she may file the grievance in writing with the

Association's grievance committee. An Association representative may assist in writing the grievance.

- b. Within five (5) days of receipt of the grievance, the Association's grievance committee shall decide whether or not there is a legitimate grievance. If the committee decides there is a legitimate grievance, it shall immediately submit the written claim to the immediate supervisor, within ten (10) days from receipt of the grievance he/she shall render a decision as to the solution.

Step 2

In the event the aggrieved person is not satisfied with the disposition of his/her grievance in Step 1, or if no decision has been rendered within ten (10) days from the date of receipt of the grievance by his/her immediate supervisor, the aggrieved may refer the grievance committee with the written consent of the aggrieved to the Superintendent of Schools. If the Superintendent of Schools has already heard the grievance at Step 1, then the aggrieved may submit the grievance to the Board of Education.

Within the ten (10) days from receipt of the written referral by the Superintendent, he/she shall meet the aggrieved for the purpose of arriving at a mutually satisfactory solution of the grievance problem. A written decision shall be rendered within five (5) days.

Step 3

- a. If the grievance is not satisfactorily resolved in Step 2, the aggrieved may refer the grievance individually or through the Association's grievance committee, with the written consent of the aggrieved, to the Board of Education unless the Board of Education has already reviewed the grievance in Step 2 above.

If the Board has reviewed the grievance in Step 2 above, then the arbitration procedures in Step 4 would be invoked.

The Board's representative will arrange a meeting with the Association's grievance committee and the Board's representatives. Each party shall have the right to include in their representation appropriate witnesses and needed counselors to develop facts pertinent to the grievance.

- b. Upon conclusion of the hearing the Board will have five (5) days in which to provide its decision in writing to the Association or the aggrieved.

Step 4

- a. If either party is not satisfied with the disposition of the grievance at Step 3 or the Step 3 time limit expires without action, then the grievance may be submitted to binding arbitration under the rules of the American Arbitration Association which shall act as administrator of the proceedings. If neither party files a demand for a binding arbitration within ten (10) days of the date of the Board Step 3 reply, then the grievance shall be deemed withdrawn.
- b. Neither the Board nor the Association will be permitted to assert any grounds or evidence not previously disclosed to the other party.
- c. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. However, it is mutually agreed that the arbitrator is empowered to include in his award such financial reimbursements as he/she judges to be proper. Each party shall bear the full cost for its side of the binding arbitration and will pay one-half (1/2) of the costs for the arbitrator.

F. Rights to Representation

No aggrieved person may be represented by any organization other than the Association or its designee in any grievance procedure initiated pursuant to this Agreement. However, if any aggrieved person wishes to engage his/her own attorney, he/she may do so.

G. Miscellaneous

- 1. A grievance may be withdrawn at any level without prejudice or record. However, if in the judgment of the Association representative or the Association's Grievance Committee the grievance affects a group of principals, the Association's grievance Committee may process the grievance at the beginning of the grievance procedure.
- 2. Copies of all written decisions of grievances shall be sent to all litigants and parties in interest who may have joined in such grievance.

3. No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reason of such participation.
4. All documents, communications, or records dealing with a grievance shall be filed separately from the personnel files of the participants and shall remain confidential unless otherwise stipulated by the aggrieved person or persons.
5. Forms for filing and processing grievances shall be designed by the Superintendent and the Association's grievance committee and shall be given appropriate distribution so as to facilitate the operation of the grievance procedure.
6. Access shall be made available to records of all information necessary to the processing of the grievance.
7. The Board acknowledges the right of the Association's Secretary and/or the Board's representative to participate in the processing of a grievance at any level.
8. No meeting or hearing pertaining to a grievance filed under this procedure may be conducted in public without the written consent of all parties of interest.

H. Statute of Limitations

In order for a grievance to be recognized by the Association or the Board, the aggrieved person must present, in writing at the appropriate level, a formal grievance. Such grievance shall be filed within twenty (20) days after the aggrieved person knows or reasonably should have known of the act or condition on which the grievance is based.

ARTICLE VII: MISCELLANEOUS PROVISIONS

If any provisions of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue to full force and effect.

ARTICLE VIII: WORK CONTINUITY

- A. The Association covenants and agrees that during the lifetime of this Agreement neither the Association nor any person acting in its behalf will cause, authorize, or support, nor will any of its members take part in any strike (i.e. the concerted failure to report for duty, or willful

absence of any employee from his/her position, or stoppage of work or absenteeism in whole or part, from the full, faithful, and proper performance of the employee's duties of employment), work stoppage, slowdown, walkout or other job action against the Board. The Association agrees that such action would constitute a material breach of this Agreement.

- B. In the event of a strike, slowdown, walkout or other job action, it is covenanted and agreed that participation in any such activity by the Association member shall entitle the Board to invoke the following:

Such activity shall be deemed grounds for termination of employment of such employee or employees, subject, however, to the application of the State Law.

- C. The Association will actively discourage and will take whatever affirmative steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walkout or other job action against the Board.
- D. Nothing contained herein shall be construed to limit or restrict the Board in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunction or damages or both in the event of such breach by the Association or its members.

ARTICLE IX: MANAGEMENT RIGHTS

- A. The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the Laws and Constitution of New Jersey and of the United States.
- B. The exercise of the powers, rights, authority, duties and responsibilities of the Board, adoption of policies, rules, and regulations, and practices in furtherance thereof and the use of judgment and discretion in connection therewith shall be limited to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of the State of New Jersey and of the United States.

ARTICLE X: MEMBER RIGHTS

- A. The Board agrees that every member shall have the right freely to organize, join and support the Association with the purpose of engaging in collective negotiations and other concerted activities. The Board will not directly or indirectly discourage or deprive or coerce any member in the enjoyment of any rights conferred by N.J.S.A. 34:13A-1, et. seq., or the Constitution of New Jersey and the United States. The Board further agrees that it shall not discriminate against any member with respect to hours, wages

or any terms or conditions of employment by reason of membership or nonmembership in the Association, his/her participation in any activity of the Association, collective negotiations with the Board, or institution of any grievance under this Agreement.

- B. Whenever any member is required to appear before the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of such personnel in his/her office, position or employment, or the salary, or any increments pertaining thereto, then such personnel shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a person of his/her own choosing present to advise or represent him/her during such meeting or interview.

An employee shall be entitled to have a union representative present at an investigatory interview with an administrator or supervisor which he/she reasonably believes might result in disciplinary action. This right shall not extend to post-observation or evaluation conferences.

- C. Nothing contained herein shall be construed to deny or restrict to any member such rights as he/she may have under New Jersey Laws or other applicable laws and regulations.
- D. No member shall be disciplined without just cause in areas ruled negotiable.
- E. Any question or criticism by a supervisor, administrator or board member of a member and his/her administering methodology shall be made in confidence and not in the presence of students, parents, or other public gatherings.

ARTICLE XI: EVALUATION

A. Evaluation Reports

1. Evaluation of unit member for the purpose of making recommendations to the Board of Education in such areas as retention, dismissal, promotion and granting of tenure shall be the responsibility of the Superintendent of Schools. The Superintendent may designate an Assistant Superintendent to conduct a formative evaluation using the approved evaluation instrument (Exhibit C). Any evaluating procedure shall be mutually agreed upon by the members of this unit and the Superintendent of Schools and approved by the Board of Education.
2. For clarification, administrators responsible for evaluation of unit members will be as follows:

Unit Administrator	Person Responsible	
	Formative	Summative
Principal	Supt./ Asst. Supt.	Superintendent
Assistant Principal	Principal	Principal
Athletic Director	Principal	Principal
Director of Guidance	Principal	Principal
Director of Special Services	Supt./ Asst. Supt.	Superintendent
Curriculum Dept. Directors	Asst. Supt.	Asst. Supt.
Curriculum Dept. Supervisors	Asst. Supt.	Asst. Supt.
Special Services Supervisors	Director	Director

B. Personnel Files

1. Unit members shall have the right to discuss all evaluations with the Superintendent or his/her designee and to append their comments to said evaluation. Each evaluation shall be signed by the evaluatee designating that he/she received a copy of the evaluation and was afforded an opportunity to discuss said evaluation.
2. A member shall have the right to review the material in his/her personnel file at least once every year. A member who desires to review his/her file must schedule an appointment for review with the personnel office at least 24 hours in advance.

A member shall have the right to indicate those documents and/or materials in his/her file which they believe to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or his/her designee who will determine if these materials shall be destroyed.
3. Although the Board agrees to protect the confidentiality of personal reference, academic credentials, and other similar documents, it shall not establish any separate personnel file which is not available for member's inspection.
4. No material of derogatory nature shall be added to nor removed from an individual's personnel file without the notification of the member. Such notification shall require that the individual sign the material to be filed even though he/she may disagree with its contents.

5. The right of access to the personnel files of members shall be restricted to the total Board of Education, to the Superintendent, his/her assistants and the member.

C. Complaints

1. Any complaints regarding a member made to any member of the administration by any parent, student, or other person, which are used in any manner in evaluating a member, shall be promptly investigated and called to the attention of the member. The member shall be given an opportunity to respond to and/or rebut such complaint. The member shall have the right to representation at any meeting or conferences the member is required to attend regarding such complaint.

D. Evaluation Instrument

1. Subject to Article XI A-1 an evaluation process with instrument shall be developed jointly by the Association and Superintendent and then approved by the Board.
2. Revision of the evaluation process may be instituted by the Association and/or the Superintendent by November 1 of any year and must be mutually agreed upon by both parties and included in the negotiated package for the following school year, and then approved by the Board.
3. The evaluative tool, when agreed upon, will be attached and will be the annual tool to be used in the prescribed manner therein.

ARTICLE XII: PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. Tuition costs incurred by administrator shall be reimbursed by the Board of Education under the following terms and conditions:

1. Tuition costs eligible for reimbursement must be for courses in the field of education. In addition, courses not in the field of education but closely related, may be approved for reimbursement at the sole discretion of the Superintendent or his/her designee in advance of enrollment. Reimbursement will not be made until satisfactory evidence of having received a passing grade is presented.
2. Reimbursement for actual tuition costs incurred by a member shall be limited to a total tuition cost for twelve (12) graduate credit hours in effect in the New Jersey State College System.

3. The date on which a course is completed will determine the contract year in which the credits will be applicable for reimbursement.
4. Non-tenured members shall be eligible for reimbursement at the level set forth in Subsection 2, above, for tuition costs incurred for graduate credits earned during a period after the award of a first year contract, but prior to the commencement of work under a tenured contract; provided, however, such reimbursement shall not be payable to such member unless and until said member has commenced work under a tenure contract.
5. Upon satisfactory compliance by the member with all of the terms and conditions set forth in the preceding subsections, such member shall be paid his/her reimbursement entitlement on either October 2 for the prior Spring and Summer course work taken, or April 1 for the prior Fall course work provided that the member is still in the employ of the Board on such date. Such payment shall be further conditioned on said member remaining in the employ of the Board for the remainder of the current school year. In the event that such member shall leave the employ of the Board prior to the expiration of the school year in which such reimbursement entitlement has been paid, such member shall be obligated to refund to the Board the entire reimbursement paid to him/her during such school year, and for such purpose, the Board shall be empowered to deduct said sum from such member's salary payments.
6. No member shall be eligible for tuition reimbursement in connection with tuition costs incurred which are paid by the Veteran's Administration or any other outside agency.

ARTICLE XIII: PROTECTION OF MEMBERS

- A. **LEGAL ACTION:** Whenever any action is brought against a member before the Board or before the Commissioner of Education of the State of New Jersey which may affect his/her employment or salary status, the Board of Education shall reimburse him/her for the cost of his/her defense if the action is dismissed or results in a final decision in favor of the member. This shall not apply to any charges filed by the Board against the member.
- B. **ASSAULT UPON A MEMBER:** A member shall immediately report any case of assault or battery upon his/her person arising out of or in connection with his/her duties. Such matters shall be immediately reported to the Superintendent.

The Board shall give full support including legal assistance where required.

When absence arises out of or from such assault or injury, the member shall be entitled to full salary and other benefits for the period of such absence and shall not forfeit any sick leave or personal leave unless pending litigations would be continued to settlement and such settlement or judicial finding indicates that the member was the aggressor.

ARTICLE XIV: DURATION OF AGREEMENT AND NEGOTIATION OF A SUCCESSOR AGREEMENT

- A. This Agreement shall be effective as of July 1, 1992 and shall continue in full force and effect until June 30, 1995. This Agreement shall not be modified in whole or in part by the parties except that both parties agree that negotiations may be reopened by request of the Association for the purpose of negotiating benefits only.
- B. The Association must exercise its rights to renegotiate this Agreement by November 1, 1994 for the 1995-96 school year. If the Association does not notify the Board by November 1, 1994 its intent to renegotiate this Agreement, this Agreement shall remain in full force and effect from year to year thereafter subject to the Association's right to notify the Board of its intent to renegotiate on November 1 of each school year after November 1, 1994.
- C. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

IN WITNESS THEREOF, the parties hereto have caused this Agreement for July 1, 1992 to June 30, 1995 to be signed by their respective presidents, attested by their respective secretaries and their corporate seals to be placed hereon.

FOR WASHINGTON TOWNSHIP BOARD OF EDUCATION:

Robert E. Cross
President

Chairman for Negotiations
Robert W. Kern
Secretary

3/24/92
Date

FOR WASHINGTON TOWNSHIP PRINCIPAL'S ASSOCIATION:

Joseph J. J. J.
President

Daniel Mazzotta
Chairman for Negotiations

Secretary

3/24/92
Date

BASE SALARY GUIDE

Exhibit A

89-92	92-93	93-94	94-95	89-92	92-93	93-94	94-95
Principals				Assistant Principals			
High School				High School			
Step				Step			
1	58000\.	58904\.	60081\.	1	47000\.	48904\.	51081\.
2	61000\.	61904\.	63081\.	2	49000\.	50904\.	53081\.
3	64000\.	64904\.	66081\.	3	52000\.	52904\.	55081\.
4	67000\.	67904\.	69081\.	4	55000\.	55904\.	57081\.
5	70000\.	70904\.	72081\.	5	58000\.	58904\.	60081\.
6	73000\.	73904\.	75081\.	6	61000\.	61904\.	63081\.
7	76000\.	76904\.	78081\.	7	64000\.	64904\.	66081\.
8	81081\.	82551	84051	8	69081\.	70551	72051
9	85551	87051	88551	9	73551	75051	76551

Middle School

Middle School

Middle School (10 Month Guide)

Step	Step	Step	Step	Step	Step	Step	Step
1 56500\.	57404\.	58581\.	60051	1 46000\.	47904\.	50081\.	52551
2 59000\.	60404\.	61581\.	63051	2 48000\.	49904\.	52081\.	54551
3 62500\.	62904\.	64581\.	66051	3 51000\.	51904\.	54081\.	56551
4 65500\.	66404\.	67081\.	69051	4 54000\.	54904\.	56081\.	58551
5 68500\.	69404\.	70581\.	71551	5 57000\.	57904\.	59081\.	60551
6 71500\.	72404\.	73581\.	75051	6 60000\.	60904\.	62081\.	63551
7 75404\.	76404\.	77581\.	78051	7 63904\.	65081\.	66551	68051
8 79581\.	81051	82551	84051	8 68081\.	69551	71051	72551
9 84051	85551	87051	88551	9 72551	74051	75551	77051

Elementary

Elementary

Step	Step	Step	Step	Step	Step	Step	Step
1 52500\.	53404\.	54581\.	56051	1 39000\.	40904\.	43081\.	45551
2 55500\.	56404\.	57581\.	59051	2 42000\.	42904\.	45081\.	47551
3 58500\.	59404\.	60581\.	62051	3 45000\.	45904\.	47081\.	49551
4 61500\.	62404\.	63581\.	65051	4 48000\.	48904\.	50081\.	51551
5 64500\.	65404\.	66581\.	68051	5 51000\.	51904\.	53081\.	54551
6 67500\.	68404\.	69581\.	71051	6 54000\.	54904\.	56081\.	57551
7 71404\.	72404\.	73581\.	74051	7 57904\.	59081\.	60551	62051
8 75581\.	76581\.	77581\.	79051	8 62081\.	63551	65051	66551
9 80051	81051	82551	84051	9 66551	68051	69551	71051

Director Student Personnel Services

Special Education Supervisor

Step	Step	Step	Step	Step	Step	Step	Step
1 53000\.	55404\.	57581\.	60051	1 46000\.	47904\.	50081\.	52551
2 56000\.	57404\.	59581\.	62051	2 48000\.	49904\.	52081\.	54551
3 59000\.	60404\.	61581\.	64051	3 52000\.	51904\.	54081\.	56551
4 62000\.	63404\.	64581\.	66051	4 55000\.	55904\.	56081\.	58551
5 65000\.	66404\.	67581\.	69051	5 58000\.	58904\.	60081\.	60551
6 69404\.	70581\.	71581\.	72051	6 61904\.	63081\.	64551	66051
7 73581\.	74581\.	75581\.	77051	7 66081\.	67551	69051	70551
8 78051	79051	80051	81051	8 70551	72051	73551	75051

Salary Progression

	91-92	91-92	92-93	92-93	Long- evity	93-94	93-94	Long- evity	94-95	94-95	Long- evity	94-95
	Step	Salary	Step	Salary		Step	Salary		Step	Salary		Total
Principals												
Cavalea,V	5	64500	6	68404	1000	7	72581	1000	8	77051	1000	78051
Downham,W	5	64500	6	68404	1000	7	72581	1000	8	77051	1000	78051
Indriso,J	5	64500	6	68404	1000	7	72581	1000	8	77051	1000	78051
Rauenzahn,D	5	64500	6	68404	1000	7	72581	1000	8	77051	1000	78051
VanZoeren,T	4	61500	5	65404	1000	6	69581	1000	7	74051	1000	75051
Cardile,V	3	58500	4	62404	1000	5	66581	1000	6	71051	1000	72051
Carpenter,M	3	62500	4	66404	1000	5	70581	1000	6	75051	1000	76051
Daniels,C	3	64000	4	67904	1000	5	72081	1000	6	76551	1000	77551
Powel,W	3	58500	4	62404	1000	5	66581	1000	6	71051	1000	72051
Robertson,J	3	62500	4	66404	1000	5	70581	1000	6	75051	1000	76051
Vandenbergh,J	1	58000	2	61904	1000	3	66081	1000	4	70551	1000	71551

Assistant Principals

Fleming,T	6	61000	7	64904	1000	8	69081	1000	9	73551	1000	74551
Rozmes,D	5	57000	6	60904	1000	7	65081	1000	8	69551	1000	70551
Dempsey,A	4	55000	5	58904	1000	6	63081	1000	7	67551	1000	68551
Fields,E	4	54000	5	57904	1000	6	62081	1000	7	66551	1000	67551
Mazziotta,D	4	54000	5	57904	1000	6	62081	1000	7	66551	1000	67551
Smith,R	3	45000	4	48904	1000	5	53081	1000	6	57551	1000	58551
Farrell,C	3	52000	4	55904	1000	5	60081	1000	6	64551	1000	65551
Lehr,B	2	42000	3	45904	1000	4	50081	1000	5	54551	1000	55551
McGee,J	2	49000	3	52904	1000	4	57081	1000	5	61551	1000	62551
Prince,B	2	48000	3	51904	1000	4	56081	1000	5	60551	1000	61551
O'Neill,R(10	1	38000	2	41904	1000	3	46081	1000	4	50551	1000	51551
Quemore,S(10	1	38000	2	41904	1000	3	46081	1000	4	50551	1000	51551

Director Student Personnel Services

Curriculum Director, Director Guidance												
Bleistine,S	4	55000	5	58904	1000	6	63081	1000	7	67551	1000	68551
Bowen,G	4	62500	5	66404	1000	6	70581	1000	7	75051	1000	76051
Lerch,C	4	62000	5	66404	1000	6	70581	1000	7	75051	1000	76051
Brooks,T	2	56000	3	60404	1000	4	64581	1000	5	69051	1000	70051
Marciano,B	2	56000	3	60404	1000	4	64581	1000	5	69051	1000	70051

Director Student Activities

Special Education Supervisors												
Pozniak,I	4	55000	5	58904	1000	6	63081	1000	7	67551	1000	68551
Earling,C	3	52000	4	55904	1000	5	60081	1000	6	64551	1000	65551
Jorganson,P	3	52000	4	55904	1000	5	60081	1000	6	64551	1000	65551
				1849524			1979011			2117581		

Exhibit B

Payment for Unused Sick Days

Scale #1 - 1 to 9 Years
in District as Administrator

<u>Years (including teaching)</u>	<u>Ratio</u>
10 to 15	1 to 4
16 to 20	1 to 3
21 to 25	1 to 2
Over 25	1 to 1

Scale #2 - 10 Years or More
in District as Administrator

<u>Years (including teaching)</u>	<u>Ratio</u>
10 to 14	1 to 3
15 to 19	1 to 2
20 or Over	1 to 1

Both scales to be reimbursed for unused days at BA Degree, first step on salary guide. Maximum payment - \$15,000.

SERIES 4000 Personnel

4117.1

Policy: Evaluation of Certified Administrators

The Washington Township Board of Education recognizes the importance and necessity of maintaining a sound and comprehensive program for the evaluation of administrators. The Board believes that effective evaluation promotes excellence, and is essential to the improvement of the district's educational program.

The Board of Education will endeavor to create and maintain a positive climate for administrators. Each administrator's individual needs, abilities, and aspirations shall be considered by the administration in the development of evaluation instruments which will identify strengths, needs, and/or improvement objectives.

The professional growth of the administrator which results from participation in the evaluation process is as significant as the process itself. Evaluation shall be a continuous, constructive and cooperative experience between the administrator and his/her supervisor/evaluator.

The Board of Education directs the Superintendent, in consultation with administrators, to develop implementing procedures consistent with the referenced State Statute and this policy.

This policy, and accompanying enabling procedures, shall be reviewed at least each school year by the Board of Education. In keeping with the spirit of the legislation, the Board of Education will notify the administrators when it is in the process of reviewing the policy in order that they may submit input and be aware of any suggested changes the Board of Education is considering. The Superintendent shall be responsible for the distribution of the policy and procedures to each administrator no later than October 1 every year. If, at any time within the school year, revisions of policy or procedure are adopted by the Board of Education, the Superintendent shall be responsible for their redistribution to administrators within ten working days.

Evaluation Criteria: Administrator/Supervisor performance indicators are used as a basis for evaluation. The report on the attainment of the goal(s) is also included.

Legal References: (Tenure) NJSA 18A:4-15, 18A:6-10 et seq., 18A:29-14
NJAC 6:3-1.21
(Non-Tenure) NJSA 18A:27-3.2, 18A:27-3.3
NJAC 6:3-1.19

Administrative Procedure: Administrator/Supervisor
Evaluation

1. All non-tenured certificated administrators will receive a performance (formative) evaluation three (3) times per year with at least one evaluation each semester.
2. All tenured certificated administrators will receive a performance (formative) evaluation by January 30 of each year.
3. All non-tenured administrators will receive a summary evaluation by April 15 of each year.
4. All tenured administrators will receive a summary evaluation by June 15 of each year.
5. All summary evaluations will be preceded with a self-evaluation.

DEFINITIONS:

1. Administrator/Supervisors - Personnel evaluated under this procedure include principals, assistant principals, supervisors, Director of Student Personnel Services, and Athletic Director.
2. Comprehensive Summary Evaluation (required by law and Board of Education Policy)

A written evaluation of an Administrator's total performance submitted before July 1 each year to be used as a means of evaluating, re-employing or terminating an administrator. It includes value judgments of what has been observed, references to job description requirements and performance indicators, as well as a **TOTAL** description of the administrator as a professional. It also indicates whether or not an administrator has demonstrated an improvement of deficiencies in what had been brought to his/her attention during the post conference.

The following forms are part of Policy #4117.1 and Administrative Procedure #4117.1:

1. AP 4117.1a Administrator/Supervisor Performance Indicators
2. AP 4117.1b Administrator/Supervisor Performance Evaluation Forms (Formative)
3. AP 4117.1c Administrator/Supervisor Summative Evaluation

WASHINGTON TOWNSHIP PUBLIC SCHOOLS
ADMINISTRATOR/SUPERVISOR PERFORMANCE INDICATORS

A. MANAGEMENT

1. Building Records

- a. Establishes procedures for dissemination, safety and integrity of all records.
- b. Maintains staff records in accordance with established Board of Education policy, state and federal laws.
- c. Ensures accurate maintenance and accounting of daily attendance records
- d. Maintains appropriate staff evaluation records.

2. Fiscal Management

- a. In conjunction with the Superintendent and Assistant Superintendent for Business Finance, prepare the overall budget.
- b. Establishes ongoing procedures for repair, replacement and purchase of equipment, supplies, textbooks, etc.
- c. Operates programs within budgetary allocations.
- d. Supervises all budgeted and allocated funds and all accounts.
- e. Determines the need for and recommends all equipment, supplies, books, etc., necessary to conduct programs.

3. Contract Management

- a. Manages the current negotiated contracts for all personnel in a judicious manner.

B. ADMINISTRATIVE AND PROFESSIONAL RESPONSIBILITIES

1. Administration

- a. Cooperatively determine district goals/objectives with the site-based supervisor in accordance with the district's and Superintendent's goals.

Administrator/Supervisor Performance Indicators AP 4117.1a

- b. Creates an environment which is conducive to education by ensuring student safety, establishing disciplinary practices and procedures.

2. Policy

- a. Implements administrative and Board of Education policies.
- b. Interprets district's policies and procedures to teaching/staff members.
- c. Monitors staff attendance records according to policy; implements programs to reduce staff absenteeism.

3. Leadership

- a. Acts as educational leader of his/her building in an effective manner.
- b. Effectively delegates authority.
- c. Assumes the leadership for the overall morale for his/her staff.
- d. Involves staff members in a decision-making process where appropriate.
- e. Has vision.

4. Staff Development

- a. Interviews and recommends prospective staff according to administrative guidelines.
- b. Confers with new staff individually concerning school policies, procedures and available resources.
- c. Informs staff members of educational resources and student personnel services available.
- d. Assist in assessing the professional staff's growth needs and planning appropriate in-service programs to meet these needs.
- e. Provides orientation for new staff.

- f. May recommend that specialists and consultants be available to meet the needs of staff and students within the scope of school programs and Board policy.

C. SUPERVISION AND EVALUATION

1. Supervision

- a. Completes all staff observations and evaluations according to contract, Board policy and administrative directives.
- b. Makes appropriate recommendations for contract renewal, nonrenewal, increment withholding, etc., when necessary.
- c. Communicates to the Supervisor the needs of his/her area of responsibility and appropriate recommendations.
- d. Supervises staff involvement in curriculum development and revision, and district level committees.
- e. Creates an environment in which staff members feel free to consult with the supervisor.
- f. Ensures that staff members implement the Board approved curriculum.
- g. Supervises plans and schedules of staff members in compliance with established district procedures.

2. Program Evaluation

- a. Plans procedures in conjunction with central staff and building staff members for the evaluation of school programs and student achievement.
- b. Reviews the results to program evaluation and student achievement with building staff members and other appropriate personnel for the purpose of improving educational programs and student achievement at the building level.

D. PHYSICAL PLANT

1. Safe Environment

- a. Oversee custodial work to ensure plant cleanliness.
- b. Establishes procedures to ensure that the building is free from safety hazards.
- c. Establishes and implements procedures for security of the facility.
- d. Follows through to ensure that requests for repair of facilities and equipment are completed in a timely fashion.

2. Conducive Environment

- a. Establishes and implements procedures to provide a physical environment that is conducive to the educational program.
- b. Encourages students and staff to show pride in their building.

E. COMMUNICATIONS NETWORK

1. Communicates with staff

- a. Gives commendations to those staff members who develop and implement innovative approaches or contribute above and beyond.
- b. Communicates effectively with staff.

2. Communicates District-wide

- a. Ensures proper communication and articulation between his/her area of responsibility and the central office.
- b. Communicates effectively with other Administrators/Supervisors in the district.
- c. Keeps the Superintendent informed concerning the overall school program.

3. Communicates with Community

- a. Disseminates information about school activities and programs to the community in accordance with Board policy and district procedures.
- b. Develops and maintains liaison with parents/guardians, community organizations and other media personnel in accordance with Board policy and district procedures.
- c. Promotes constructive relationships between the school, district, and community.
- d. Constructively interprets the school program and policies to the community when the occasion arises.
- e. Keeps the community informed concerning the overall school program.

F. COMPETENCIES AND PROFESSIONAL DEVELOPMENT

1. Professional Characteristics

- a. Presents a professional appearance.
- b. Exhibits self-confidence.
- c. Demonstrates willingness to give service beyond the minimum requirements to building and school district activities.
- d. Demonstrates a willingness to accept advice and suggestions from supervisors.
- e. Demonstrates receptiveness to new ideas.
- f. Accepts Board/Administrative decisions and works enthusiastically towards achieving goals even though they may not conform to personal opinion.
- g. Shows the initiative required of a person in the role of an administrator.
- h. Exhibits enthusiastic behaviors toward staff and supervisors.

Administrator/Supervisor Performance Indicators AP 4117.1a

- i. Keeps in confidence, information that has been obtained in the course of professional service unless disclosure serves professional purposes or is required by law.
 - j. Demonstrates problem solving skills at the appropriate levels.
2. Professional Development
- a. Keeps abreast of developments regarding the professional literature relative to curriculum/supervision/administration.
 - b. Keeps self up to date by obtaining and using knowledge and skills from conferences, workshops, courses, and literature.
 - c. Cooperates with professional colleagues by sharing ideas, materials, and method.
 - d. Encourages input in staff and committee meetings.
 - e. Promotes Effective Schools Research.
 - f. Fosters the development of effective instructional skills.

WASHINGTON TOWNSHIP PUBLIC SCHOOLS
ADMINISTRATOR/SUPERVISOR PERFORMANCE EVALUATION

NAME _____ EVALUATOR _____
POSITION _____ BUILDING _____
DATE _____ STATUS: TENURE NON-TENURE

A. MANAGEMENT

1. Building Records
Needs Improvement _____ Satisfactory _____
2. Fiscal Management
Needs Improvement _____ Satisfactory _____
3. Contract Management
Needs Improvement _____ Satisfactory _____

COMMENTS:

B. ADMINISTRATIVE AND PROFESSIONAL RESPONSIBILITIES

1. Administration
Needs Improvement _____ Satisfactory _____
2. Policy
Needs Improvement _____ Satisfactory _____
3. Leadership
Needs Improvement _____ Satisfactory _____
4. Staff Development
Needs Improvement _____ Satisfactory _____

COMMENTS:

C. SUPERVISION AND EVALUATION

1. Supervision
Needs Improvement _____ Satisfactory _____
2. Program Evaluation
Needs Improvement _____ Satisfactory _____

COMMENTS:

Administrator/Supervisor Performance Evaluation AP 4117.1b

D. PHYSICAL PLANT

1. Safe Environment
Needs Improvement_____ Satisfactory_____
2. Conducive Environment
Needs Improvement_____ Satisfactory_____

COMMENTS:

E. COMMUNICATIONS NETWORK

1. Communicates with staff
Needs Improvement_____ Satisfactory_____
2. Communicates district-wide
Needs Improvement_____ Satisfactory_____
3. Communicates with Community
Needs Improvement_____ Satisfactory_____

COMMENTS:

F. COMPETENCIES AND PROFESSIONAL DEVELOPMENT

1. Professional Characteristics
Needs Improvement_____ Satisfactory_____
2. Professional Development
Needs Improvement_____ Satisfactory_____

COMMENT:

Needs Improvement indicates less than satisfactory performance and may result in an unsatisfactory rating on subsequent formative evaluations and/or the summative evaluation.

COMMENTS BY THE EVALUATOR (STRENGTHS/COMMENDATIONS):

RECOMMENDATIONS:

*COMMENTS BY EVALUATEE:

SIGNATURES:

Evaluator _____

DATE _____

Evaluatee _____

DATE _____

*You have ten (10) days from date of signature below to
submit this data.

You have five (5) days in which to sign this report.

WASHINGTON TOWNSHIP PUBLIC SCHOOLS
ADMINISTRATOR/SUPERVISOR SUMMATIVE EVALUATION

NAME _____	DATE(S) OF FORMATIVE EVALUATION(S) _____
POSITION _____	_____
BUILDING _____	_____
EVALUATOR _____	STATUS: TENURE NON-TENURE

ANNUAL PERFORMANCE

	U	S
A. Management	_____	_____
B. Administrative and Professional Responsibilities	_____	_____
C. Supervision and Evaluation	_____	_____
D. Physical Plan	_____	_____
E. Communications Network	_____	_____
F. Competencies and Professional Development	_____	_____

NARRATIVE DESCRIPTIVE SUMMARY

Commendations are included in the Summary Section. The evaluator must also include a summary of unsatisfactory performance marked above.

REPORT OF ATTAINMENT OF GOAL(S)

GOAL 1:

EVIDENCE OF ACHIEVEMENT OF GOAL:

GOAL 2:

EVIDENCE OF ACHIEVEMENT OF GOAL:

GOAL 3:

EVIDENCE OF ACHIEVEMENT OF GOAL

GOALS(S) FOR THE FOLLOWING YEAR

GOAL 1:

STRATEGIES:

ASSESSMENT:

GOAL 2:

STRATEGIES:

ASSESSMENT:

GOAL 3:

STRATEGIES:

ASSESSMENT:

SUMMARY COMMENTS BY THE EVALUATOR:

*COMMENTS BY THE EVALUATEE:

SIGNATURES: _____

Evaluator _____

Date _____

Evaluatee _____

Date _____

*You have ten (10) days from date of signature below to
submit this data.
You have five (5) days in which to sign this report.

BOARD OF EDUCATION APPROVAL - 2/27/90